

Consultant vacancy with UNISDR	
<b>Date of issue: 7 November 2013</b>	<b>UNISDR/C/19/2013</b>

Post Title & Level:	Consultant “Communication Advisor”
Duty station:	Home based
Duration:	3 months
Deadline for applications:	21 November 2013
Date of entry:	09 December 2013

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Please note that this is a re-advertisement of the consultancy position “Communication Advisor” which was first published on 27 September 2013 under the number UNISDR-ROAM/CAR/16/2013.

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***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.

### **ECHO: Humanitarian Aid and Civil Protection department of the European Commission**

The Humanitarian Aid and Civil Protection department (ECHO) was created in 1992 as an expression of the European solidarity with people in need all around the world. In 2004 it became the Directorate- General for Humanitarian Aid before integrating Civil Protection in 2010 for a better coordination and disaster response inside and outside Europe.

In 1996, ECHO launched a specific programme, DIPECHO (Disaster Preparedness ECHO) dedicated to disaster preparedness, targeting vulnerable communities living in the main disaster-prone regions of the world.

ECHO's humanitarian mandate prescribes a focus on saving lives, providing relief and thus assisting the most vulnerable groups. ECHO prioritizes 'people-oriented' preparedness measures and, therefore, focuses on supporting strategies and complementing existing strategies that enable local communities and institutions to better prepare for, mitigate and respond adequately to natural hazards by enhancing their capacities to cope and respond. This increases their resilience and reduces their vulnerability.

ECHO's support is a combination of community-based projects and projects at national or regional level that strive to increase resilience in the event of natural hazards. Projects are implemented through a wide range of partners, including local organisations that provide access to the most marginalized and vulnerable people.

### **DIPECHO Programme**

The DIPECHO Programme contributes to the implementation of the Hyogo Framework for Action 2005- 2015 (HFA). A key element in DIPECHO is the development of Key contributions in Disaster Risk Reduction (DRR) so as to identify successful models for replication elsewhere by national/sub-national authorities or other funding instruments of the European Commission, other donors.

The Caribbean region experiences multiple disasters: The region is prone to hurricanes, floods, flash floods, tsunamis, landslides and mudslides. Some islands experience earthquakes and volcanic eruptions. The physical risk is combined with socioeconomic factors, such as high population density, fast demographic growth, inequality and great poverty. The combination of these factors results in highly vulnerable communities, with few coping capacities in the event of disaster. Moreover, climate change is likely to negatively affect disaster trends in the region.

### **DIPECHO Action Plan for the Caribbean 2013-2014**

The 2013-2014 DIPECHO Action Plan for the Caribbean aims to establish greater collaboration and coordination between partners, allowing programming of common outcomes and the harmonization of practices. Furthermore, it focuses on improving communication and dissemination of DRR key contributions in the region, by capturing evidence of success on how DIPECHO projects have allowed the most at risk communities to anticipate, withstand, adapt and sometimes, recover quickly from disasters.

The forthcoming Action Plan also takes account of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters and reconfirms the commitment

to regional initiatives to contribute to make schools and hospitals safer and cities resilient in disaster prone areas.

The consultancy is related to the UNISDR regional project within the framework of the DIPECHO Action Plan for the Caribbean 2013-2014. The Humanitarian Implementation Plan and the Operational Recommendations provide details to the objectives of the 2013-2014 Action Plan.

The regional project to be implemented by UNISDR includes the following elements:

- (1) Improving communication and dissemination of DIPECHO DRR tools and initiatives in the region,
- (2) Further advancing in the development of a common strategy towards DRR, as well as
- (3) Contributions to the consultation process leading to the post-2015 framework for DRR.

### **Background material:**

#### ECHO & DIPECHO Action Plan for the Caribbean:

- Directorate-General of the European Commission for Humanitarian Aid and Civil Protection (ECHO): [http://ec.europa.eu/echo/index\\_en.htm](http://ec.europa.eu/echo/index_en.htm)
- Humanitarian Implementation Plan (HIP) DIPECHO Caribbean: [http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO\\_caribbean.pdf](http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO_caribbean.pdf)
- Operational Recommendations for DG ECHO partners: [http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO\\_caribbean\\_op.pdf](http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO_caribbean_op.pdf)
- DIPECHO Action Plan website for the DIPECHO Action Plan 2011-2012 for the Caribbean: <http://www.eird.org/dipecho-action-plan-caribbean/index.html>

#### Global and regional DRR strategies:

- Hyogo Framework for Action (HFA): <http://www.unisdr.org/we/coordinate/hfa>
- Post-2015 framework for DRR consultations: <http://www.preventionweb.net/english/hyogo/post-hfa/>
- Comprehensive Disaster Management (CDM) strategy and programme framework 2007-2012: <http://www.preventionweb.net/english/professional/publications/v.php?id=9216>
- Declaration of Petion-Ville and Action Plan - Association of Caribbean States (ACS): <http://www.acs-aec.org/index.php?q=press-center/releases/2013/declaration-of-petion-ville>  
<http://www.acs-aec.org/index.php?q=press-center/releases/2013/plan-of-action-of-petion-ville>

#### Other web sources related to DRR information:

- DesAprender: <http://www.desaprender.org/tools/>
- HFA-Pedia: [www.eird.org/hfa.html](http://www.eird.org/hfa.html)
- HFA Monitor: <http://www.preventionweb.net/english/hyogo/hfa-monitoring/hfa-monitor>
- DIPECHO LAC Facebook: <http://www.facebook.com/DIPECHOLAC>
- Country profiles in AlertNet: <http://www.trust.org/alertnet/country-profiles/>

### **Organizational Setting and Reporting Relationships:**

The position is home-based and will be supervised by the Office of the United Nations for Disaster Risk Reduction (UNISDR), Regional Office for the Americas, which is located in Panama City in Panama covering the Americas region.

Technical support for this position will be provided by the UNISDR Regional Office – The Americas.

**Duties and Responsibilities:**

- Systematization of successful DIPECHO communication experiences in the Caribbean
- Design of dissemination and promotion strategy
- Prepare guidelines related to the dissemination and promotion strategy
- Develop a training module of the Communication Strategy for DIPECHO partners and counterparts in the Caribbean

Reports:

The selected person will be home based, and will report to the UNISDR Communication and Information Officer in Panama.

The following reports shall be produced:

1. Progress reports on a monthly basis
2. Final report.

Products:

- Work plan: to be developed in coordination with UNISDR. It shall include the working methodology that will be used during the consultancy.
- Report on systematization of successful DIPECHO communication experiences in the Caribbean (including methodology, stakeholders contacted, sorted by beneficiaries, etc.)
- Design of dissemination and promotion strategy
- Training module on developed dissemination and promotion strategy
- Progress report including achievements, challenges and issues relevant for the following month(s)
- Final report

Consultancy related payments will be made against products. All payments are subject to the approval of the Head of the UNISDR Regional Office for the Americas, responsible for the regional project approved by DIPECHO.

**Competencies:**

**Professionalism:** Strong background, knowledge and understanding of the concepts, principles and approaches to disaster risk reduction. Familiarity with disaster risk reduction programmes and activities at regional, sub-regional levels and ability to identify and analyze regional and national priorities, needs and capacities and develop appropriate strategies and actions

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies and programmes; identifies priority activities and assignments; adjusts priorities as required.

**Teamwork:** Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment

Prior work experience with recovery related papers will be an advantage

**Qualifications:**

**Education:** Advanced University or equivalent experience in Corporate Communications, Public Relations, social sciences, disaster risk management or related fields. A first-level university degree in combination with a minimum of 7 years qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

- 5 years progressive work experience in areas of information management and communications
- Knowledge and professional experience in the field of disaster risk reduction climate change, and/or sustainable development;
- Experience in developing communication strategies;
- Excellent analytical and communication skills;
- Knowledge of intergovernmental mechanisms, DRR Platforms, tools and mechanisms related DRR and DIPECHO desirable;
- Work experience in the Caribbean;
- Availability to work trips in the region.

**Language:** Excellent English and Spanish speaking and writing skills; working knowledge of French is an asset.

**How to apply**

Qualified candidates should send the following documentation per email to [vacantes@eird.org](mailto:vacantes@eird.org):

1. Motivation letter
2. Economic proposal
3. Technical proposal (two pages)
4. P11 Form (UNDP Personal history form, the form can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (UNISDR/C/19/2013).

**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.**