

Consultant vacancy with UNISDR	
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Date of issue: 12 February 2014	ISDR/C/05/14
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Post Title & Level:	Consultants
Duty station and Duration:	<ol style="list-style-type: none"> 1) Barbados (45 days) 2) Dominica (67.5 days) 3) Grenada (67.5 days) 4) Jamaica (45 days) 5) Saint Lucia (45 days) 6) Saint Vincent and the Grenadines (67.5 days) 7) Suriname (67.5 days)
Deadline for applications:	18March 2014(Extended - previous closing date: 26 Feb 2014)
Date of entry:	1 April 2014 (changed due to extension from previous date: 17 March 2014)

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.

One component of the project is related to the preparation / updating of country documents for disaster risk reduction. In the Caribbean, 3 Caribbean countries have prepared country documents under the leadership of the respective National Disaster Management Agency. Four additional countries have been involved in this process. The DRR country documents are expected to become a national reference for policy design and decision making for interventions for DRR as well as to provide support in the planning and coordination of activities with cooperation entities.

The updating will consider the application of the “Set of Criteria for the Prioritization of DRR at national Level” which will support the identification of DRR focus areas at national, sub-national and local levels.

The general timeline for the preparation / updating the country document is as follows:

	March	April	May	June	July	Aug	Sept	Oct
Update of Country document and related consultations								
Draft document available								
Preparation of workshop								
Revision workshops / Application of the Set of criteria to prioritize DRR								
Final draft available								
Approval of the final document								
Design & printing								
Dissemination of the final document								

The methodology will be defined in more details with the national consultant and the National Disaster Management Office.

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
- Humanitarian Implementation Plan (HIP) DIPECHO Caribbean:

- Operational Recommendations for DG ECHO partners:
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:
www.eird.org/dipecho-action-plan-caribbean/index.html
www.eird.org/pd

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 2014-2024: <http://www.cdema.org/CDMStrategy2014-2024.pdf>
- 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>

Selection of Country Documents prepared under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:

- Dominican Republic: eird.org/dipecho-action-plan-caribbean/DP-Avances-y-Desafios-de-la-GDR-en-RD-2012.pdf
- Jamaica: eird.org/dipecho-action-plan-caribbean/HELPAGE-FINAL-COUNTRY-DOC.pdf
- Saint Lucia: eird.org/dipecho-action-plan-caribbean/Draft-Final-SLU-CP-DRR-2.pdf
- Country documents in Central and South America:
http://www.eird.org/wikiesp/index.php/Country_documents_for_disaster_risk_reduction

Standardized tools developed under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:

- Formato Común para la Presentación de los Documentos País:
www.eird.org/wikiesp/images/Formato_Com%C3%BAn_para_la_Presentaci%C3%B3n_de_los_Documentos_Pa%C3%ADs.pdf
- Conjunto de Criterios para la Priorización de Acciones de Reducción del Riesgo de Desastres (RRD) a Nivel Nacional en América Latina y el Caribe y Guía para su aplicación:
www.eird.org/wikiesp/images/Criterios_de_priorizaci%C3%B3n_UNISDR_ECHO_FUND_ACRID_versi%C3%B3n_final.pdf

Other web sources related to DRR information:

- DesAprender: <http://www.desaprender.org/tools/>
- HFA-Pedia: 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/>
- DIPECHO Action Plan for Central America: <http://eird.org/boletin-dipecho-ca-2/>
- DIPECHO Action Plan for South America:
http://www.eird.org/wikiesp/index.php/DIPECHO_Am%C3%A9rica_del_Sur_2013-2014

Organizational Setting and Reporting Relationships:

The selected person will report to the UNISDR Liaison Officer in Barbados and the UNISDR Project Coordinator in Panama. He/she will also maintain a functional link to the National Disaster Management Agency, as well as key national and regional DRR partners.

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

Duties and Responsibilities:

The following points will provide an overview of the duties and responsibilities of the consultant within the UNISDR DIPECHO project for the Caribbean:

- Coordinate, together with the UNISDR, DRR organizations and experts the implementation of country specific activities under the framework of the 2013-2014 UNISDR DIPECHO project at national and local level.
- Support the preparation/update of a country document for the respective country by applying the standardized country format for the preparation of country documents and the “Set of Criteria to prioritize DRR at the national level” in close coordinating with the respective National Disaster Management Agency, UNISDR, national DRR experts and partners and other relevant regional and national DRR partners.

Updates: Barbados, Grenada, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, Suriname

Preparation: Dominica

Related activities:

- 1) Identify the key DRR stakeholder to be involved in the preparation/update of a country document process and conduct interviews with respective focal points,
 - 2) Gather and review information from secondary sources,
 - 3) Analyze the information,
 - 4) Prepare a draft and final version of the country document for DRR,
 - 5) Present the Country Document in an appropriate format to stakeholders for feedback,
 - 6) Coordinate with the National Disaster Management Agency, and national DRR experts and organization related to the preparation of national consultation workshops to revise the draft of the country document,
 - 7) Support the facilitation of the national workshop,
 - 8) Prepare a report of the national consultation process leading to the update/preparation of the country profile, including the results from the national workshop. Give special emphasis on the application of the “Set of Criteria to prioritize DRR at the national level”. This information will be input to a regional report,
 - 9) Support the dissemination of the country document.
- Promote and encourage the use and dissemination, among national and other relevant DRR stakeholders, of the tools and knowledge produced by the DIPECHO projects
 - Prepare monthly progress reports.
 - Prepare a final project report with a detailed description of project activities and results.
 - Other project activities as requested by the UNISDR.

Programmatic Functions:

- Keep staff of the UNISDR informed about activities, progress, achievements, and challenges.
- Maintain close coordination with the UNISDR Regional Liaison Officer in Barbados regarding regional and national processes and coordination with different partners.
- Develop a final narrative report describing the status of project activities and results.
- In coordination with the UNISDR Project Manager in Barbados, prepare a regional report of the Application of Set of Criteria for Prioritizing National DRR Actions which was developed in the 2011-2012 DIPECHO Action Plan, and its integration into the 8 updated Country Documents under the framework of the 2013-2014 Action Plan.

Reports:

The following reports shall be produced:

1. Monthly progress reports.
2. Report on the application of the set of criteria for prioritizing DRR at the national level.
3. Final report.

Products:

- Work plan: to be developed in coordination with UNISDR and the National Disaster Management Agency. It shall include the working methodology that will be used during the consultancy.
- Monthly reports including progress, achievements, challenges and issues relevant for the following month(s), together with annexes (minutes of meetings, mission reports, etc.).
- Final report.
- DRR Country document.

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 social sciences, national resource management, 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:

- Functional knowledge and professional experience in the field of disaster risk reduction, climate change, and/or sustainable development (at least 5 years);
- Project management or coordination experience.
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in leading and facilitating workshops and meetings;
- Knowledge of intergovernmental mechanisms, DRR Platforms, tools and mechanisms related to DRR and DIPECHO
- Functional knowledge of ECHO action plans and DIPECHO projects;
- Excellent English writing skills.
- Availability to travel within the region.

Language: Excellent English speaking and writing skills.

How to apply

Qualified candidates should send the following documentation per email to 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 (**ISDR/C/05/14**).

You are also requested to indicate the country you are applying for: Barbados, Dominica, Grenada, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, or Suriname.

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.