



Regional office for the Americas  
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Consultant vacancy with UNISDR	
Date of issue: 14 July 2015	ISDR/C/2015/04

Post Title & Level: Consultants for workshop facilitation

Duty station: Home-based  
(with one mission to Santo Domingo, Dominican Republic)

Duration: 15 days (within the period of 17 August to 16 October 2015)

Deadline for applications: 29 July 2015

Date of entry: 17 August 2015

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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 (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 (SRSR/ASG), UNISDR has over 100 staff located in its headquarters 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 and the Sendai Framework for Disaster Risk Reduction 2015-2030; campaigns to create global awareness of disaster risk reduction benefits and mobilize communities and empowers people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, for increased and informed participation of men and women in reducing disaster risk; informs and connects people by providing practical services and tools, including evidence and data generation, and by leading

the preparation of the biannual Global Assessment Report on Disaster Risk Reduction and the organisation of Regional Platforms and the biannual 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 Sendai Framework for Action 2015-2030 (SFADRR). A key element in the DIPECHO program 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 2015 -2016**

The 2015-2016 DIPECHO Action Plan for the Caribbean aims to contribute to the overall goal of resilience building by providing most vulnerable populations and communities with sound technical solutions to improve their preparedness for natural hazards. In this sense, the 2015-2016 Action Plan, looks to further initiatives that contribute to regional cooperation, exchange of information, capacity building and training and advocacy at national and regional level as means to build resilience. The DIPECHO Programmed is explicit in its objective to contribute to the implementation of the Hyogo Framework for Action 2005-2015 (HFA) and its successor the Sendai Framework for Disaster Risk Reduction 2015-2030 in the region. Furthermore, the current DIPECHO Action Plan aims to establish greater collaboration and coordination between partners and to facilitate the exchange of information, allowing programming of common outcomes and the harmonization of practices.

**Objective of the consultancy:**

The consultancy will support the organization of the Regional Disaster Risk Reduction Planning Workshop for the Caribbean which will take place from 21 to 23 September 2015 in Santo Domingo, Dominican Republic. The consultant will (1) develop the workshop methodology, (2) facilitate of the workshop, and (3) prepare a workshop report (for further details see “Duties and Responsibilities”).

The organization of the regional workshop is one of the first regional coordination efforts implemented under the UNISDR regional DIPECHO project “Implementing the post 2015 Disaster Risk Reduction framework in the Caribbean at the local, national and regional levels”.

Throughout the Action Plan, DIPECHO partners will work together in small working groups “Petits Comités” on specific areas such as: Early Warning Systems, Sendai Framework, Disaster Risk Reduction Country Documents and Disaster Risk Reduction Communication. These working groups will support the preparation of the different workshop sessions, and, therefore, the consultant will work closely with the focal points of the working groups defining the workshop agenda.

**Background material:**ECHO & 2015-2016 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) 2015: Caribbean, Central America, and Mexico:  
[http://ec.europa.eu/echo/files/funding/decisions/2015/HIPs/caribbean\\_en.pdf](http://ec.europa.eu/echo/files/funding/decisions/2015/HIPs/caribbean_en.pdf)
- Technical Annex to HIP:  
[http://ec.europa.eu/echo/files/funding/decisions/2015/HIPs/caribbean\\_annex\\_en.pdf](http://ec.europa.eu/echo/files/funding/decisions/2015/HIPs/caribbean_annex_en.pdf)
- DIPECHO LAC website, Caribbean section:  
<http://dipecholac.net/sites/caribe/contenido/30-caribe.html>

Global and regional DRR strategies:

- Sendai Framework for Action:  
[http://www.preventionweb.net/files/43291\\_sendaiframeworkfordrren.pdf](http://www.preventionweb.net/files/43291_sendaiframeworkfordrren.pdf)
- Hyogo Framework for Action:  
<http://www.unisdr.org/we/coordinate/hfa>
- Comprehensive Disaster Management (CDM) strategy and programme framework 2014-2024:  
<http://www.edema.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>
- HFA-Pedia: <http://www.eird.org/wikiesp/index.php/Portada>
- HFA Monitor: <http://www.preventionweb.net/english/hyogo/hfa-monitoring/hfa-monitor>
- DIPECHO LAC Facebook: <https://es-es.facebook.com/DIPECHOLAC>
- UNISDR Regional Office - The Americas: <http://eird.org/americas/index.html>

**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 common activities and areas of collaboration identified during the workshop that will facilitate greater collaboration with common outcomes and the harmonization of practices.

**Before the workshop**

- Provide technical advice on the draft agenda and related participatory methodology in coordination with UNISDR, 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 participants on how to improve their presentations.
- Compile and synthesize information and presentation.

**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.
- Prepare and carry out an evaluation of the workshop with the participants.

#### **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 common activities and areas of collaboration identified during the workshop that will facilitate greater collaboration with common outcomes and the harmonization of practices.

#### **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.
- Analysis of the evaluation done by participants.
- 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 programs and activities at regional and sub-regional levels. Furthermore, 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 programs; 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 and multi-ethnic environment.

**Qualifications:**

**Education:** Advanced university degree 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:**

- 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;
- Knowledge 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 in the Caribbean;
- Excellent analytical and reporting skills;
- Capacity to prepare and present documents and reports;
- Availability to travel to Santo Domingo, Dominican Republic for the Regional DRR Planning Workshop which will take place from 21 to 23 September 2015 (20 to 24 September will be travel dates).

**Language:** Excellent English speaking and writing skills. Working knowledge of Spanish and/ or 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 (ISDR/C/2015/04).

**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.**