

**Terms of References**  
**of**  
**Senior Disaster Management Specialist**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Senior Disaster Management Specialist U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Providing advice, expertise, and technical support to integrate Disaster Management in U-PREPARE project.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Senior Disaster Management Specialist will provide advice, expertise and technical support to operations to mainstream Disaster Management under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

**Person Specification:**

- Minimum qualification should be Masters or PG in Science/ Technology/ Engineering/ Earth Science/ Atmospheric Science/ Environment Science/ Disaster Climate Risk or related field with Ph.D. in Science/ Technology.
- Experience- At least **10 years** of related experience in IT based Disaster Risk

Management with implementation of social development programs and handling gender equality issues with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.

- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

**Scope of Work:**

1. Provide technical inputs to the review and update of WB policy and strategies on Disaster Risk Management.
2. Provide technical advice on integrating Disaster Management considerations in programs and projects.
3. Lead technical support to operations departments on the development of Disaster Management projects, including participation in project team.
4. Lead technical support to operations departments in processing emergency assistance-related support in the aftermath of a disaster.
5. Supporting operations department access resources for Disaster Management from the U-PREPARE fund.
6. Take a lead role in managing implementation of fund and in exploring mobilization of external resources for U-PREPARE
7. Providing conceptual and operational leadership on the Disaster Management themes under U-PREPARE.
8. Work closely with other PIU's to address any challenges.
9. Prepare and implement plan for Disaster Management, and train/orient the project PIU staff.
10. Ensure that disaster management standards are translated, disclosed, and disseminated to PIU's.
11. Conduct consultative meetings with relevant stakeholders to discuss site specific disaster risk management issues of sub-project and get feedback from the participants to address it in a systematic manner.
12. Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the FIELD-PIU, for the World Bank etc.
13. Ensure compliance with the WB safeguards/guidelines.
14. Coordinate with national and international agencies for the exchange of expertise and knowledge, as well as the alignment of disaster management best practices.
15. Carry out tasks as directed by the program manager, ensuring that disaster management remains at the forefront of the project.

**Terms of References**  
**For**  
**“Procurement and Contract Management Expert”**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Procurement and Contract Management Expert, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand.
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
<b>Responsible for:</b>	Lead and support the entire procurement life cycle for all goods and services that the PIU procures.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Procurement and Contracts management Expert will understand, develop, manage, and control all facets of contract formation, negotiation, and management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

### **Person Specification:**

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **05 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

1. Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
2. Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
3. Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
4. Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
5. Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
6. Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
7. To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
8. To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
9. Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
10. Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
11. Participate in periodic training of the PIU staff on Communication and Documentation.
12. Ensure compliance with the WB safeguards/guidelines.
13. Any other relevant work as and when required.

**Terms of References**  
**of**  
**Climate Change Adaptation Expert**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Climate Change Adaptation Expert U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand.
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Developing and implementing climate change adaptation strategies in U-PREPARE project.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Climate Change Adaptation Expert will develop and implement strategies to mitigate and adapt to the impact of climate change under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

**Person Specification:**

- The minimum qualification should be Masters in Climate Science/ Environment Science or Equivalent.

- Experience- At least **07 years (05 years for PhD Candidate)** of related experience in climate change, carbon mitigation, climate modeling, carbon sequestration, green Technology, or related field with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines. Will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

**Scope of Work:**

1. Develop TOR for the climate studies and research to be conducted under the project.
2. Documentation of Climate studies conducted under the project.
3. Correlating the inputs of SEOC regarding Weather and climate change.
4. Document past and ongoing projects related to climate change adaptation, highlighting their objectives, methodologies, outcome, and lessons learned.
5. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals.
6. Plan and coordinate activities in collaboration with national, international, and state agencies, focusing on climate change adaptation efforts. Develop necessary documents for these activities.
7. Provide expertise in analyzing weather and climate data to help stakeholders make informed decisions and formulate strategies for climate change adaptation.
8. Provide recommendations and input on environmentally friendly and sustainable technologies that can aid in climate change adaptation efforts.
9. Propose and advocate for nature-based solutions to climate change impacts, emphasizing the importance of integrating natural systems and approaches in adaptation strategies.
10. Edit the reports, research articles, thesis, and other documents as and when required by the PIU.
11. Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
12. Participate in periodic training of the PIU staff.
13. Ensure compliance with the WB safeguards/guidelines.
14. Provide guidance and support in establishing efficient grievances redressal mechanism.
15. Any other relevant work as and when required.

**Terms of References  
of  
GIS & Remote Sensing Expert**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	GIS & Remote Sensing Expert U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Developing and implementing climate change adaptation strategies in U-PREPARE project.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The GIS & Remote Sensing Expert will provide geospatial and remote sensing support for disaster management, data analysis, and capacity building under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Masters in GIS/ Remote Sensing or equivalent.
- Experience- At least **05 years** of related experience in management of GIS and Remote sensing with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Assist USDMA & SEOC with GIS-related tasks.
2. Preparation of GIS database and asset mapping.
3. Develop analytical models for GIS and remote sensing.
4. Responsibilities to execute works of GIS and remote sensing at SEOC whenever required.
5. Provide training and build capacity in various state and district-level departments.
6. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals.
7. Coordinate with national and international agencies, including IIRS, ISRO, GSI and others.
8. Perform tasks as directed by the program manager.

**Terms of References  
of  
Hazard Analyst (Civil)**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Hazard Analyst (Civil) U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand.
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Ensuring disaster safety practices are followed in the infrastructure projects of the USDMA.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Hazard Analyst (Civil) will be a part of the PIU-Uttarakhand State Disaster Management of the U-Prepare Project. His primary work will be to suggest disaster safe practices to the USDMA and ensure that the civil projects under PIU-USDMA are disaster resilient.

### **Person Specification:**

- Minimum qualification should be Bachelor's in Technology/ Engineering in Civil Engineering or equivalent.
- Experience- At least **03 years** of related experience in civil aspect of hazard identification, analysis, mitigation and prevention with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Assist in building infrastructure projects under USDMA and review building plans and logs for amendments.
2. Offer recommendations for disaster-safe practices to USDMA.
3. Contribute to the promotion of earthquake and disaster-safe technology.
4. Coordinate with departments such as PWD, RWD, and others to incorporate disaster and safety resilience.
5. Provide training to engineers and contractors regarding safety.
6. Make recommendation for building permits related to buildings and infrastructure to departments like housing and urban development.
7. Collaborate with national and International agencies.
8. Follow the directives of the Program Manager.

**Terms of References**  
**of**  
**Hazard Analyst (Disaster Management)**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Hazard Analyst (Disaster Management) U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand.
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Developing disaster preparedness strategy at PIU-USDMA.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Hazard Analyst (Disaster Management) will be part of PIU-USDMA under U-PREPARE Project and will develop, promote, and coordinate disaster preparedness efforts, ensuring effective response and mitigation measures under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Masters in Disaster Management/ Environment Science/ Earth Systems/ Forestry or equivalent.
- Experience- At least **03 years** of related experience in disaster management science/ Earth Systems/ Forestry or equivalent with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Promote and support disaster preparedness activities for PIU-USDMA.
2. Create disaster-related plans for PIU-USDMA under U-PREPARE Project.
3. Organize and assist in mock drills of the staff.
4. Conduct awareness campaigns on disaster preparedness within the department.
5. Collaborate with departments to ensure they comply with disaster management standards.
6. Coordinate with national and International agencies.
7. Follow the instructions of the Program Manager.

**Terms of References  
of  
IRS Expert**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	IRS Expert, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Provide support to enhance SDMA's disaster management capacity through mock exercises and IRS implementation in U-PREPARE project.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The IRS Expert will ensure effective and efficient implementation and management of IRS processes, including developing and implementing Incident Response framework/ plans with required transparency and accountability of internal control mechanism under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies

**Person Specification:**

- Minimum qualification should be Masters or PG in Science/ Technology/ Engineering/ Earth Science/ Atmospheric Science/ Environment Science/ Disaster Climate Risk or related field.
- Experience- At least **07 years** of related experience in IT based Incident Response

Management (IRS) with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.

- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Organize mock exercise for natural and man-made disasters to enhance capacity building and preparedness efforts.
2. Conduct mock exercise for various types of disasters based on the project's calendar.
3. Ensure effective coordination during response at SEOC on 24X7 basis.
4. Liaising with Army, NDRF, SDRF and other Paramilitary forces.
5. Develop a strategy to institutionalize capacity building, preparedness, and response in disaster-prone states and district.
6. Sensitize and enhance the capacity of disaster response teams at both the SDMA and DDMA. Ensure understanding and incorporation of Incident Response System (IRS) principles by stakeholders.
7. Conduct awareness programs in leading training institutions within the state, focusing on disaster management upon request.
8. Examine disaster response plans prepared by the ministry, state, and district administrations submitted to the project to verify the incorporation of IRS principles and provide recommendations as necessary.
9. Conduct research and document the adherence to IRS principles during disasters, ensuring that they were followed effectively.
10. Create case studies that document the implementation of IRS and distribute them among stakeholders for future reference and learning.
11. Provide technical support in the development of IRS training modules and ensure the incorporation of IRS principles into these modules.
12. Verify the implementation of the summary of Action Plan based on IRS guidelines by state and district administrations and offer necessary support.
13. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals
14. Coordinate and organize mass awareness campaigns and sensitization programs on IRS principles among various stakeholders, including NGOs, CBOs, NCC, NSS, NYKS, volunteers, and the corporate sector.
15. Draft periodic progress reports as per required to document the advancements and outcomes of IRS implementation.
16. Perform any other duties as directed by the Program Manager to support the project's overall objectives and operations.

**Terms of References**  
**of**  
**Sr. Architect**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Sr. Architect, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Implementing disaster resilient architecture practices.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Sr. Architecture will promote and implement disaster-resilient architectural practices, ensuring safe and sustainable construction and planning in alignment with disaster management goals under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Masters in Architecture.
- Experience- At least **10 years** of related experience in design and development of buildings and structures with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Promote and champion the adoption of architectural designs that are inherently disaster-resilient, focusing on ensuring that structures are well-prepared to withstand and recover from disaster effectively.
2. Formulating and implementing safe construction practices, with a keen emphasis on creating buildings and structures that prioritize safety, durability, and resilience against various natural and man-made disaster.
3. Make plan for effective building regulations and its implementation in the state.
4. Provide vital support to the USDMA and related departments in planning and development, including contribution in valuable insights and expertise to enhance disaster preparedness and mitigation efforts.
5. Collaborate with various architecture associations for sharing knowledge, best practices, and staying informed about the latest advancements in disaster-resilient design and construction.
6. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals
7. Ensure disaster resilient in planning and execution of new infrastructure projects.
8. Coordinate with national and international agencies for the exchange of expertise and knowledge, as well as the alignment of disaster-resilient architectural best practices.
9. Coordinate with all development authorities, Nagar Palika's and Nagar Panchayats.
10. Carry out tasks as directed by the program manager.

**Terms of References**  
**For**  
**IT Expert**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	IT Expert, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Program Manager/ Reporting Officer
<b>Responsible for:</b>	Managing and Implementing the technology infrastructure and operations to support all U-Prepare activities.

**Background:**

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**Purpose of the Job:**

The IT Expert will be responsible to manage and optimize the development, implementation, and maintenance of IT and MIS activities within the U-PREPARE project. He will ensure the effective utilization of IT resources and the development of robust MIS system.

### **Person Specification:**

- The minimum qualification should be **Bachelor's Degree in Computer Science/IT/Computer Application/Networking/Data Base Management/Program Data Management or equivalent.**
- Experience- At least **05 years** of related experience in IT software and hardware support with Central Govt./State Govt./Public Sector organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

1. Develop, implement, and maintain robust IT and MIS system aligned with project requirement.
2. Ensure optimal management of databases to enhance performance and reliability.
3. Ensure seamless integration of IT and MIS with existing systems and databases.
4. Oversee IT infrastructure, including hardware, software, and network components, to ensure seamless operations.
5. Perform regular servicing and maintenance of IT requirements.
6. Maintain comprehensive documentation of the MIS, including technical specifications, user guides, and training materials.
7. Conduct training of interested employees about IT activities to increase their awareness and expertise.
8. Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
9. Participate in periodic training organized for the PIU staff on relevant topics.
10. Ensure compliance with the WB safeguards/guidelines on the web portal of the Project.
11. Any other relevant work as and when required.

**Terms of References  
of  
Junior Manager (Electrical)**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Junior Manager (Electrical), U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Maintenance of electrical systems in PIU-USDMA.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Junior Manager (Electrical) will manage, oversee and optimize electrical systems in PIU-USDMA buildings, ensuring their functionality and safety under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Diploma in Electrical Engineering or equivalent.
- Experience- At least **05 years** of related experience in implementation of Electrical works with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Responsible for overseeing and resolving electrical issues within the USDMA buildings.
2. Responsible to supervise external agencies contracted to maintain the electrical systems in USDMA buildings.
3. Manage various electrical systems using advance vigilance protocols and software in USDMA building.
4. To monitor performance of electrical systems, ensuring compliance with electrical code and standards, and coordinating repair or upgrade projects as required.
5. Ensure building management duties such as wire repairs, managing electrical systems, overseeing security measures, and ensuring optimal performance of electrical components.
6. Manage energy efficiency of electrical systems within USDMA buildings.
7. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals
8. Develop and implement plans for emergency responses related to electrical failure, power outage, or other electrical-related incidents that may impact building.
9. Managing effective communication with building occupants and relevant departments within USDMA to keep informed about schedule maintenance, system changes.
10. Perform tasks as directed by the Program.

**Terms of References  
of  
Junior Manager (Electronics)**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Junior Manager (Electronics) U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Electronic systems maintenance in U-PREPARE project.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Junior Manager (Electronics) will oversee, maintain and optimize electronics and IT systems in USDMA buildings, ensuring continuous functionality under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Bachelor's/ Diploma in Electronics and Communication Engineering or equivalent.
- Experience- At least **05 years** of related experience in implementation of electronic and electrical with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. To manage, maintain and troubleshoot electronics and IT-Related concern within the USDMA building.
2. Manage servers and associated electronic items like video walls, TVs, AVs etc in USDMA building.
3. Supervise external agencies that have been contracted to maintain electronic and IT systems in USDMA building.
4. To monitor performance, ensuring compliance with standards and coordinating repair or upgrade projects as necessary.
5. Effectively communicating with relevant stakeholders, including building occupants and other departments within USDMA.
6. Ensure plan to ensure business continuity in the event of technical failure or unforeseen emergencies.
7. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals
8. Perform tasks as directed by the Program Manager to prioritize and maintain a focus on electronics systems within the project.

**Terms of References**  
**of**  
**Junior Manager (Civil)**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Junior Manager (Civil), U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director
<b>Responsible for:</b>	Effective building management

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Junior Manager (Civil) will oversee and manage civil-related issues in USDMA buildings, coordinate with external agencies, and ensure effective building management under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

### **Person Specification:**

- Minimum qualification should be Diploma in Civil Engineering or equivalent.
- Experience- At least **05 years** of related experience in implementing of Civil works with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

### **Scope of Work:**

1. Manage civil issues within USDMA buildings, encompassing structural and civil aspects.
2. Supervise external agencies responsible for maintaining the civil components of USDMA buildings.
3. Manage the USDMA building using Building Management Information System (BIMS).
4. Handle various building management tasks, such as inspections, maintenance scheduling, and oversight of plumbing and security.
5. Ensure compliance with building regulations and safety standards, including obtaining required permits.
6. Supervise external agencies responsible for maintaining civil aspects of USDMA buildings.
7. Manage the budget for civil maintenance, including cost estimation and resource allocation.
8. Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals
9. Develop and implement safety protocols and emergency response plan for unforeseen incidents affecting the USDMA building.
10. Perform tasks as directed by the Program.

**Terms of References**  
**For**  
**Account Expert**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Account Expert U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
<b>Responsible for:</b>	Monitoring and analyzing accounting data and producing financial reports or statements.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Establish financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and managing accounting staff.

**Person Specification:**

- Minimum qualification should be **Bachelor's in Commerce/ Accounts/ Finance or equivalent field.**
- Experience- At least **05 years** of related experience of computerized accounting with Central Government/ State Government/ Public Sector Organizations/ Externally aided

Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.

- Experience/familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

1. Prepare IUFRR as per WB guidelines for submission to CAAA
2. Create, Monitor, and execute financial systems in the Project.
3. Collect, analyze, verify, and report financial information to document firms' financial performance.
4. Execution of accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews.
5. Preparing and execute action plans; implementing production, productivity, quality, and customer-service standards, completing audits; identifying trends; determining system improvements; and implementing change.
6. Forecasting requirements, draft annual budgets, and project expenditures to prepare periodic statements and meet financial regulatory requirements.
7. Analyze general ledger variances and suggest corrective action for management's approval to meet annual accounting financial objectives.
8. Develop action plans, audit operations, and propose efficiency improvements.
9. Confirm financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and prepare special reports.
10. Maintain financial security by establishing internal control.
11. Avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations and recommending new procedures.
12. Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
13. Participate in periodic training of the PIU staff on financial terms.
14. Any other relevant work as and when required.

**Terms of References**  
**For**  
**Office Manager**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Office Manager, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	1
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Program Manager/ Reporting Officer
<b>Responsible for:</b>	Office management activities of PIU.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Designee will be responsible for office management and office activities to assist the PIU in the implementation of The World Bank assisted project in Uttarakhand.

### **Person Specification:**

- Minimum qualification should be **Master's Degree or Equivalent field.**
- Experience- At least **03 years** of related experience in office management with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

1. Day to day management, upkeep and maintenance of office equipment's and fulfilling requirements of various officials pertaining to office support staff.
2. Help the PIU to prepare reimbursement documentation with respect to office expenses in the project implementation unit.
3. Maintains office mail systems and other relevant documents for PIU.
4. Event /training schedules management, Office record keeping.
5. Assessment of requirement in PIU office and report submission to reporting manager/Program Manager.
6. Coordinate with procurement section to prepare document for advertising the quotation/notices or Collection of quotation for various shopping activities.
7. Overseeing the various quotations and put it to purchase committee for petty purchases.
8. Developing and maintaining procedures for the effective control of project purchasing procedures to ensure cost control.
9. Collection /receiving of the supplied item as per the specification. He will ensure documentation regarding all the purchase as per PWD guidelines.
10. Supervising the commissioning of the various office management related processes and recommending the issuance of provisional or final acceptance certificates.
11. Any other relevant work as and when required.

**Terms of References  
For  
Junior Assistant**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Junior Assistant, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	3
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Program Manager/ Reporting Officer
<b>Responsible for:</b>	To provide crucial administrative support and smooth operations of PIU

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Junior Assistant will be responsible for helping the leadership by organizing things, scheduling, and making sure everything runs smoothly within the U-PREPARE project. He will also help with important paperwork and communication to keep everything on track.

### **Person Specification:**

- The minimum qualification should be **Bachelor's in any discipline (knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi)**
- Experience- At least **02 years** of related experience with Central Govt./State Govt./Public Sector Organizations
- Willingness to work in remote and hilly areas in difficult conditions.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

1. Support senior managers and executives with daily clerical tasks, including meetings and documenting meeting minutes
2. Manage communications by answering phone calls, providing information, and connecting callers to the right individuals, as well as composing and typing correspondence.
3. Coordinate travel arrangements and reservations for senior managers, ensuring efficient planning of their trips and appointments.
4. Organize and maintain office records and files, including creating spreadsheets and presentations, and producing statistical and budget reports.
5. Enhance office efficiency by welcoming visitors, implementing, and improving office policies and procedures, contributing to a smooth workflow within the organization.
6. Participate in periodic training organized for the PIU staff.
7. Any other relevant work as and when required.

**Terms of References**  
**For**  
**Multi-Purpose Worker**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Multi-Purpose Worker
<b>Location:</b>	PIU, Uttarakhand
<b>Number of Post:</b>	2
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Program Manager, Reporting Officer, Manager Office Management.
<b>Responsible for:</b>	Carrying out day to day works required in the offices of PIU

**BACKGROUND:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

The Multi-Purpose worker will be responsible to efficiently manage and execute a variety of daily based tasks and operations essential for the smooth functioning of PIU within the U-PREPARE project.

**Person Specification:**

Intermediate (10+2) with at least 01-year work experience in related field.

**Scope of Work:**

1. Opening and closing of PIU.
2. Assisting in daily based and routine PIU operations in the premise
3. Maintenance of cleanliness and hygienic conditions in the PIU premises.
4. Arrangement for drinking water in the PIU
5. Distribution of files/documents in the required departments
6. Any other PIU related miscellaneous activities as assigned by seniors.