

Consultant Vacancy with UNISDR	
Date of issue: 24 July 2013	ISDR/C/11/13

Title: Community-based DRR Expert

Duty station: Home-based with travel in South Eastern Europe

Duration: Three months

Deadline for applications: 15 September 2013

Assignment start date: 07 October 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 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.

In partnership with the World Meteorological Organization (WMO) and with the support of the European Commission (Instrument for Pre-Accession Assistance - IPA), 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 is hiring a community-based DRR Expert who will support the implementation of the activities related to Task 8 of project, whose is to increase public awareness in relation to disaster risk reduction.

### **Duties and responsibilities:**

Under the overall guidance of the Programme Officer responsible for the implementation of the UNISDR-WMO IPA project, the community-based DRR Expert will support the implementation of the activities envisaged under Task 8, specifically the development of a compendium of case studies of disaster risk management practices at the local level in selected cities in the IPA beneficiary countries (IPA Beneficiaries). This includes interaction and in depth discussion with mayors and city representatives, national senior officials, staff of regional organizations such as the Disaster Prevention and Preparedness Initiative for South Eastern Europe (DPPI SEE) and UNISDR staff in Geneva and Brussels.

In consultation and with the guidance of the Programme Officer, the consultant will:

#### ***Phase 1: Identification and planning***

- i. Conduct an initial research and review of available documentation on DRR in the cities of the IPA Beneficiaries which are selected for the case studies including cities that have joined the UNISDR World Disaster Reduction campaign “Making City Resilient: My City is Getting Ready!”. This includes review of relevant reports, urban plans, legislation and other documents which are connected to the promotion of disaster resilience at the local level and revision of the relevant material in PreventionWeb and UNISDR websites.
- ii. Based on the research and review and in consultation with UNISDR and IPA project national coordinators, identify one city in each IPA Beneficiary which will serve as a case study, considering their involvement in the implementation of the HFA at the local level and in the World Disaster Risk Reduction campaign.
- iii. Submit a draft outline of the content of the report and a timeline for the completion of the report, this includes a clear identification of section and subsections content.
- iv. Prepare the list of relevant stakeholders to be consulted for the case studies
- v. Develop a draft survey/questionnaire in consultation with UNISDR to be shared with relevant stakeholders to investigate which climate adaptation and disaster risk reduction measures were successfully implemented.

#### ***Phase 2: Development of the Compendium***

- vi. Conduct the survey through online means and/or interviews with the relevant identified stakeholders at national and local level through telephone or in person.
- vii. Analyse the information collected through the survey, interviews and desk review and draw findings of the example of good DRR practices identified in the cities identified in phase 1.
- viii. Develop the Compendium report according to the outline agreed with UNISDR in Phase 1 and submit a draft report for comments, inputs and revisions to UNISDR and the project stakeholders on its findings and recommendations. The Compendium shall also formulate key messages for local policy makers and inputs for the ongoing consultation on the post- HFA global blueprint on disaster risk reduction (HFA 2).

#### ***Phase 3: Consolidation and finalization of the Compendium***

- ix. Consolidate the inputs and comments received.
- x. Submit the final version of the Compendium report in English language following careful editing and proofreading.

## Competencies:

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Planning and 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.

**Communication:** 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 audience; demonstrates openness in sharing information and keeping people informed.

## Qualifications:

**Education:** Advanced university degree (Master degree or equivalent) in disaster risk management, development studies, social sciences, economics, urban planning or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

**Experience:** Minimum of five years of progressively responsible professional experience in community based disaster risk management and climate adaptation. Experience in drafting reports and case-studies analysis through quantitative and qualitative research methods is requested. Working experience in South Eastern Europe with international organization is highly desirable.

**Language skills:** Fluency in written and spoken English. Knowledge of South Eastern European language is highly desirable.

## How to apply

Please email the following documents to the ISDR secretariat at: [isdr-europe@un.org](mailto: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/11/2013) 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.**