



Resume

Ms. Balaka Dey

Professional Summary

Balaka has over 8 years of experience working with the development sector. She joined the field of **Disaster Risk Management** at *United Nations Development Programme (UNDP), India* in **April 2000**. She during her current assignment with UNDP, has been the focal point for incorporating Disaster Risk Management in the school, college and university curriculum and also designing training modules for Government Functionaries and UNDP, Disaster Risk Management Practitioners. As part of her current assignment, she has been assigned to carry out **inter UN Agency coordination and NGO coordination related to Disaster Risk Management Programmes**. She has assisted national and international governments in relief and rehabilitation initiatives at the time of crisis. Apart from her regular work she has support other UNDP Country Offices like *Maldives, Sri Lanka and Bulgaria* in various initiatives related to Disaster Risk Reduction.

1. May 2004 – till date: *Programme Associate (Disaster Management) UNDP, Delhi, India*

Responsibilities:

Training:

- Support *National Institute of Disaster Management (NIDM)* Govt. of India in *designing training modules* for various government functionaries and elected representatives on Disaster Management.
- *Training and capacity building* on Disaster Management for Government officials, elected representatives, teacher educators and entry level Disaster Risk Management practitioners.
- Conceptualization and development of *training modules* for *Entry level DRM Practitioners* of India.
- Development *training module* for the *Entry level DRM practitioners* for *UNDP Sri Lanka*.

Education:

- *Support and develop* programme action plan for Disaster Management in Education in consultation with various national level bodies of Government of India.

- **Coordinate** at the national level the initiatives identified in the action plan and ensure the progress of the work
- Ensure the **qualitative** and **quantitative** progress of the initiatives in DM in Education.
- Supported Government of India in incorporating Disaster Management in **school, college and university curriculum at the National level.**
- Supported **State Education Boards** in inclusion of Disaster Management in the country.
- Conceptualization, development & writing of textbooks on Disaster Management for the **Central Board of Secondary Education (CBSE)** for classes VIII, IX and X. This has also been incorporated in subjects like **Sociology and Geography** in CBSE for class XI.
- Development of textbook on Disaster Management in (**Environment Science**) for **National Council of Education Research and Training (NCERT)** a pioneer Education, Research and Training Institute of the country in the field of Education, Government of India.
- Development of Text Book on Disaster Management for **Post Graduate Diploma Course in Indira Gandhi National Open University (IGNOU)**, Govt. of India
- Looking into the **policy interventions** in the field of Disaster Management in Education.

Knowledge Network:

- Help the **India Disaster Knowledge Network (IDKN)** team in content development.
- Help UNDP country office in **conceptualizing and writing project proposals** on Disaster Risk Management.

Coordination:

- Focal point for **Inter UN and NGO coordination** on projects related to Disaster Risk Management.
- Provide guidance to other UNDP Country Offices like **Sri Lanka, Maldives and Bulgaria** to initiate programmes related to DM in Education and Training and Capacity development.
- Support the countries in developing relevant training materials on Disaster Risk Reduction.

2. March 2002 – April 2004: National United Nations Volunteer (Project Officer, Disaster Management) UNDP, Orissa, India

Responsibilities:

- Provide ***technical support*** to the Block administration (Kujanj, Jagatsinghpur, Orissa) in UNDP's Community Based Disaster Risk Management Programme.
- ***Training and Capacity Building*** of various stakeholders at the block level (Panchayati Raj Institution members, Self Help Groups, government functionaries, Voluntary agencies [NGOs/CBOs], volunteers etc) on Disaster Risk Reduction.
- ***Monitoring and Evaluation*** of the project
- Incorporating gender perspective in the Disaster Risk Management programme in the programme areas.
- ***Assisting*** the government in preparing the annual disaster preparedness and response plan.
- Helping in preparing the Information Education and Communication (IEC) materials for public awareness for various hazards.
- Building up ***partnership*** with Government, Civil Society and Elected Representatives for disaster preparedness and response.
- Providing assistance in the ***National Capacity Building Programme*** on disaster management for ***National Institute of Disaster Management***.
- ***Documentation*** and preparation of Training manual for training activities at various levels
- Monitoring the preparation of the ***Human Development Report for Orissa – India*** funded by UNDP, India and implemented by Nabakrushna Choudhary Center for Development studies (NKCDS).

3. March 2000 – April 2002: National United Nations Volunteer (Project Support Officer, Disaster Management) UNDP, Orissa, India

Responsibilities:

- Supported the district administration (***Bhadrak, Orissa***) in proper distribution of relief materials after the ***1999 Super Cyclone in Orissa, India***.
- Monitoring the activities of the NGOs to avoid duplication of relief materials and the rehabilitation activities carried out by various agencies.
- Preparing the community, non-governmental organizations and government in responding effectively at the time of disaster

4. April 1999 to March 2000: *Research Associate* in AIMS (Asian Information and Marketing Social Research) in Bhubaneswar, Orissa, India.

Responsibilities:

- Assisting the state team in ***conceptualizing and developing*** project proposals
- Monitoring the work of the research investigators in data collection
- Compilation and qualitative and quantitative analysis of data
- Report Writing and donor reporting.

5. Other Initiatives:

Apart from the assigned job responsibilities from April 2000 till date other initiatives taken up are

- Worked as a National United Nations Volunteer in the Orissa Super Cyclone – 1999, which killed more than 10,000 lives.
- Worked as an UN volunteer in the India's most devastating floods of 2001 in Bihar
- Worked as a team leader of the special UNV team that visited **Sri Lanka** during its worst flood and landslide in 2002.
- Have helped carrying out inter UN coordination in **Sri Lanka** and coordination with NGO and Government.
- Have been a part of the damage assessment team during the Orissa Floods in 2003.
- Have helped UNDP country office and the Government of India in the post recovery and rehabilitation face.

Education Qualification

Name of School and Location	Major Subjects	Start - Complete Date	Type of Degree
University of Hyderabad Hyderabad, INDIA	Sociology	April, 1997 – March, 1999	Master of Philosophy (M.Phil)
University of Hyderabad Hyderabad, INDIA	Sociology	April, 1995 - March, 1997	Masters of Arts (M.A)
Utkal University Bhubaneswar INDIA	Sociology, Psychology, English	April, 1992 – March, 1995	Bachelor of Arts (B.A)
Ramadevi Women's College Bhubaneswar, INDIA	Psychology, Economics, Political Science, English	April, 1990 – March 1992	10+2
St. Joseph's High School Bhubaneswar, INDIA	English, Physics, Chemistry, Biology, Economics, Mathematics, Oriya	April, 1989 - March, 1990	10

Short Courses, Training and Workshop

- Conducted more than 150 training programmes in 17 Disaster Risk Management Programme states in collaboration National & State Governments, Central Board for Secondary Education, National Council for Education Research & Training.
- Presented a paper in the International Disaster Reduction Conference (IDRC) held in Davos **Switzerland** from 27th September – 1st October, 2006 on “*Building a Culture of Safety and Resilience towards natural disasters*”.
- Workshop on “Education for Natural Disaster Preparedness in Asia-Pacific in the context of Education for Sustainable Development” organized by UNESCO.
- Completed an online certificate course on *Natural Disaster Risk Management - Comprehensive Disaster Risk Management Framework* conducted by World Bank Institute – U.S.A – 2005
- Training on Gender and Disaster Management, Organized by National Institute of Disaster Management and UNICEF on 9th and 10th May, 05.

- Training on *Human Rights Approach to Development*, Organized by UNDP Geneva at New Delhi on 25th and 26th May 05
- Completed National Course on “Humanitarian Charter and Minimum Standards in Disaster Response” – 2001
- Regional consultation on Public Private People Partnership for Natural Disaster Risk Management. – 2001
- International Seminar on Disaster Preparedness and Mitigation- 2002

Publications

- Text Book on **Disaster Management** for Class VIII (Second Edition 2007) & X (First Edition 2005) for *Central Board of Secondary Education (CBSE)*, Govt. of India.
- Text Book on Disaster Management for *Class XI (Sociology & Geography* - First Edition 2006) for *Central Board of Secondary Education (CBSE)*, Govt. of India
- Text Book on Disaster Management for *Class XI (Environment Sciences* – in press) for *National Council for Education Research & Training (NCERT)*, Govt. of India
- Text Book on Disaster Management for *Post Graduate Diploma Course* in Indira Gandhi National Open University (*IGNOU*- First Edition 2006), Govt. of India
- *Paper* on “Building a Culture of Safety and Resilience towards natural disasters” in International Disaster Reduction Conference(IDRC) publication(2006), Davos, *Switzerland*.
- Development of training Modules on Disaster Management (2004) with National Institute of Disaster Management, Govt. of India
- Development of training Modules on Disaster Management for entry level DRM practitioners with **CADRI, Geneva (Switzerland)** and BCPR (2006).
- Development of Training Modules & project work on Disaster Risk Management for school children in collaboration of Govt. of Sri Lanka and GTZ(2006)

Countries visited and worked in for short assignments

Srilanka, Maldives, Bulgaria and Switzerland

Other Relevant Information

- Proficient in Computer Application such as MS Word, Power Point, Excel, Internet etc.
- Fluent in English, Hindi, Oriya and Bengali
- Various scholarship and awards such as
 - i) **National** scholarship at the 10+2 level (1992 – 1995)
 - ii) Stood **5th in the merit list** in 12+3 (Graduation) university exam under Utkal University, Bhubaneswar, Orissa.
 - iii) Visharad in Tabla under Mumbai University.

Personal Details

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Reference:

To be furnished on request.