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Consultant vacancy with UNISDR	
Date of issue: 29 August 2014	ISDR/C/23/2014

Post Title & Level:	Consultants
Duty station:	Home-based
Duration:	15 days (within the period of 29 September to 30 October 2014)
Deadline for applications:	24 September 2014 (extended deadline, initial submission deadline was 10 September 2014)
Date of entry:	29 September 2014 (changed due to extension, initially planned for 22 September)

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 organizations 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.

One component of the project is related to regional coordination of the activities implemented under the 2013-2014 DIPECHO Action Plan for the Caribbean. An initial regional workshop took place from 30 September to 1 October 2013 in Port-of Spain, Trinidad and Tobago the XXI Meeting of the Special Committee for Disaster Risk Reduction of the Association of Caribbean States (ACS) was held in Port of Spain, Republic of Trinidad and Tobago, on October 2nd, 2013.

Furthermore, DIPECHO partners were working together in small working groups “Petit Comité” on specific areas throughout the Action Plan: Early Warning Systems, Safe Schools and Safe Hospitals, Country Documents for DRR, Tools and initiatives and DRR Communication.

The Regional DIPECHO workshop 2014 will take place from 16 to 17 October in Montego Bay, Jamaica. The workshop will be the final regional meeting under the framework of the 2013-2014 DIPECHO Action Plan for the Caribbean. It is organized by ECHO and UNISDR with the support of the DIPECHO partners.

The purpose of the regional workshop is to present and share achievements and experiences made during the implementation phase of the 2013-2014 DIPECHO Action Plan for the Caribbean as well as to identify elements that will inform the 2015-2016 DIPECHO Action Plan for the Caribbean aiming at contributing to regional and global DRR frameworks and strategies.

This workshop will gather stakeholders involved in the implementation of the activities related to the 2013-2014 DIPECHO Action Plan for the Caribbean such as National Disaster Management Offices, regional organizations, DIPECHO partners and other stakeholders.

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: 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
- DIPECHO Action Plan website for the DIPECHO Action Plan 2011-2012 for the Caribbean: <http://www.eird.org/dipecho-action-plan-caribbean/index.html>
- DIPECHO LAC website: www.eird.org/pd
- Initial Regional Workshop report (2013): http://www.eird.org/wikiesp/images/DIPECHO_AP_2013-2014-WorkshopReport-final.doc

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>

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>

Organizational Setting and Reporting Relationships:

The selected person will report to the UNISDR Project Coordinator in Panama. He/she will also maintain a functional link to ECHO's Regional Office for the Caribbean and DIPECHO partners, 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:

- The successful candidate will be responsible to support the finalization of the agenda for the two days of the workshop.
- Follow up with the designated DIPECHO partners on the preparation of the thematic sessions of the workshop.
- Develop and disseminate the workshop methodology in close collaboration with the theme focal points.
- Facilitate the regional DIPECHO workshop ensuring active participation of all participants and the achievement of the objectives and expected results.
- Develop a workshop report with details of the workshop and its results, to be presented to UNISDR with reference materials including presentations, group work results, etc.
- Systematization of elements identified during the workshop that will inform the 2015-2016 DIPECHO Action Plan for the Caribbean aiming at contributing to regional and global DRR frameworks and strategies.

Before the workshop

- Provide technical advice on the draft agenda and related participatory methodology or the Regional DIPECHO Workshop 2014 in coordination with ECHO and the theme focal points (DIPECHO partners).
- Assist in the identification of participatory methodologies that allow the regional workshop meets its objective and expected results.
- Participate in the design of dynamics, exercises and methodological approaches that allow the workshop to take place in a safe, respectful and collaborative environment.
- Alert on practical and logistical matters that need to be considered or could interfere with the generation of a safe learning environment.
- Advise the participants to improve their presentations.
- Compile and synthesize.

During the workshop

- Workshop facilitation following the basic facilitating principles applied for consultation meetings with professionals.
- Coordinate the participation of the presenters and other facilitators (if applicable) ensuring they have clarity about roles and responsibilities.

- Ensure active participation and a safe, respectful and collaborative environment during the workshop.
- Moderate and facilitate discussions and presentations following the agreed time schedule.
- Propose changes in methodology and agenda during the workshop if necessary.
- Verify that the instructions for the dynamics, exercises and group work are communicated clearly, and that participants are informed about the expected results.
- Ensure that tools and experiences that will be presented follow the agreed schedule.
- Call a daily meeting for planning the next day and discussing the lessons learned with the organizing committee (DG ECHO, UNISDR and DIPECHO partners – theme focal points).
- Extract the main inputs of the different meeting sessions.
- Compile the results of the group work and present summary.
- Prepare a summary of the main conclusions of the workshop and present the same in the corresponding session.

After the workshop

- Compilation of materials immediately after the workshop.
- Prepare a final report focusing on outcomes and results: Summary of the main conclusions and recommendations of the workshop in general and for each theme.
- Identify lessons learned related to workshop organization and facilitation.
- Summary of the evaluation by participants.
- Systematization of elements identified during the workshop that will inform the 2015-2016 DIPECHO Action Plan for the Caribbean aiming at contributing to regional and global DRR frameworks and strategies.

Products:

- Work plan: to be developed in coordination with UNISDR. It shall include the working methodology that will be used during the consultancy.
- Revised agenda and workshop methodology.
- Compilation of materials immediately after the workshop (presentations, minutes, etc).
- Final workshop report focusing on outcomes and results: Summary of the main conclusions and recommendations of the workshop in general and for each theme (to be submitted within one week after the workshop).
- Summary on lessons learned related to workshop organization and facilitation.
- Final report of the consultancy.

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.

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:

- Advanced University or equivalent experience in social sciences, national resource management, disaster risk management or related fields.
- Experience in leading and facilitating workshops and meetings;
- Functional knowledge and professional experience in the field of disaster risk reduction climate change, and/or sustainable development;
- Knowledgeable of the work carried out by the UNISDR Americas office, intergovernmental mechanisms, DRR Platforms, tools and mechanisms related to DRR and DIPECHO Action Plans and DIPECHO projects
- Excellent analytical and reporting skills;
- Capacity to prepare and present documents and reports;
- Availability to travel to Montego Bay, Jamaica for the regional DIPECHO workshop which will take place from 16 to 17 October 2014 (15 to 18 October will be travel dates).

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

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/23/2014**).

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.