

## POSITION DESCRIPTION

<b>ADPC Position:</b> Consultant <b>Functional Title:</b> Consultant for editing program documents of ADPC	<b>Supporting Project:</b> PRR
<b>Duty Station:</b> Home base	<b>Duration of Contract:</b> 1 year
<p><b>A. About Asian Disaster Preparedness Center</b></p> <p>ADPC is an intergovernmental regional organization with a vision to reduce disaster and climate risk impacts on communities and countries in Asia and the Pacific by working with governments, development partners, international organizations, NGOs, civil society, private sector, media, and other key stakeholders.</p> <p>Established in 1986 as a technical capacity building center, ADPC has grown and diversified its expertise across social and physical sciences to support sustainable solutions for risk reduction across a broad range of specialist areas. With over 100 staff from 19 different nationalities and a wide range of professional expertise from atmospheric scientists to social scientists with experiences from all levels of engagement typically required for Disaster Risk Reduction (DRR) and Climate Resilience (CR) in an effective manner. ADPC is a competent regional resource center and has seven thematic departments: ADPC Academy, Risk Governance, Climate Resilience, Urban Resilience, Health Risk Management, Preparedness for Response and Recovery, Geospatial Information. These are supported by Finance, Human Resources and Administration, and Strategic Planning departments. In addition to the departments, ADPC works on three cross-cutting themes: Gender and Diversity, Poverty and Livelihoods, and Regional and Transboundary Cooperation through permanent working committees.</p> <p><i>ADPC Strategy 2020</i> guides the organization in providing comprehensive risk reduction support to countries and communities in Asia and the Pacific. ADPC recognizes the importance of examining the linkages between disaster risk management, poverty reduction, gender equality, sustainability, rights-based approaches, climate change and regional cooperation.</p> <p>For details please refer to ADPC website at <a href="http://www.adpc.net/">http://www.adpc.net/</a></p>	
<p><b>B. Background</b></p> <p>The Consultant will edit technical documents, reports, and knowledge products being developed for publication to disseminate information and enhance the knowledge and sharing of preparedness to emergency response in the region and beyond. In this regard, the consultant will work on materials under the Preparedness for Response and Recovery Department of ADPC (but not limited to) for the following projects:</p> <ul style="list-style-type: none"> <li>• Strengthening Institutionalization of Program for Enhancement of Emergency Response (PEER)</li> <li>• Strengthening Emergency Preparedness and Resilience in Bangladesh (SERB)</li> <li>• Asian Preparedness Partnership: Phase 2 (APP Phase 2)</li> <li>• COVID-19: Country Support to Asian Preparedness Partnership (BMCOV)</li> <li>• Program for Strengthening Preparedness for Emergency Response in India (PROSPERIndia)</li> </ul> <p>The consultant will also be engaged in other project activities under the said department or other departments of ADPC based on the request and discussion with the director.</p>	

### **C. Statement of Work**

Under the overall guidance of the Director of Preparedness for Response and Recovery Department of ADPC, the consultant shall be responsible for the following specific tasks:

- Editing of reports, knowledge products, and materials drafted by ADPC programs. This includes case studies, reports, brochures, training curriculum, e-learning course materials, audio-visual aids products, and other related materials.
- Editing of other publications and proposals for ADPC.

### **D. Required Qualifications**

The consultant should have a university degree (at least Masters) in communication or any related field such as DRM. At least three years of experience as an editor. Experience of working in emergency management/disaster risk management is an advantage.

### **E. Period of Engagement**

Starting from 22 June 2020 to 21 June 2021, with possible extension. The consultant has to submit her working hours' sheet to us quarterly for consideration and making a payment.

### **F. Scope of Services**

- All materials should be of acceptable quality, both in content, word construction, and language usage, that will best suit the target audience and purpose of the document.
- All publications will be double checked on the use of the most recent information, data, or statistics, including proper use of English grammar.

The Consultant will work for the following projects;

#### **Strengthening Institutionalization of Program for Enhancement of Emergency Response (PEER) (Maximum of 30 days)**

- Edit reports, knowledge products, and materials. This includes case studies, reports, and brochures **(30 days)**

#### **Strengthening Emergency Preparedness and Resilience in Bangladesh (SERB) (Maximum of 30 days)**

- Edit reports, knowledge products, and materials. This includes case studies, reports, and brochures **(30 days)**

#### **Asian Preparedness Partnership: Phase 2 (APP Phase 2) (Maximum of 20 days)**

- Editing of guidelines, technical documents, research and case studies developed **(10 days)**
- Edit of the training curriculums and e-learning modules developed **(10 days)**

#### **COVID-19: Country Support to Asian Preparedness Partnership (BMCOV) (Maximum of 36 days)**

- Editing of impact reports and process documentation of Country partnerships on Impact of COVID-19 **(15 days)**
- Editing of After Action Reports from country-level as well as regional synthesis **(15 days)**
- Editing of other reports, IEC materials, communications materials from APP countries and regional team **(6 days)**

#### **Program for Strengthening Preparedness for Emergency Response in India (PROSPERIndia) (Maximum of 20 days)**

- Editing of process documents and case studies **(13 days)**
- Editing of reports of SAMBAL Yatra **(7 days)**

**G. Budget and payment schedule**

In consideration of the services, the consultant will be paid a professional fee of USD 250 (US Dollar two hundred and fifty only) per day for a maximum of 148 working days. The maximum total amount payable under this contract is USD 37,000. The payment shall be paid at the end of each assignment period according to the actual work/output upon the completion of and acceptance by ADPC.

**H. Reporting & Duty Station:**

Under the overall guidance of the Director, PRR, the consultant will report to the program/project managers of respective programs/projects. This is a home-based assignment.

**How to apply:** Interested Candidates can submit the completed ADPC consultancy application form, (downloadable from [www.adpc.net](http://www.adpc.net)), resume, copy of degrees/certificate(s) together with a cover letter, to [adpcjobs@adpc.net](mailto:adpcjobs@adpc.net) within 21 June 2020, Bangkok time.

**Women are especially encouraged to apply.**

ADPC encourage diversity in its workplace and support an inclusive work environment.