NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs)

WALK IN INTERVIEW FOR PROJECT POSITION on 23.11.2026

Walk-in interview will be held for engaging Consultants purely on contractual basis to assist in following projects of NIDM.

S. No.	Name of Position	Project Name	No. of Position	Remuneration P.M.	Duration	Walk in interview Date & Reporting Time
1.	Consultant (UNFPA, India Project)	Integration of Sexual and Reproductive Health (SRH) into DRR" in collaboration with UNFPA, India	01	Rs. 1,00,000/-	13 months	23/11/2026 & 9:30 AM-10:00 AM
2.	Consultant (UNICEF, India Project)	Strengthening Child Protection Systems for DRR" in collaboration with UNICEF, India	01	Rs. 1,00,000/-	12 months	

1. **Selection Process:** Walk-in Interview on date as mentioned in the above table.
2. Reporting Time: **BETWEEN 9:30 AM to 10:00 AM**
3. The detailed Terms of Reference (ToR) for the above position is attached.
4. **No candidates will be entertained after the reporting time**.
5. Interested candidates are requested to report **at NIDM, Plot No.15, Pocket-3, Block-B, Sector-29, Rohini, Delhi - 110042 between 09:30 am to 10:00 am on the date of interview** as mentioned above.
6. The candidates are requested to bring their CV, degree certificates, mark sheets and experience certificates (in original and copies) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.
7. The candidates are also required to fill/ carry the application format (attached) for the interview.
8. Selected candidate shall be required to join immediately upon receipt of the Engagement/Offer Letter issued by the National Institute of Disaster Management (NIDM). Failure to join within the stipulated period may result in cancellation of the offer.
9. No TA/DA will be provided for attending the walk-in interview.

Terms of Reference
Consultant (UNFPA India Project)

1.	Name of the Division/ Centre/ Cell/ Section	Gender and Inclusive Disaster Risk Reduction (GIDDR)
2.	Details of Post	Consultant (UNFPA India Project)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	Providing dedicated coordination and programme management support at the National Institute of Disaster Management (NIDM) to integrate Sexual and Reproductive Health (SRH) and gender considerations into NIDM's disaster risk reduction (DRR) training architecture, in collaboration with UNFPA.
5.	Duration	The Consultancy is initially for a period of 13 months and extendable further as per requirement.
6.	Tasks Related to Assignment & Job Description	1. Assist the faculty of NIDM in preparation of the document/ study under overall supervision of ED, NIDM. 2. Facilitate communication with officials in UNFPA, India, NIDM, and relevant organizations/departments, including authors, reviewers, stakeholders and necessary follow-up. 3. Compile documents/ chapters, data and review comments, coordinate for updating/ revising the manuscript, and cross-check for consistency. 4. Assist in organizing consultations, workshops, and meetings for report development and follow-up actions as guided by NIDM nodal faculty. 5. Provide technical, administrative and related support as required from time to time. 6. Maintain an inventory of documents, resource materials, and nodal officers from respective organizations/Ministries, and prepare periodic progress reports. 7. Maintain confidentiality of information/documents as per instructions. 8. Undertake any other tasks or responsibilities assigned by the Executive Director, NIDM /Reporting Officer.
7.	Functional competencies required for the position	1. Strong programme coordination and project management skills, including work planning, deliverable tracking and timely reporting. 2. Ability to liaise effectively with government institutions, UN agencies, State Disaster Management Authorities, technical experts and training participants. 3. Working knowledge of SRH in humanitarian settings. 4. Familiarity with India's disaster management framework (DM Act 2005, NDMP, NDMA guidelines). 5. Experience supporting the design, organization and facilitation of training programmes, workshops or capacity building events. 6. Good skills in content review, editing and coordination of publications, including peer review and quality assurance processes. 7. Excellent written and verbal communication skills in English and Hindi, including drafting reports, minutes, concept notes and presentations.

		8. Proficiency in MS Office and virtual collaboration tools. Basic skills in using or updating a website or content platform are an advantage.
8.	Qualification and competencies	
	(A) Academic Qualification	
	(i) Essential	Master's degree from a recognised university in Social Science and allied subjects.
	(ii) Desirable	PhD in a relevant discipline, or a postgraduate diploma/certification in humanitarian response, reproductive health, gender and development, or disaster risk reduction.
	(B) Work Experience	
	(i) Essential	• At least 5 years professional experience in relevant field.
	(ii) Desirable	• Experience of working in project implementation and management. • Published research papers, reports or policy briefs.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration	Consolidated salary of Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (UNFPA Project) shall report to Head of Division of GIDRR in NIDM.
11.	Schedule of completion of Tasks	The Consultant (UNFPA Project) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (UNFPA Project) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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Terms of Reference
Consultant (UNICEF India Project)

1.	Name of the Division/ Centre/ Cell/ Section	Gender and Inclusive Disaster Risk Reduction (GIDDR)
2.	Details of Post	Consultant (UNICEF India Project)
3.	No. of Vacancy	1 (One)
4.	Purpose of Assignment	Generating evidence on how climate-related disasters, displacement and the vulnerabilities link to child marriage, recommending ways to make child protection systems climate-resilient.
5.	Duration	The Consultancy is initially for a period of 12 months and extendable further as per requirement.
6.	Tasks Related to Assignment & Job Description	1. Develop the study framework, methodology and data collection plan. 2. Assist the faculty of NIDM in preparation of the document/ study under overall supervision of ED, NIDM. 3. Facilitate communication with officials in UNICEF, India, NIDM, and relevant organizations/departments, including authors, reviewers, stakeholders and necessary follow-up. 4. Compile documents/ chapters, data and review comments, coordinate for updating/ revising the manuscript, and cross-check for consistency. 5. Assist in organizing consultations, workshops, and meetings for report development and follow-up actions as guided by NIDM nodal faculty. 6. Provide technical, administrative and related support as required from time to time. 7. Maintain an inventory of documents, resource materials, and nodal officers from respective organizations/Ministries, and prepare periodic progress reports. 8. Maintain confidentiality of information/documents as per instructions. 9. Undertake any other tasks or responsibilities assigned by the Executive Director, NIDM /Reporting Officer.
7.	Functional competencies required for the position	1. Research design and secondary data analysis. 2. Subject knowledge: DRR and climate change. 3. Subject knowledge: child protection, gender and child marriage. 4. Policy analysis and evidence synthesis. 5. Report writing and knowledge products. 6. Project management and coordination. 7. Workshop and consultation management. 8. Financial and administrative compliance. 9. Research ethics and safeguarding. 10. Communication and stakeholder engagement. 11. Proficiency in MS Office reference management, online meeting tools and web-based data sources.
8.	Qualification and competencies	

	(A) Academic Qualification	
	(i) Essential	Master's degree from a recognised university in Social Science and allied subjects.
	(ii) Desirable	PhD in a relevant discipline, or a postgraduate diploma/certification in disaster management, child protection, gender or research methods.
	(B) Work Experience	
	(i) Essential	At least 05 years of professional experience in relevant field.
	(ii) Desirable	• Experience of working in project implementation and management. • Published research papers, reports or policy briefs.
	(C) Language Proficiency	Fluency in written and spoken Hindi and English is required for this position
	(D) Upper Age Limit	Maximum 40 years
9.	Remuneration	Consolidated salary of Rs.1,00,000/- per month
10.	Reporting Mechanism	Consultant (UNICEF Project) shall report to Head of Division of GIDRR in NIDM.
11.	Schedule of completion of Tasks	The Consultant (UNICEF Project) shall complete the assigned tasks in a time bound manner. It is a full-time engagement and Consultant (UNICEF Project) shall not take up any other assignment during the period of consultancy in NIDM.
12.	Termination of Contract	The engagement of Consultants in NIDM is of a temporary in nature and NIDM can terminate at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide 45 days' notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving 45 days' notice to NIDM. Irrespective of Division, all matter related to this will be handle by Admin Section.
13.	Place of Posting	National Institute of Disaster Management, (NIDM), Delhi Campus at NIDM, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042.

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NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)

Application format for the position of :……
Project Name: .....

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (With Tel./Mob. No. & Email Address):
7. Permanent Address:
8. Educational Qualification:

Sl. No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

Sl. No.	Organization/Institute	Post Held	Period	Nature of Work	Remarks

10. Brief about publication/research/documentation work etc.:

11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:

12. Reference (Up to 2-Name/ Affiliation and Contacts):

Date: (Signature): ……

Mobile No…… Email Address…….

Note: The candidates are requested to bring their CV, degree certificates, mark sheets and experience certificate (in original and copies) along with valid ID proof for the walk-in interview for verification, failing which the candidate may not be interviewed.