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Date of Issue: 05th June 2012
Closing Date: 14th June 2012

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(Ref. No. UNDP/IC/2012/40)

Country: INDIA

Description of the assignment: Knowledge Management Consultant – Disaster Risk Management, (reporting to Regional Disaster Reduction Advisor, South and South West Asia, Bureau for Crisis Prevention and Recovery, UNDP, New Delhi). The consultant would be involved in knowledge management initiatives with the objective of capturing the current understanding and experiences in South Asia on various risk reduction initiatives including those related to earthquakes as well as in urban areas. Specifically, the consultant would be involved in developing several knowledge products including: (i) Synthesis Report on Earthquake Risk Reduction and Recovery Preparedness in South Asia, (ii) Publication on Urban Early Warning Systems, (iii) Publication on Disaster Risk Management Best Practices from South Asia, and (iv) Compilation of Urban Risk Assessment Case Studies. S/he will also be responsible for organizing as well as documenting the proceedings of a regional workshop on earthquake risk reduction and recovery preparedness in the South Asian region. (Refer Annex. 1 for details)

Project name: Regional Crisis Prevention and Recovery Project

Important Note- Submission of financial proposal is mandatory.

Period of assignment/services (if applicable): 6 Months

Duty Station: New Delhi

Proposals should be submitted on line by 14th June 2012.

Any request for clarification must be sent by standard electronic communication to the e-mail sandeep.sharma@undp.org . The Procurement unit will respond by standard electronic mail. CV, Technical and Financial proposal can be clubbed in one file for uploading on the website.

Disaster Risks in South Asia

South Asia is one of the most disaster-prone regions in the world, exposed to a variety of hydro-meteorological and geological hazards. The region is also experiencing a major demographic transition. During the last fifty years, India's total population more than doubled, while the urban population grew by more than five times. The rural-urban migration is adding to the population of cities, with Mumbai, Delhi, and Kolkata among the largest metropolises in the world. There are similar trends in urbanization in other countries as well. From 1996 to 2020, the urban population of Bangladesh will increase from 23 million to 58 million. The urban population in Nepal, during the same period, will grow from 2.6 million to 7.7 million, and in Sri Lanka it will double to more than 8 million.

The urbanization process increases risk and vulnerability to natural disasters through the concentration of people and assets. Absence of land use plans, unregulated construction, non-enforcement of building codes, hazardous industries, and degradation of environment exacerbate urban risk and vulnerability. The location and exposure to hazards, and the increased vulnerability due to poor local governance, environmental degradation and overstretch of resources have contributed to increased risks in Asian urban areas.

South Asia is also one of the most seismically vulnerable areas in the world. Historically, this region has experienced several catastrophic earthquakes including Gujarat earthquake (2001), Kashmir earthquake (2005), Bhutan earthquakes (2009, 2011), etc. Geophysical characteristics of the region render it highly vulnerable to both inter-plate as well as continental or intra-plate earthquakes, of varying magnitudes. Rapid and high-density urbanization along with inappropriate land use planning and site selection, unsafe construction practices, and lax enforcement of building regulations/codes have exacerbated the seismic risks of the built-form as well as its inhabitants. Many major cities in South Asia, including the capital cities Delhi, Islamabad, Kathmandu, Kabul, Dhaka are located in seismic active fault zones.

Earthquakes along with secondary hazards such as landslides, rock falls, avalanches, turbidity currents, liquefaction, etc. have caused widespread loss of lives and injuries, destruction of habitat, and disruption of economic activity. Poverty, gender, class, caste and ethnicity are powerful influences on disaster vulnerability, both in urban and rural areas. Poor and marginalised people are likely to live in poor-quality housing, in neighbourhoods without clean water, drains and paved roads, where sanitation systems, garbage collection and public health services are inadequate. Moreover, the growing population coupled with land scarcity has forced people to settle on marginal lands such as floodplains, unstable slopes and reclaimed land unsuitable for habitation, all of which are prone to natural hazards. Many of the megacities in Asia are coastal cities facing the increasing risks caused by climate change such as sea level rise and more frequent and intense cyclones and flooding. Due to rapid unplanned and unregulated urban expansion, cities now suffer from problems of drainage and stagnation of rain water, which lead to flooding during the monsoon season.

The human and materials costs associated with such incidences have emphasized the need to mitigate these risks and build the resilience of those who are vulnerable through a combination of structural and non-structural measures, rapid and effective response including distribution of relief to the victims, reconstruction of houses and infrastructure based on risk reduction principles, and restoration of livelihoods to facilitate faster economic recovery of the affected areas.

Disaster Risk Reduction Initiatives

UNDP works to promote the objectives of disaster risk reduction and community-led recovery, by strengthening national and regional capacities. This involves ensuring that disaster risk considerations are factored into all new development initiatives, disaster impacts are mitigated, and development gains protected. UNDP's Asia-Pacific Regional Centre (APRC) works with countries in the region to scale up investment in disaster risk reduction through enhancing national institutional and legislative systems, replicating community-based disaster risk management, supporting better planning and implementation of disaster recovery, mainstreaming DRR into development planning, and building risk knowledge related to urban risk management and increasingly climate risk management. Its Regional Crisis Prevention and Recovery Project (RCPR) provides a regional platform to address sensitive issues such as social exclusion and inequality in complex conflict settings; provides a regional mechanism to augment national disaster risk reduction efforts; provides an opportunity to maximize benefits through cross-sectoral and inter agency partnerships; and enables UNDP to partner with regionally based organizations such as SAARC, ASEAN and other umbrella civil society organizations working towards common objectives.

Working in close collaboration with the APRC, UNDP's Bureau for Crisis Prevention and Recovery (BCPR), through its South and South West Asia Regional Unit, based in New Delhi, has been actively supporting capacity-building in nine high risk countries of the region by helping them to mitigate disasters and mainstream disaster risk reduction within development programmes. It provides UNDP Country Offices with technical assistance and financial support for the design and implementation of disaster reduction strategies and capacity building programmes addressing a range of relevant issues. The Delhi office comprises a small team under the RDRA, but the nine UNDP Country Offices it supports have wide-ranging DRM needs and require sustained support.

UNDP has implemented several regional projects in the past to address various aspects of disaster risk management including emergency response and preparedness, mitigation, and recovery to minimize the risks from geological and climate-induced hydro-meteorological hazards in the region.

Urban Risk Reduction Programme

By 2050, 55% of the inhabitants of South Asia would be living in urban areas compared to 30% in 2010 (ADB, 2011). Rapid urbanization poses additional challenges to disaster risk

management in the urban areas of South Asian countries most of which are prone to multiple hazards. In view of the increasing levels of urban risk, and its overall implications for urban development in South Asia, the Bureau for Crisis Prevention & Recovery (BCPR), UNDP implemented an urban risk reduction programme to address the needs of intermediate and emerging cities in South Asia. A global programme implemented in South Asia and Latin America & the Caribbean regions, the objective of the programme was to implement a number of strategic activities in a select number of countries for developing innovative practices in urban risk reduction and supporting advocacy for urban risk reduction. Within this program, initiatives were carried out at two levels: 1) at the city level, for promoting practical, integrated, multi-hazard urban risk reduction programs; and, 2) at the regional level, for encouraging the professionalization and exchange of knowledge on region-specific urban risk reduction practices. In South Asia, the Urban Risk Reduction Programme (URRP) funded by the Bureau for Crisis Prevention and Recovery (BCPR) was implemented in three countries, viz. Bangladesh, India, and Pakistan. The URRP was implemented by UNDP Country Offices of the participating countries, with active support from the Regional Advisor, South & South West Asia.

The program identified emerging cities such as Murree in Pakistan, Narayanganj in Bangladesh, and Nainital and Vijayawada in India, where demonstration projects were carried out in support of the respective UNDP urban risk reduction projects. The cities were identified in consultation with the UNDP Country Offices. As part of the programme, components of urban disaster risk assessment, preparedness and emergency response, and risk reduction and mitigation were planned and implemented. One of the key components was a Multi-Hazard Risk and Vulnerability Assessment (HRVA) in three cities - Murree, Narayanganj, and Nainital, one in each of the participating countries. Based on these assessments, consolidated HRVA Reports were prepared for each city. Another key achievement of URRP was a detailed feasibility study of Urban Early Warning Systems (EWS) carried out in the city of Vijayawada in Andhra Pradesh (India). The study will inform the establishment of a multi-hazard EWS in Vijayawada by the Government of Andhra Pradesh. The URRP was concluded in December 2011.

Earthquake Risk Reduction & Recovery Preparedness Programme

The Earthquake Risk Reduction and Recovery Preparedness Programme (ERRRP) for South Asian Region was developed in the context of the International Recovery Platform (IRP) for the fulfilment of the Hyogo Framework for Action (HFA) with funding from the Government of Japan.[1] The objective of the programme was to strengthen the institutional and community capacity to plan and implement earthquake risk reduction strategies integrating disaster preparedness, mitigation, and post-disaster recovery in South Asian countries. The programme was implemented at the national and regional levels in the five earthquake prone countries of the region, namely, Bangladesh, Bhutan, India, Nepal, and Pakistan.

[1] Under an agreement between the Government of Japan and UNDP/BCPR, USD 4.83 million was received for the national and regional components of the project.

At the country level, the project was implemented through a national execution arrangement with national governments as key partners. The operations and logistics function of the regional coordination component was executed by the United Nations Office for Project Services (UNOPS) through an agreement with UNDP/BCPR. The ERRP also provided technical assistance for the regional and country level projects through regional and international specialized agencies, NGOs and networks working on disaster risk reduction and recovery initiatives. The regional component was undertaken in collaboration with South Asian Association for Regional Cooperation's (SAARC) Disaster Management Centre and other regional partners. Technical expert advisory support was provided by Asian Disaster Reduction Centre (ADRC) as stipulated in the agreement.2 The original project duration was two years from 2007 to 2009, but was extended until the end of March 2010 to accommodate delays in the start-up of the programme.

On conclusion of the ERRRP, with the aim of assessing whether the objectives stated in the programme document have been achieved, and to identify good practices, lessons learned as well as the challenges faced in programme implementation, a review of the programme across the countries was carried out. Based on the individual country-specific review reports, a Synthesis Report that captures the key findings is being prepared under the supervision of the Regional Disaster Reduction Advisor, South and South West Asia, BCPR. On culmination of the ERRRP Review, it was deemed appropriate to organize a two-day technical workshop to discuss the findings of the ERRRP review as well as to explore possibilities of future interventions in earthquake preparedness and risk reduction in the region.

Primary objective of the ERRRP workshop is to provide a regional platform for DRR practitioners, technical experts (including structural/earthquake engineers, architects, etc.), and decision-makers/ implementers at various levels of the government to exchange their experiences in formulating and implementing earthquake preparedness and risk reduction initiatives in their respective country contexts. The workshop sessions would be designed to allow for deliberations on the ERRRP in light of the reviewers' findings, and explore ways in which the learning from ERRRP could be integrated into ongoing programmes of the participating countries as well as similar regional programmes in the future. Since the conclusion of ERRRP, most of the participating countries have made significant progress in strengthening earthquake preparedness and risk reduction through policy and programmatic interventions. The workshop would provide an opportunity to engage in stock-taking of such initiatives.

A report capturing the workshop proceedings and ensuing discussions will be prepared on conclusion of the workshop. Based on the learning from ERRRP implementation as well as future priorities identified in the workshop, the Synthesis Report would be developed into a publication on Experiences of earthquake risk reduction and recovery preparedness in South Asia.

[2] The ADRC provided technical assistance tailored to the needs of each participating country and facilitated the introduction of international expertise, particularly from Japan, in consultation with the programme management.

Strengthening the Knowledgebase on Disaster Risk Reduction

Knowledge management and networking have been important aspects of these risk reduction initiatives. While these programmes have strengthened UNDP's and by extension respective national /sub-national governments' existing interventions in disaster risk management to varying degrees, there is a need to document various practices, experiences and learning and disseminate them to all relevant stakeholders.

In addition to the above mentioned programmes, several innovative practices have evolved in specific risk contexts in South Asia, often spurred by a recent disaster. These initiatives involve an element of innovation with regard to the nature of intervention or its adaptation to the specific context and are often characterised by significant government ownership and investment. These innovative practices are spread across different thematic areas such as Disaster Preparedness, Relief and Recovery, Reconstruction, Revival of governance systems, Integration of Disaster Risk Reduction and Climate Change Adaptation, Funding mechanisms for Risk Mitigation as well as International Assistance. UNDP has been associated with many of these practices.

A knowledge product that systematically captures these best practices would serve as a useful reference document for the DRM practitioners in the region and outside. It would also demonstrate some of the contributions made by UNDP in the area of disaster risk management. At the regional level, these knowledge management initiatives would encourage the professionalization and exchange of knowledge on region-specific risk reduction practices. All of these initiatives highlight the regional dimensions of disaster risks, the need to bring the countries together to reflect collectively on various risks faced by them and formulate strategies to address them, and to systematically codify the experiences and learning related to disaster risk management in the region.

It is proposed to recruit a Knowledge Management Consultant to support the various knowledge management initiatives in South Asia. The Consultant will work as part of the BCPR Asia-Pacific team, and be located in the Delhi office. Regional Disaster Reduction Advisor, South & South West Asia will supervise the Consultant's work on a day-to-day basis.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant will work under the direct supervision of the Regional Disaster Reduction Advisor (RDRA). His/her duties and responsibilities will include the following:

1. Organizing a Regional Workshop

- Develop the concept note and the workshop plan for the regional workshop
- Provide logistical support in organizing the workshop
- Work in close consultation with all the UNDP Country Offices, and other participating agencies

- Document the regional workshop proceedings in the form of a workshop report

The two-day workshop would be conducted in New Delhi during July 12-13, 2012. The participants would include DRR practitioners, technical experts (including structural/earthquake engineers, architects, etc.), and decision-makers/ implementers at various levels of the government (especially, in Bangladesh, Bhutan, India, Nepal, and Pakistan). The workshop would be attended by representatives of the UNDP Country Offices of Bangladesh, Bhutan, India, Nepal, and Pakistan, ERRRP Review team members, representatives from Government of Japan, ADRC, and other key stakeholders. It would also allow DRR practitioners from other regions with similar risk profiles to learn from South Asian experiences in earthquake preparedness and risk reduction.

The workshop would allow the participants to share information, learning, and good practices between the South Asian countries and identify partnerships and mechanisms for sustained exchange of learning. It would also lead to the development of a knowledge product capturing the lessons, challenges, and good practices related to earthquake preparedness and risk reduction in the South Asian region.

2. Development of Knowledge Products

Towards strengthening the existing knowledgebase on disaster risk management in South Asia, the consultant will develop the following knowledge products:

- Synthesis Report capturing the lessons, challenges, and good practices related to earthquake risk reduction and recovery preparedness in South Asia,
- Publication on Urban Early Warning Systems,
- Publication on Disaster Risk Management Best Practices from South Asia, and
- Compilation of Urban Risk Assessment Case Studies.

During the six month period (20 June – 19 December 2012), the Consultant will meet the following milestones:

Sl No.	**Deliverable**	**Date of Completion**
1	Concept Note and Preliminary Workshop Plan for the Regional Workshop	29 June 2012
2	Draft of Synthesis Report of the Earthquake Risk Reduction and Recovery Preparedness Programme	05 July 2012
3	Regional Workshop Report	30 July 2012
4	Final Draft of Synthesis Report on Earthquake Risk Reduction and Recovery Preparedness in South Asia	13 August 2012

5	Publication on Urban Early Warning Systems • Publication Outline and Background Information • Preliminary Draft • Final Draft	 16 August 2012 27 August 2012 10 September 2012
6	Disaster Risk Management Best Practices from South Asia • Publication Outline and Background Information • Preliminary Draft • Final Draft	 24 September 2012 01 October 2012 15 October 2012
7	Compilation of Case Studies on Urban Risk Assessment • Review of Risk Assessment Reports • Publication Outline and Background Information • Preliminary Draft • Final Draft	 29 October 2012 12 November 2012 26 November 2012 10 December 2012

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Masters Degree in social sciences, disaster management, urban planning or a discipline relevant to development and disaster risk reduction (DRR)

II. Years of experience:

This is a local consultancy, and requires:

- Minimum 3 years of relevant experience in Disaster Risk Management and familiarity with Earthquake Risk Reduction and Urban Risk Reduction
- International experience in the region would be an advantage.

III. Competencies:

- Experience in conceptualization and formulation of programme and project documents related to disaster risk management in general, and earthquake risk reduction and/or urban risk reduction in particular
- Familiarity with knowledge management initiatives, and experience developing knowledge products and organizing workshops/events
- Knowledge of and experience within either regional/national disaster management and/or development initiatives
- Working familiarity with international and national agencies within the field of disaster reduction and/or international development
- Demonstrated work experience relevant to development and support of disaster recovery, mitigation, and/or development initiatives
- Knowledge of and experience in dealing with host country governments and local authorities
- Good facilitation and communication skills.
- Excellent writing skills.
- Ability to work well under pressure.
- Good interpersonal skills and flexible attitude.

- Ability to liaise and work with people of different backgrounds and nationalities.
- Excellent working knowledge of MS Office-Word, Excel, Power Point, Sharepoint, Intra-Internet, e-mail applications etc. Knowledge of other applications such as Front Page, Publisher and some multimedia tools would be useful though not mandatory.

- Excellent written and spoken skills in English are a pre-requisite for this position. The position entails high-level written and spoken communication with senior government, UN, donor agency and NGO officials. The selected candidate will also be responsible for drafting project and programme documents related to funding and update/review reports, as well as other written communication for countries in the region.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

4. P 11 form which can be downloaded from below given link.

http://jobs.undp.org.in/ApplyNow.aspx?VacancyID=239

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs

exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of **70%** point would be considered for the Financial Evaluation Criteria*

Criteria	*Weight*
TECHNICAL	
• *Qualification of the Consultant*	*20*
• *Relevant work Experience*	*20*
• *Proposed Work Plan for undertaking the task*	*15*
• *Time Line for completion of the Task*	*15*
FINANCIAL	*30*

Annex. 1

Post Title	:	**Knowledge Management Consultant – Disaster Risk Management**
Organization	:	**Asia-Pacific Regional Center, United Nations Development Programme (UNDP)**
Duty Station	:	**New Delhi** (Reporting to Regional Disaster Reduction Advisor, Bureau for Crisis Prevention and Recovery, South & South West Asia Regional Unit)
Type of Contract	:	**Individual Contract (IC)**
Duration	:	**Six months** (20 June – 19 December 2012)

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Background

Disaster Risks in South Asia

South Asia is one of the most disaster-prone regions in the world, exposed to a variety of hydro-meteorological and geological hazards. The region is also experiencing a major demographic transition. During the last fifty years, India's total population more than doubled, while the urban population grew by more than five times. The rural-urban migration is adding to the population of cities, with Mumbai, Delhi, and Kolkata among the largest metropolises in the world. There are similar trends in urbanization in other countries as well. From 1996 to 2020, the urban population of Bangladesh will increase from 23 million to 58 million. The urban population in Nepal, during the same period, will grow from 2.6 million to 7.7 million, and in Sri Lanka it will double to more than 8 million.

The urbanization process increases risk and vulnerability to natural disasters through the concentration of people and assets. Absence of land use plans, unregulated construction, non-enforcement of building codes, hazardous industries, and degradation of environment exacerbate urban risk and vulnerability. The location and exposure to hazards, and the increased vulnerability due to poor local governance, environmental degradation and overstretch of resources have contributed to increased risks in Asian urban areas.

South Asia is also one of the most seismically vulnerable areas in the world. Historically, this region has experienced several catastrophic earthquakes including Gujarat earthquake (2001), Kashmir earthquake (2005), Bhutan earthquakes (2009, 2011), etc. Geophysical characteristics of the region render it highly vulnerable to both inter-plate as well as continental or intra-plate earthquakes, of varying magnitudes. Rapid and high-density urbanization along with inappropriate land use planning and site selection,

unsafe construction practices, and lax enforcement of building regulations/codes have exacerbated the seismic risks of the built-form as well as its inhabitants. Many major cities in South Asia, including the capital cities Delhi, Islamabad, Kathmandu, Kabul, Dhaka are located in seismic active fault zones.

Earthquakes along with secondary hazards such as landslides, rock falls, avalanches, turbidity currents, liquefaction, etc. have caused widespread loss of lives and injuries, destruction of habitat, and disruption of economic activity. Poverty, gender, class, caste and ethnicity are powerful influences on disaster vulnerability, both in urban and rural areas. Poor and marginalised people are likely to live in poor-quality housing, in neighbourhoods without clean water, drains and paved roads, where sanitation systems, garbage collection and public health services are inadequate. Moreover, the growing population coupled with land scarcity has forced people to settle on marginal lands such as floodplains, unstable slopes and reclaimed land unsuitable for habitation, all of which are prone to natural hazards. Many of the megacities in Asia are coastal cities facing the increasing risks caused by climate change such as sea level rise and more frequent and intense cyclones and flooding. Due to rapid unplanned and unregulated urban expansion, cities now suffer from problems of drainage and stagnation of rain water, which lead to flooding during the monsoon season.

The human and materials costs associated with such incidences have emphasized the need to mitigate these risks and build the resilience of those who are vulnerable through a combination of structural and non-structural measures, rapid and effective response including distribution of relief to the victims, reconstruction of houses and infrastructure based on risk reduction principles, and restoration of livelihoods to facilitate faster economic recovery of the affected areas.

Disaster Risk Reduction Initiatives

UNDP works to promote the objectives of disaster risk reduction and community-led recovery, by strengthening national and regional capacities. This involves ensuring that disaster risk considerations are factored into all new development initiatives, disaster impacts are mitigated, and development gains protected. UNDP's Asia-Pacific Regional Centre (APRC) works with countries in the region to scale up investment in disaster risk reduction through enhancing national institutional and legislative systems, replicating community-based disaster risk management, supporting better planning and implementation of disaster recovery, mainstreaming DRR into development planning, and building risk knowledge related to urban risk management and increasingly climate risk management. Its Regional Crisis Prevention and Recovery Project (RCPR) provides a regional platform to address sensitive issues such as social exclusion and inequality in complex conflict settings; provides a regional mechanism to augment national disaster risk reduction efforts; provides an opportunity to maximize benefits through cross-sectoral and inter agency partnerships; and enables UNDP to partner with regionally based organizations such as SAARC, ASEAN and other umbrella civil society organizations working towards common objectives.

Working in close collaboration with the APRC, UNDP's Bureau for Crisis Prevention and Recovery (BCPR), through its South and South West Asia Regional Unit, based in New Delhi, has been actively supporting capacity-building in nine high risk countries of the region by helping them to mitigate disasters and mainstream disaster risk reduction within development programmes. It provides UNDP Country Offices with technical assistance and financial support for the design and implementation of disaster reduction strategies and capacity building programmes addressing a range of relevant issues. The Delhi office

comprises a small team under the RDRA, but the nine UNDP Country Offices it supports have wide-ranging DRM needs and require sustained support.

UNDP has implemented several regional projects in the past to address various aspects of disaster risk management including emergency response and preparedness, mitigation, and recovery to minimize the risks from geological and climate-induced hydro-meteorological hazards in the region.

Urban Risk Reduction Programme

By 2050, 55% of the inhabitants of South Asia would be living in urban areas compared to 30% in 2010 (ADB, 2011). Rapid urbanization poses additional challenges to disaster risk management in the urban areas of South Asian countries most of which are prone to multiple hazards. In view of the increasing levels of urban risk, and its overall implications for urban development in South Asia, the Bureau for Crisis Prevention & Recovery (BCPR), UNDP implemented an urban risk reduction programme to address the needs of intermediate and emerging cities in South Asia. A global programme implemented in South Asia and Latin America & the Caribbean regions, the objective of the programme was to implement a number of strategic activities in a select number of countries for developing innovative practices in urban risk reduction and supporting advocacy for urban risk reduction. Within this program, initiatives were carried out at two levels: 1) at the city level, for promoting practical, integrated, multi-hazard urban risk reduction programs; and, 2) at the regional level, for encouraging the professionalization and exchange of knowledge on region-specific urban risk reduction practices. In South Asia, the Urban Risk Reduction Programme (URRP) funded by the Bureau for Crisis Prevention and Recovery (BCPR) was implemented in three countries, viz. Bangladesh, India, and Pakistan. The URRP was implemented by UNDP Country Offices of the participating countries, with active support from the Regional Advisor, South & South West Asia.

The program identified emerging cities such as Murree in Pakistan, Narayanganj in Bangladesh, and Nainital and Vijayawada in India, where demonstration projects were carried out in support of the respective UNDP urban risk reduction projects. The cities were identified in consultation with the UNDP Country Offices. As part of the programme, components of urban disaster risk assessment, preparedness and emergency response, and risk reduction and mitigation were planned and implemented. One of the key components was a Multi-Hazard Risk and Vulnerability Assessment (HRVA) in three cities - Murree, Narayanganj, and Nainital, one in each of the participating countries. Based on these assessments, consolidated HRVA Reports were prepared for each city. Another key achievement of URRP was a detailed feasibility study of Urban Early Warning Systems (EWS) carried out in the city of Vijayawada in Andhra Pradesh (India). The study will inform the establishment of a multi-hazard EWS in Vijayawada by the Government of Andhra Pradesh. The URRP was concluded in December 2011.

Earthquake Risk Reduction & Recovery Preparedness Programme

The Earthquake Risk Reduction and Recovery Preparedness Programme (ERRRP) for South Asian Region was developed in the context of the International Recovery Platform (IRP) for the fulfilment of the Hyogo Framework for Action (HFA) with funding from the Government of Japan.[3] The objective of the

[3] Under an agreement between the Government of Japan and UNDP/BCPR, USD 4.83 million was received for the national and regional components of the project.

programme was to strengthen the institutional and community capacity to plan and implement earthquake risk reduction strategies integrating disaster preparedness, mitigation, and post-disaster recovery in South Asian countries. The programme was implemented at the national and regional levels in the five earthquake prone countries of the region, namely, Bangladesh, Bhutan, India, Nepal, and Pakistan.

At the country level, the project was implemented through a national execution arrangement with national governments as key partners. The operations and logistics function of the regional coordination component was executed by the United Nations Office for Project Services (UNOPS) through an agreement with UNDP/BCPR. The ERRP also provided technical assistance for the regional and country level projects through regional and international specialized agencies, NGOs and networks working on disaster risk reduction and recovery initiatives. The regional component was undertaken in collaboration with South Asian Association for Regional Cooperation's (SAARC) Disaster Management Centre and other regional partners. Technical expert advisory support was provided by Asian Disaster Reduction Centre (ADRC) as stipulated in the agreement.[4] The original project duration was two years from 2007 to 2009, but was extended until the end of March 2010 to accommodate delays in the start-up of the programme.

On conclusion of the ERRRP, with the aim of assessing whether the objectives stated in the programme document have been achieved, and to identify good practices, lessons learned as well as the challenges faced in programme implementation, a review of the programme across the countries was carried out. Based on the individual country-specific review reports, a Synthesis Report that captures the key findings is being prepared under the supervision of the Regional Disaster Reduction Advisor, South and South West Asia, BCPR. On culmination of the ERRRP Review, it was deemed appropriate to organize a two-day technical workshop to discuss the findings of the ERRRP review as well as to explore possibilities of future interventions in earthquake preparedness and risk reduction in the region.

Primary objective of the ERRRP workshop is to provide a regional platform for DRR practitioners, technical experts (including structural/earthquake engineers, architects, etc.), and decision-makers/ implementers at various levels of the government to exchange their experiences in formulating and implementing earthquake preparedness and risk reduction initiatives in their respective country contexts. The workshop sessions would be designed to allow for deliberations on the ERRRP in light of the reviewers' findings, and explore ways in which the learning from ERRRP could be integrated into ongoing programmes of the participating countries as well as similar regional programmes in the future. Since the conclusion of ERRRP, most of the participating countries have made significant progress in strengthening earthquake preparedness and risk reduction through policy and programmatic interventions. The workshop would provide an opportunity to engage in stock-taking of such initiatives.

A report capturing the workshop proceedings and ensuing discussions will be prepared on conclusion of the workshop. Based on the learning from ERRRP implementation as well as future priorities identified in the workshop, the Synthesis Report would be developed into a publication on Experiences of earthquake risk reduction and recovery preparedness in South Asia.

Strengthening the Knowledgebase on Disaster Risk Reduction

[4] The ADRC provided technical assistance tailored to the needs of each participating country and facilitated the introduction of international expertise, particularly from Japan, in consultation with the programme management.

Knowledge management and networking have been important aspects of these risk reduction initiatives. While these programmes have strengthened UNDP's and by extension respective national /sub-national governments' existing interventions in disaster risk management to varying degrees, there is a need to document various practices, experiences and learning and disseminate them to all relevant stakeholders.

In addition to the above mentioned programmes, several innovative practices have evolved in specific risk contexts in South Asia, often spurred by a recent disaster. These initiatives involve an element of innovation with regard to the nature of intervention or its adaptation to the specific context and are often characterised by significant government ownership and investment. These innovative practices are spread across different thematic areas such as Disaster Preparedness, Relief and Recovery, Reconstruction, Revival of governance systems, Integration of Disaster Risk Reduction and Climate Change Adaptation, Funding mechanisms for Risk Mitigation as well as International Assistance. UNDP has been associated with many of these practices.

A knowledge product that systematically captures these best practices would serve as a useful reference document for the DRM practitioners in the region and outside. It would also demonstrate some of the contributions made by UNDP in the area of disaster risk management. At the regional level, these knowledge management initiatives would encourage the professionalization and exchange of knowledge on region-specific risk reduction practices. All of these initiatives highlight the regional dimensions of disaster risks, the need to bring the countries together to reflect collectively on various risks faced by them and formulate strategies to address them, and to systematically codify the experiences and learning related to disaster risk management in the region.

It is proposed to recruit a Knowledge Management Consultant to support the various knowledge management initiatives in South Asia. The Consultant will work as part of the BCPR Asia-Pacific team, and be located in the Delhi office. Regional Disaster Reduction Advisor, South & South West Asia will supervise the Consultant's work on a day-to-day basis.

Duties and Responsibilities:

The consultant will work under the direct supervision of the Regional Disaster Reduction Advisor (RDRA). His/her duties and responsibilities will include the following:

1. Organizing a Regional Workshop

- Develop the concept note and the workshop plan for the regional workshop
- Provide logistical support in organizing the workshop
- Work in close consultation with all the UNDP Country Offices, and other participating agencies
- Document the regional workshop proceedings in the form of a workshop report

The two-day workshop would be conducted in New Delhi during July 12-13, 2012. The participants would include DRR practitioners, technical experts (including structural/earthquake engineers, architects, etc.), and decision-makers/ implementers at various levels of the government (especially, in Bangladesh, Bhutan, India, Nepal, and Pakistan). The workshop would be attended by representatives of the UNDP Country Offices of Bangladesh, Bhutan, India, Nepal, and Pakistan, ERRRP Review team members, representatives from Government of Japan, ADRC, and other key stakeholders. It would also

allow DRR practitioners from other regions with similar risk profiles to learn from South Asian experiences in earthquake preparedness and risk reduction.

The workshop would allow the participants to share information, learning, and good practices between the South Asian countries and identify partnerships and mechanisms for sustained exchange of learning. It would also lead to the development of a knowledge product capturing the lessons, challenges, and good practices related to earthquake preparedness and risk reduction in the South Asian region.

2. Development of Knowledge Products

Towards strengthening the existing knowledgebase on disaster risk management in South asia, the consultant will develop the following knowledge products:

- Synthesis Report capturing the lessons, challenges, and good practices related to earthquake risk reduction and recovery preparedness in South Asia,
- Publication on Urban Early Warning Systems,
- Publication on Disaster Risk Management Best Practices from South Asia, and
- Compilation of Urban Risk Assessment Case Studies.

Deliverables and Timeline:

During the six month period (20 June – 19 December 2012), the Consultant will meet the following milestones:

Sl No.	Deliverable	Date of Completion
1	Concept Note and Preliminary Workshop Plan for the Regional Workshop	29 June 2012
2	Draft of Synthesis Report of the Earthquake Risk Reduction and Recovery Preparedness Programme	05 July 2012
3	Regional Workshop Report	30 July 2012
4	Final Draft of Synthesis Report on Earthquake Risk Reduction and Recovery Preparedness in South Asia	13 August 2012
5	Publication on Urban Early Warning Systems • Publication Outline and Background Information • Preliminary Draft • Final Draft	 16 August 2012 27 August 2012 10 September 2012
6	Disaster Risk Management Best Practices from South Asia • Publication Outline and Background Information • Preliminary Draft • Final Draft	 24 September 2012 01 October 2012 15 October 2012
7	Compilation of Case Studies on Urban Risk Assessment • Review of Risk Assessment Reports • Publication Outline and Background Information • Preliminary Draft • Final Draft	 29 October 2012 12 November 2012 26 November 2012 10 December 2012

Key Competencies:

- Experience in conceptualization and formulation of programme and project documents related to disaster risk management in general, and earthquake risk reduction and/or urban risk reduction in particular
- Familiarity with knowledge management initiatives, and experience developing knowledge products and organizing workshops/events
- Knowledge of and experience within either regional/national disaster management and/or development initiatives
- Working familiarity with international and national agencies within the field of disaster reduction and/or international development
- Demonstrated work experience relevant to development and support of disaster recovery, mitigation, and/or development initiatives
- Knowledge of and experience in dealing with host country governments and local authorities

Educational Qualifications:

Advanced University Degree in social sciences, disaster management, urban planning, or a discipline relevant to development and disaster risk reduction (DRR)

Experience:

- Relevant experience in Disaster Risk Management and familiarity with Earthquake Risk Reduction and Urban Risk Reduction
- International experience in the region would be an advantage.

Skills:

- Good facilitation and communication skills.
- Excellent writing skills.
- Ability to work well under pressure.
- Good interpersonal skills and flexible attitude.
- Ability to liaise and work with people of different backgrounds and nationalities.
- Excellent working knowledge of MS Office-Word, Excel, Access, Power Point, Sharepoint, Intra-Internet, e-mail applications etc. Knowledge of other applications such as Front Page, Publisher and some multimedia tools would be useful though not mandatory.

Language:

Excellent written and spoken skills in English are a pre-requisite for this position. The position entails high-level written and spoken communication with senior government, UN, donor agency and NGO officials. The selected candidate will also be responsible for drafting project and programme documents related to funding and update/review reports, as well as other written communication for countries in the region.