

## TERMS OF REFERENCE

### DRR ADVISOR

#### Position Information

Job Title	:	Advisor, Disaster Risk Reduction and Management
Type of Contract	:	IICA
Duration	:	6 Months extendable <i>up to 1 year</i>
Duty Station	:	Yangon, <b>MYANMAR</b>
Period	:	January to December 2012.

#### Background

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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The United Nations Human Settlements Programme, UN-Habitat, is the agency for the United Nations dedicated to promoting socially and environmentally sustainable development of human settlements in an urbanizing world, with the goal of providing safer and inclusive human settlements.

UN-HABITAT established a presence in Myanmar in the early 1990's through 2004 where the agency pioneered the 'people's process' by establishing the first community led projects in the Dry Zone, Shan State and the Delta. Over 2.1 million people were supported through developing community social infrastructure networks and facilitating access to safe water. The *Community Water Supply and Sanitation (CWSS) Programme* and the *Community Initiative Support Facilities (CISF) Programmes* were implemented by UNCHS (UN-Habitat).

Today UN-HABITAT continues to implement several normative and operational activities focusing on basic access of services to settlements, disaster risk reduction, climate change adaptation and urban research/development programmes. As part of her normative activities, the agency is providing technical assistance on issues related to Habitat Agenda to its partners in Myanmar.

With settlements support interventions presently being established in multiple townships across Myanmar, the agency is planning to surge up programmes on the key thematic areas of Urban Planning & Design, Urban Economy (balance of urban-rural linkages for poverty reduction), Settlements Planning and Upgrading, Research, Training & Capacity Development, Urban Land Legislation & Governance, Bottom-up community development –Access to Safe Water Sanitation and Access infrastructure and SWM, Safer Myanmar - Comprehensive DRR Programme with Environment and Climate Smart components; The agency is also providing technical and policy support on urban-rural issues to relevant partners and government bodies.

It is currently formulating and implementing some components a "Comprehensive Disaster Risk Reduction Programme" (CDRRP) in 26 most multi-hazard prone townships and 03 urban cities on Urban Earthquake Vulnerability Reduction Programme (UEVRP). This programme is to be implemented in close collaboration with various line ministries, UN Agencies, International and Local NGOs, professional bodies and other key stakeholders involved in disaster risk reduction programme. The programme components include a whole range activity including training and capacity building of various stakeholders at different levels, technical support in DRR policy, frameworks, building regulations (National Building Code project that is being implemented jointly by Ministry of Construction, MES and UN-Habitat is one such example).and other techno-legal regimes. It will also support the ongoing initiatives of various UN Agencies and government in complementing to the efforts to achieve the Hyogo Framework of Actions (HFA) and Millennium Development Goals (MDGs). Over all aim is to enhance human safety and security, including that of community and urban assets in hazard prone areas of Myanmar, by raising the awareness of urban and coastal communities of mitigation measures in areas prone to earthquakes, fires, cyclones, storm surges, and flooding.

For smooth implementation of the above programmes and to support DRR initiatives (especially National Building Code project) of UN-HABITAT in Myanmar the DRR Advisor will provide technical assistance, guide and support implementation and enhance project quality in the area of Disaster Risk Reduction including incorporating DRR interventions in the on-going and proposed activities.

**Summary of key functions:**

- Provide technical advice and support to existing UN-HABITAT programmes and with specific outputs related to DRR, especially to National Building Code Project, National Housing Policy etc.,
- Guide and support team of national professionals in developing of various IEC manuals, guidelines, fact sheets, assessment reports under DRR theme.
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- High quality technical advisory services to stakeholders (UNCT and IASC) and facilitation of knowledge building and management
- Coordination and networking with various stakeholders including regional agencies and taking forward the Habitat Agenda in general and Safer Settlements Approach of UN-Habitat.
- Overall guidance and supervision of the DRR programme unit

**Develop strategic partnerships:**

- Develop strategic partnerships with thematic working groups, donor partners, UN and non-UN system organizations and NGOs in the field of Disaster Risk Reduction.
- Coordinate with the Government counterpart and various stakeholders for effective coordination and policy dialogue in the field of Disaster Risk Reduction
- Promote international cooperation and assist the Government of Myanmar to be an active player in the international community in the area of Disaster Risk Reduction and implementation of the “Hyogo Framework of Action”

**Provide quality advisory services and facilitate Knowledge Building and Management:**

- Identify and document best practices and lessons learned linked to the Disaster Risk Reduction.
- Advocate for the role of Disaster Risk Reduction in all programmatic fields and promote mainstreaming of Disaster Risk Reduction programming within the UN through corporate planning tools such as the UNSF/UNDAF etc,
- Organize training for the key stakeholders on the Disaster Risk Reduction
- Perform any other duties that falls under incumbents’ expertise and as reasonably required by the UN-Habitat Country Manager.

**Required Skills and Experience**

**Education:** Post-graduate degree (Masters) in civil/structural engineering, public administration, or other relevant field

**Experience:**

- Minimum five years of relevant and professional work experience in DRR/M field and atleast 1 year experience in developing National Building Codes and Bye-Laws
- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to disaster management and development;
- Self-motivated, ability to work with minimum supervision; and
- Good communication and interpersonal skills, team oriented work style, interest and experience of working in multi-cultural environment.
- Demonstrated ability to work under pressure, multi-task and meet deadlines.
- Good humour, patience, high energy, and a shared belief in UN values and mission.

**Submission of Applications:**

The application comprises a one page cover letter explaining the applicant’s interest and suitability for the post and a CV with a Passport Photograph and updated United Nations Personal History Form (P 11).

**Interested candidates (International only) should submit their application in writing, clearly indicating on the sealed envelope the Post Title, to UN-HABITAT, UN Compound, No.6, Natmauk Road, Tamwe Township, Yangon . OR by email with Subject: “Post Title” to: E-mail: [desk@unhabitat-mva.org](mailto:desk@unhabitat-mva.org)**

Please note that applications received after **9<sup>th</sup> December 2011** will not be given consideration for this cycle, but will be kept in the roster (<http://e-roster.unhabitat.org/>) . Only shortlisted candidates whose application responds to the above criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.