

Consultancy Vacancy with UNISDR

Date of issue: 27 November 2012

ISDR/C/29/12

Post Title & Level:	Consultant (Disaster Risk Reduction and HFA ¹ Monitor)
Duty station:	Home-based
Duration:	1 month (Phase I), (With the possibility of extension for Phase II)
Deadline for applications:	10 December 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 (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.

The objective of this consultancy is to review the advances and challenges in the implementation of the Hyogo Framework for Action 2005-15 (HFA) and to capture these in a publication to be launched at the Third Session of the Global Platform for Disaster Risk Reduction, Geneva May 2013. The study will provide an update and showcasing of achievements, advances and key trends in disaster risk reduction in Europe from 2011-13 and provide insight into progress made since the last reporting cycle and the up-taking of conclusions and recommendations.

Furthermore, The UNISDR Europe Regional Office seeks to constantly demonstrate the benefits of investing in disaster risk reduction and generate strong political support for actions at regional, national and local levels. Therefore, the consultant will develop the 2012 Annual Report for UNISDR Europe office. This report should focus on achievements and outlines what is in store for the years to come guided by UNISDR's new Strategic Framework 2025 as UNISDR Europe actively engages with key stakeholders on the development of a post-2015 framework for disaster risk reduction.

¹ Hyogo Framework for Action

The HFA Report on Achievements and challenges in Europe shall be provided through the production of a publication with a critical analysis of the national HFA progress reports of the 2011-13 reporting cycle, as well as by comparison with the results of the previous cycles. The analysis will be completed through the review of information provided by the regional organizations and relevant international organizations covering Europe. In order to obtain further detailed information, national, regional and international actors will be consulted and a close collaboration pursued.

Furthermore, the consultant will review the achievements made by the UNISDR Europe office and will capture this through a publication.

Finally, the consultant in the context of the economic impact and cost-benefit analysis of investing in prevention will move towards the preparation of a concept paper and agenda for the G20 preparatory event taking place in Brussels.

The consultant under the supervision of Head of Office and Programme Officer of UNISDR Europe office will carry out the following tasks:

1. HFA Regional Monitoring Report Europe (Phase I & II – Deadline 31 March 2013):

A. Collecting and reviewing existing material, reports and information available on the implementation of the HFA through various sources (Phase I):

- Critical analysis of the national HFA progress reports of the 2011-12 reporting cycle, also by comparison with the results of the previous reporting cycles.
- Consultation of other national, sub-regional and regional literature on disaster risk reduction and on HFA implementation including a vertical differentiation of national and regional achievements for donor countries and bilateral collaboration respectively.
- Collecting and analysing information with relevance to Europe by regional and sub-organizations. (chapter dedicated to this topic)
- Collecting and analysing information on DRR investments and cost-benefit analysis at the national level and their recent trends. (chapter dedicated to this topic)
- Collecting and analysing based on UNISDR's "Making Cities Resilient: My City is Getting Ready" campaign information on DRR activity at the local level and their recent trends. (extra chapter)
- Consultation of and close collaboration with national, regional and international actors in order to obtain further detailed information with regard to the objective of the report.

B. Writing and submission of a succinct report covering Europe to fulfil the requirements of the team working on the "3rd Global Assessment Report on Disaster Risk Reduction" (Phase II):

- Selection of three countries for an in-depth review
- Presentation of the outline of the succinct report for discussion and agreement with supervisors.
- Submit a first draft (10 pages) of the study for feedback and comments.
- Integration of inputs received into the draft and revision

C. Writing and submission of HFA Regional Monitoring report for Europe (Phase II):

- Presentation of the outline for the full report to be discussed and agreed with the supervisors.
- Submit a first draft of the full report for feedback and comments.
- Integration of internal inputs received and consolidation of report
- Submit a consolidated draft for circulation among key partners

- D. Submission of the final report, a power point presentation and editing support (Phase II):*
- Integration of partner inputs into the draft report and revision
 - Submission of the final report for editing
 - Preparation of PowerPoint Presentation on the final report
- 2. 2012 Annual Report for UNISDR Europe office (Phase I – Deadline 28 February 2013):**
- A. Reviewing existing material related to UNISDR Europe Office activities and achievements such as: the Europe monthly reports, quarterly reports, Mission Reports, newsletters, events (including photos), press releases, PreventionWeb, UNISDR and UNISDR Europe office work plans.*
- B. Writing and submission of full report*
- C. Provide support to the editor and layout consultant as necessary*
- 3. G20 event concept note and draft agenda (Phase II – Deadline 30 April 2013):**
- A. Reviewing previous communication on G-20 and G-08 events and DRR.*
- B. Finalize event background note and draft agenda for event to be taken place in Brussels in 2013.*
- 4. Report on economics of disasters in Europe (Phase II – Deadline 15 April 2013):**
- A. Review UNISDR concept note on economics of disasters and relevant literature.*
- B. Classify, measure and account the current investments:*

Document overview of existing financial mechanisms at the national, local and community levels, for the following:

- ✓ allocating & tracking investments on DRR with regard to stand-alone (explicit) DRR investments (for example - early warning, preparedness, risk assessments etc.)
 - ✓ mainstreamed (implicit/embedded) investment on risk reducing measures imbedded in infrastructure as well as investment measures related to development sectors such as transport, health, education and agriculture
 - ✓ Identify lessons learnt/good practice regarding what constitutes effective financing of disaster risk reduction at national— current status and gaps in knowledge.
- C. Liaise with relevant national, regional and international stakeholders to complete missing information*
- D. Draft report (approx. 10 pages) on economic of disaster with focus on Europe*

Competencies:

Professionalism: Detailed knowledge and understanding of disaster risk reduction related issues; a solid understanding of the working of the United Nations, in particular as this relates to disaster risk reduction, coordination at headquarters and the field, and the workings of inter-governmental mechanisms as well as other consultation arrangements with civil society organizations and the private sector. Conscientious and efficient in meeting commitments; observing deadlines and achieving results; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure and prolonged time.

Planning& Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently

Communications: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Qualifications:

Education

Advanced degree in disaster risk management and reduction, economics, natural resource management, environmental studies or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience

A minimum of seven years of progressively responsible experience in disaster preparedness, prevention and risk reduction. Previous experience working on disaster risk reduction at the regional/national and local level. Familiarity with main policy frameworks and agreements related to disaster risk reduction in Europe. Experience in working with the United Nations.

Languages

Fluency in written and spoken English. Knowledge of French, Spanish and/or Russian is an advantage.

Other desirable skills

Proven analytical skills in carrying out literature reviews and data analyses; excellent computer skills (word-processing, spread sheets for chart and data analysis).

How to apply

Please email the following documents to the ISDR secretariat at: isdr-europe@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/29/2012) 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.