

Consultancy Vacancy with UNISDR	
Date of issue: 11 March 2013	ISDR/C/05/13

Post Title & Level:	Consultant: Evaluation (Disaster Risk Reduction and Climate Change Adaptation)
Duty station:	Home-based with travel in the Western Balkans and Turkey
Duration:	One month
Deadline for applications:	25 March 2013
Date of entry:	15 April 2013

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 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; 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.

In partnership with the World Meteorological Organization (WMO) and with the support of the European Commission IPA (Instrument for Pre-Accession assistance), UNISDR Regional Office for Europe (UNISDR Europe) is implementing a regional Disaster Risk Reduction (DRR) project "Building Resilience to Disasters in Western Balkans and Turkey".

In the context of the above-mentioned project, UNISDR Europe in coordination with WMO is hiring an Evaluation Specialist to carry out a rapid assessment (interim evaluation) of the results achieved by the project and produce a report for the project Steering Committee to advice on the status of the project implementation, outputs and results achieved and corrective measures that might be necessary.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head of UNISDR Europe and direct supervision of the UNISDR Programme Officer responsible for the implementation of the project in coordination with WMO, the Evaluation Specialist will support the implementation of the project through a rapid assessment of the results that have been achieved. This implies interaction and in depth discussion with representatives of the IPA Beneficiaries and the representatives of the organization who are part of the project Advisory Group.

The objective of the interim evaluation is to provide an interim report to the members of the Steering Committee on the implementation of the project highlighting the progress to date, the status of the indicators and the necessary corrective measures that might be required.

Duties and tasks

- Carry out a desk review of all the project relevant documents, work plans, reports and publications, this includes reports produced by third party such as the European Commission (EC) Results Oriented Monitoring (ROM) reports already developed for the project.
- Define the most appropriate evaluation methodology to assess the relevance, potential impact, effectiveness, value for money and envisaged sustainability of the project expected outcomes.
- Develop a structured questionnaire for collecting feed-back from the identified project stakeholders and beneficiaries.
- Carry out telephone and/or face to face interviews with the project key informants.
- Develop a interim evaluation report which shall include:
 - Background information on the project and the evaluation objectives.
 - Description of the methodology employed.
 - Analysis of the desk review and the interviews with the key informants.
 - Assessment of findings structured in relation to the evaluation criteria identified.
 - Recommendations on corrective measures for the second year of the project implementation, identification of potential emerging risks, suggestions on changes in the work plan and delivery table.
 - Annexes to the report as deemed necessary.
- Develop a PowerPoint presentation that summarize the interim evaluation report content and findings.

Competencies:

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Professionalism: Knowledge and understanding of concepts and approaches relevant to the subject matter.

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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:**Education**

Advanced university degree (Master’s degree or equivalent) in Monitoring, Evaluation, Project Management, Disaster Risk Management, Environment, Economics or related area. A first- level university degree in combination of qualifying experience maybe accepted in lieu of the advanced university degree.

Work experience

A minimum of seven years of progressively responsible professional experience in programme/project evaluation, disaster risk management, climate change adaptation, early warning systems, multi-hazard risk mapping, disaster preparedness, emergency and recovery or related fields.

Languages

Fluency in English (Oral and written) is required.

Other desirable skills

Knowledge of research methods and applied statistics. Experience in the Western Balkans and Turkey is an added advantage.

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/05/13) 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.