

Consultant Vacancy with UNISDR	
Date of issue: 28 September 2012	ISDR/C/24/2012

Post Title & Level:	Consultant
Duty station:	Geneva, Switzerland
Duration:	Six weeks with possibility of extension
Deadline for applications:	13 October 2012
Date of entry:	As soon as possible

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. 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 PreventionWeb, 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.

Currently, efforts are being expanded by United Nations (UN) organizations to monitor the work they are doing on disaster risk reduction. Areas necessitating further work, including some standards for monitoring and/or links to country-level related efforts within the United Nations Development Assistance Framework (UNDAF).

UNISDR has developed a simple format for monitoring the effective integration of disaster risk reduction into UNDAF's and has been monitoring progress since 2010. This work was initiated following the recognition by the United Nations Development Group (UNDG) that disaster risk reduction is a highly relevant issue within the development agenda. Specific thematic guidance on disaster risk reduction was issued by UNDG in 2009 to support countries enhance integration efforts across an UNDAF.

In addition, under their current Terms of Reference, all Resident Coordinators are accountable, vis-à-vis disaster risk reduction, to:

- Encourage and support the government and other stakeholders to increase their commitment to effectively implement the Hyogo Framework for Action 2005-2015;
- Ensure, in collaboration with the relevant United Nations Country Team (UNCT) members that disaster risk reduction is effectively incorporated into country-level programming processes such as Common Country Assessments (CCA) and UNDAF, sustainable development policies, planning and programming, poverty reduction strategies and relevant climate change adaptation measures.

The format for monitoring the integration of disaster risk reduction into UNDAFs requires consolidation into a simple and standard set of criteria against which progress is regularly reviewed. These criteria need to be developed in consultation with partners engaged in disaster risk reduction at country level work, as well as those responsible for monitoring UN Resident Coordinators and UNDAF performance.

Another gap is the need for a stand alone report on progress in mainstreaming disaster risk reduction into the UNDAFs three years after the UNDG Guidelines on the topic have been produced. This report would serve as a baseline for monitoring future progress and trends. It would also contribute to broader monitoring of progress against the Hyogo Framework and the discussion on disaster risk reduction in the UN under HLCP.

The report will reflect the UN system and support the United Nations Development Operations Coordination Office (UNDOCO) efforts to monitor UNDAFs under the UNDG. It will be jointly produced by UNISDR and United Nations Development Programme/UNDP/Bureau for Crisis Prevention and Recovery (UNDP/BCPR). Relevant UN partners will be invited to review the draft report before its finalization.

Organizational Setting and Reporting Relationships:

The consultant will work in close coordination with the identified focal point at UNISDR and through him/her will consult regularly with the partners engaged in this exercise.

Duties and Responsibilities:

The consultant is expected to provide:

1. A standard set of criteria/indicators against which the integration of disaster risk reduction into UNDAFs can be regularly monitored.
2. An outline for the report as a basis for consultation with partners. The consultant will be expected to revise the outline based on feedback received.
3. A rapid analysis of past and current UNDAFs regarding the level of integration of DRR and a more detailed analysis of a subset of UNDAFs based on the indicators defined above. This will include:
 - a. References to DRR in the Common Country Analysis, during the planning phases of the UNDAFs, in the development of UNDAF outcomes, outputs and results frameworks, as well as in monitoring of resources allocated, and finally the mid-term reviews and evaluation of UNDAFs. The report is expected to show trends both regionally and globally, as well as identifying good practices.
 - b. RC engagement on promoting DRR in the work of the UNCTs, in UNDAFs and in National Programmes based on pre-defined indicators and interviews based on the annual Resident Coordinators Reports.
 - c. A short reflection on how DRR in UNDAFs contributes to DRR into broader national development planning such as Poverty Reduction Strategies and how it could be measured.
4. A first draft of the Report (10 pages) as a basis for consultations, including in particular suggestions for the visual presentation of the findings in diagrams and graphs.

Key Outputs:

A first report on the integration of disaster risk reduction into UN operational development work since the 2009 launch of the UNDG Guidelines for Integration of Disaster Risk Reduction into UNDAFs.

The report will be expected to contribute to:

1. Provision of guidance to UNCTs in their efforts to prepare UNDAFs through the identification of effective approach taken to UNDAF development, as well as UNDAF end products, i.e. outcome and outputs formulations, and results matrixes and indicators etc
2. The discussion ongoing under the HLCP towards UN system wide plan of action on disaster risk reduction
3. Future Annual Resident Coordinator/UN Country Team performance appraisal process and the identification of Key Performance Results (KPR) such as 'Resident Coordinator's Annual Reports' (RCAR) and the annual Synthesis Report of RCARs
4. Work of the regional UNDG teams
5. HFA Monitoring and progress reporting at the fourth Session of the Global Platform for Disaster Risk Reduction.

Competencies:

Integrity: Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status;

Communication: Facilitating and encouraging open communication. Delivers verbal/written information in a timely, clear, organized and easily understood manner.

Education: Advanced university degree (Master's degree or equivalent) in development, business administration, international relations, political science or related field.

Experience: A minimum of 10 years of progressively responsible experience in the area of development, recovery, humanitarian affairs, peace and security and natural disaster. Strong knowledge of UN system policies and programming in crisis and post-crisis situations. Familiarity with global development issues and UNDAFs. Experience with policy research and peer review processes.

Computer Skills: Experience with Microsoft Office (MS Word, Excel, etc.) is required

Language skills: Fluency in written and spoken English required. Good working knowledge of French and Spanish would be an asset.

How to apply

Please email the following documents to the ISDR secretariat at: isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/C/24/2012) as the subject in your e-mail of application.

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.