

Consultancy Vacancy with UNISDR

Date of issue: 25 October 2012

ISDR/C/26/12

Post Title & Level: Consultant, Disaster Risk Reduction (DRR) Capacity Building

Duty station: Home-based with travel as needed

Duration: Six months, part time (With the possibility of extension)

Deadline for applications: 10 November 2012

Date of entry: 25 November 2012

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Background:

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

In partnership with the World Meteorological Organization (WMO) and with the support of the European Commission (Instrument for Pre-Accession assistance - IPA), UNISDR Regional Office for Europe (UNISDR Europe) is implementing a regional Disaster Risk Reduction (DRR) project "Building Resilience to Disasters in Western Balkans and Turkey".

In the context of the above-mentioned project, UNISDR Europe is hiring a DRR Capacity Building Consultant who will support the implementation of the activities related to Task 1 of this intervention: "Enhance the regional institutional capacity and coordination with respect to disaster risk reduction and adaptation to climate change".

Under the implementation of Task 1, a number of IPA Beneficiaries' officers who have responsibilities in their respective institutions on issues related to DRR shall acquire knowledge in the areas of disaster risk management and Climate Change Adaptation (CCA) through their engagement in an exchange programme (Study tour) with their peers in European Union (EU) countries.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head of UNISDR Europe and direct supervision by the Programme Officer responsible for the implementation of the UNISDR-WMO project, the DRR Capacity Building Consultant will support the implementation of the activities envisaged in Task 1. This implies interaction and in depth discussion with Senior Officials of the IPA Beneficiaries (such as the HFA Focal points) and the members of the UNISDR-WMO project Steering Committee.

The consultancy entails the following tasks:

Consultation and Planning phase:

- Develop an action plan for the exchange programme (Study Tour) in consultation with UNISDR Europe. This includes planning of the available resources and validation of the actual number of days for the Study Tour that can be covered by the project for the envisaged participants through the identification of the most cost-effective solutions for travel and accommodation.
- Review recent reports produced by UNISDR and other partners on DRR information sharing in South Eastern Europe and connect with the European Forum for Disaster Risk Reduction (EFDRR) Working Group 2 on “DRR Knowledge and Information Sharing” to facilitate the exchanges with interested hosting countries.
- Develop a structured questionnaire for telephone interviews with the project National Coordinators and Focal Points to carry out stakeholder consultations on DRR needs with IPA Beneficiaries. The questionnaire shall be agreed with UNISDR Europe and the relevant Programme Officers. Based on the consultations the following shall emerge:
 - Profiling of the officers attending the exchange programme. This shall imply consideration on their English language proficiency needed to attend the training as well as cross-cutting issues such as maintaining gender balance among the participating officers.
 - Identification of the EU host country/host institutions which better comply with the needs identified by the IPA Beneficiaries.
 - Identification of the main learning elements which shall be covered by the exchanges between IPA Beneficiaries officers and their peers in the hosting institutions.

- Develop an “Exchange Kit” for the participants. The kit shall include:
 - Information on the logistic arrangements, a working agenda agreed with the hosting institutions and background information/material as needed for the implementation of the exchange.
 - A “participant’s guide” with clear learning objectives /elements and measurable outputs in terms of how the knowledge acquired will be used by the participant officers when they will be back to their institutions. (The learning elements shall be based on the consultation outcomes).
 - An evaluation form to assess the perceived impact, relevance and effectiveness of the experience both for the Beneficiaries’ officers and the hosting institutions. The form questions and format shall be agreed in consultation with UNISDR Europe and the relevant Programme Officers.
 - A standard reporting format for the Beneficiaries’ participants of the study tour.
- Ensure that reports and training material complies with EU/EC visibility guidelines and standards.
- Ensure facilitation and communication between the IPA Beneficiaries and the hosting institutions for the preparation of the peers’ exchange.

Implementation phase (phase 1 and 2):

- Support remotely (and if needed in person) the Study Tour of the IPA Beneficiaries in the hosting countries and provide technical advice and back up as required by the situation.

Ex-post assessment and reporting (phase 2)

- Ensure follow up with the IPA Beneficiary participants and hosting institutions following the exchange phase in order to:
 - Collect the participants’ reports and evaluation forms
 - Collect a qualitative feedback from the hosting institutions on how the exchange among peers has been perceived.
- Develop a draft report with an analysis of the participants’ reports and evaluation forms. In the report the following shall emerge:
 - To which extent learning elements identified in the consultations have been addressed during the implementation phase and if expectations of participant officers have been matched.
 - An evaluation of the impact of the Study Tour in terms of perceived relevance for the DRR capacity building of IPA beneficiaries and hosting institutions based on the participants’ reports, the evaluation forms and the hosting institutions feedback.
 - Recommendations on the feasibility of an extended DRR exchange programme among and EU candidates and pre-candidate countries and EU member countries based on the experience and lessons learnt from the peers’ exchange.
- Develop a PowerPoint presentation, including descriptive notes, on the main outcomes extracted from the report.
- Support UNISDR Europe in the preparation of a session to be carried out within an existing regional event (such as DPPI SEE Regional Meetings) to present the outcomes of Task 1.
- Perform other duties as required for the implementation of Task 1 of the UNISDR-WMO project.

Competencies:

Professionalism: Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education

Advanced university degree (Master’s degree or equivalent) in disaster risk management, development studies, social sciences, economics, environmental management studies or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience

A minimum of seven years of progressively responsible experience in disaster preparedness, prevention and risk reduction. Experience in the South Eastern Europe region (western Balkans and Turkey) is an added advantage.

Languages

Fluency in written and spoken English.

Other desirable skills

Proficiency in computer applications such as MS Word, Excel etc.

How to apply

Please email the following documents to the ISDR secretariat at: isdr-europe@un.org.

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/C/26/2012) as the subject in your e-mail of application.

Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.