

Consultant vacancy with UNISDR	
Date of issue: 7 November 2013	UNISDR/C/020/2013

Post Title & Level:	Consultant “National Liaison Officer, Guyana”
Duty station:	Guyana
Duration:	12 months
Deadline for applications:	21 November 2013
Date of entry:	09 December 2013

Please note that this is a re-advertisement of the consultancy position “National Liaison Officer, Guyana”. The position was first published on 5 August 2013 under the number UNISDR-ROAM/DIP/CAR-GUY/017/2013.

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.

ECHO: Humanitarian Aid and Civil Protection department of the European Commission

The Humanitarian Aid and Civil Protection department (ECHO) was created in 1992 as an expression of the European solidarity with people in need all around the world. In 2004 it became the Directorate- General for Humanitarian Aid before integrating Civil Protection in 2010 for a better coordination and disaster response inside and outside Europe.

In 1996, ECHO launched a specific programme, DIPECHO (Disaster Preparedness ECHO) dedicated to disaster preparedness, targeting vulnerable communities living in the main disaster-prone regions of the world.

ECHO's humanitarian mandate prescribes a focus on saving lives, providing relief and thus assisting the most vulnerable groups. ECHO prioritizes 'people-oriented' preparedness measures and, therefore, focuses on supporting strategies and complementing existing strategies that enable local communities and institutions to better prepare for, mitigate and respond adequately to natural hazards by enhancing their capacities to cope and respond. This increases their resilience and reduces their vulnerability.

ECHO's support is a combination of community-based projects and projects at national or regional level that strive to increase resilience in the event of natural hazards. Projects are implemented through a wide range of partners, including local organisations that provide access to the most marginalized and vulnerable people.

DIPECHO Programme

The DIPECHO Programme contributes to the implementation of the Hyogo Framework for Action 2005- 2015 (HFA). A key element in DIPECHO is the development of Key contributions in Disaster Risk Reduction (DRR) so as to identify successful models for replication elsewhere by national/sub-national authorities or other funding instruments of the European Commission, other donors.

The Caribbean region experiences multiple disasters: The region is prone to hurricanes, floods, flash floods, tsunamis, landslides and mudslides. Some islands experience earthquakes and volcanic eruptions. The physical risk is combined with socioeconomic factors, such as high population density, fast demographic growth, inequality and great poverty. The combination of these factors results in highly vulnerable communities, with few coping capacities in the event of disaster. Moreover, climate change is likely to negatively affect disaster trends in the region.

DIPECHO Action Plan for the Caribbean 2013-2014

The 2013-2014 DIPECHO Action Plan for the Caribbean aims to establish greater collaboration and coordination between partners, allowing programming of common outcomes and the harmonization of practices. Furthermore, it focuses on improving communication and dissemination of DRR key contributions in the region, by capturing evidence of success on how DIPECHO projects have allowed the most at risk communities to anticipate, withstand, adapt and sometimes, recover quickly from disasters.

The forthcoming Action Plan also takes account of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters and reconfirms the commitment to regional initiatives to contribute to make schools and hospitals safer and cities resilient in disaster prone areas.

The consultancy is related to the UNISDR regional project within the framework of the DIPECHO Action Plan for the Caribbean 2013-2014. The Humanitarian Implementation Plan and the Operational Recommendations provide details to the objectives of the 2013-2014 Action Plan.

The regional project to be implemented by UNISDR includes the following elements:

- (1) Improving communication and dissemination of DIPECHO DRR tools and initiatives in the region,
- (2) Further advancing in the development of a common strategy towards DRR, as well as
- (3) Contributions to the consultation process leading to the post-2015 framework for DRR.

Background material:

ECHO & DIPECHO Action Plan for the Caribbean:

- Directorate-General of the European Commission for Humanitarian Aid and Civil Protection (ECHO): http://ec.europa.eu/echo/index_en.htm
- Humanitarian Implementation Plan (HIP) DIPECHO Caribbean: http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO_caribbean.pdf
- Operational Recommendations for DG ECHO partners: http://ec.europa.eu/echo/files/funding/decisions/2013/HIPs/DIPECHO_caribbean_op.pdf
- DIPECHO Action Plan website for the DIPECHO Action Plan 2011-2012 for the Caribbean: <http://www.eird.org/dipecho-action-plan-caribbean/index.html>

Global and regional DRR strategies:

- Hyogo Framework for Action (HFA): <http://www.unisdr.org/we/coordinate/hfa>
- Post-2015 framework for DRR consultations: <http://www.preventionweb.net/english/hyogo/post-hfa/>
- Comprehensive Disaster Management (CDM) strategy and programme framework 2007-2012: <http://www.preventionweb.net/english/professional/publications/v.php?id=9216>
- Declaration of Petion-Ville and Action Plan - Association of Caribbean States (ACS): <http://www.acs-aec.org/index.php?q=press-center/releases/2013/declaration-of-petion-ville>
<http://www.acs-aec.org/index.php?q=press-center/releases/2013/plan-of-action-of-petion-ville>

Selection of Country Documents prepared under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:

- Dominican Republic: [eird.org/dipecho-action-plan-caribbean/DP-Avances-y-Desafios-de-la-GDR-en-RD-2012.pdf](http://www.eird.org/dipecho-action-plan-caribbean/DP-Avances-y-Desafios-de-la-GDR-en-RD-2012.pdf)
- Saint Lucia: [eird.org/dipecho-action-plan-caribbean/Draft-Final-SLU-CP-DRR-2.pdf](http://www.eird.org/dipecho-action-plan-caribbean/Draft-Final-SLU-CP-DRR-2.pdf)

Standardized tools developed under the framework of the DIPECHO Action Plan for the Caribbean 2011-2012:

- Formato Común para la Presentación de los Documentos País: www.eird.org/wikiesp/images/Formato_Com%C3%BAAn_para_la_Presentaci%C3%B3n_de_los_Documentos_Pa%C3%ADs.pdf

- Conjunto de Criterios para la Priorización de Acciones de Reducción del Riesgo de Desastres (RRD) a Nivel Nacional en América Latina y el Caribe y Guía para su aplicación: www.eird.org/wikiesp/images/Criterios_de_priorizaci%C3%B3n_UNISDR_ECHO_FUND_ACRID_versi%C3%B3n_final.pdf

Other web sources related to DRR information:

- DesAprender: <http://www.desaprender.org/tools/>
- HFA-Pedia: www.eird.org/hfa.html
- HFA Monitor: <http://www.preventionweb.net/english/hyogo/hfa-monitoring/hfa-monitor>
- DIPECHO LAC Facebook: <http://www.facebook.com/DIPECHOLAC>
- Country profiles in AlertNet: <http://www.trust.org/alertnet/country-profiles/>
- DIPECHO Action Plan for Central America: <http://eird.org/boletin-dipecho-ca-2/>
- DIPECHO Action Plan for South America: http://www.eird.org/wikiesp/index.php/DIPECHO_Am%C3%A9rica_del_Sur_2013-2014

Organizational Setting and Reporting Relationships:

The position is located in Guyana. The National Liaison officer will report the United Nations Office for Disaster Risk Reduction (UNISDR), Regional Office for the Americas, which is located in Panama City in Panama covering the Americas region.

Technical support for this position will be provided by the UNISDR Regional Office – The Americas.

Duties and Responsibilities:

Coordinate as National Liaison Officer activities and actions included in the UNISDR DIPECHO Project, in close coordination with DIPECHO partners, national authorities, HFA focal point and UNISDR.

The work of the National Liaison Officer will facilitate coordination, articulation, dialogue and communication with: DIPECHO partners of the Caribbean Action Plan 2013-2014, national DRR experts and organizations, as well as HFA national focal points; furthermore with the DIPECHO UNISDR Regional Liaison Officer.

The following points will provide an overview of the duties and responsibilities of the national coordinator within the UNISDR DIPECHO project for the Caribbean:

- Coordinate, together with the UNISDR regional office for the Americas, DRR organizations and experts, and ECHO the implementation of activities under the framework of the 2013-2014 UNISDR DIPECHO project at national and local level.
- Serve as liaison officer between the Civil Defence Commission in Guyana and UNISDR with regards to the implementation of the UNISDR DIPECHO Project activities.
- Support updating of one national DRR strategy considering the use of tools generated through the DIPECHO projects.
- Support the preparation of a country document for Guyana by applying the standardized country format for the preparation of country documents and the “Set of Criteria to prioritize DRR at the national level” in close coordinating with the respective Civil Defence Commission, UNISDR, national DRR experts and partners and other relevant regional and national DRR partners.

Related activities:

- 1) Coordinate with Civil Defence Commission and national DRR experts and organization related to the preparation of national consultation workshops to prepare the country profiles, as well as the validation of the DIPECHO country profile by the corresponding national authorities, partner organizations and other relevant stakeholders;
 - 2) Prepare a report of the national consultation process leading to the preparation of the country profile, including the results from the national workshop. Give special emphasis on the application of the “Set of Criteria to prioritize DRR at the national level”. This information will be input to a regional report.
- Support UNISDR and ECHO activities concerning regional and/or national consultation and coordination processes within the framework of UNISDR DIPECHO project (e.g. one regional HFA2 and two national consultations).
 - Promote and encourage the use and dissemination, among national and other relevant DRR stakeholders, of the tools and knowledge produced by the DIPECHO projects.
 - Provide administrative and operational back up for the implementation of all UNISDR DIPECHO project activities in the region.
 - Support the update of the website for the DIPECHO Action Plan 2013-2014 for the Caribbean.
 - Support the update of the common calendar of events and activities.
 - Prepare monthly progress reports.
 - Prepare a final project report with a detailed description of project activities and results following DIPECHO reporting format.
 - Other project activities as requested by the UNISDR.
 - Programmatic Functions:
 - Keep staff of the UNISDR regional office for the Americas informed about activities, progress, achievements, and challenges.
 - Maintain close coordination with the UNISDR Project Manager regarding regional and national processes and coordination with different partners.
 - Develop an annual and final narrative report describing the status of project activities and results.
 - In coordination with the Regional Liaison Officer, prepare a regional report of the Application of Set of Criteria for Prioritizing National DRR Actions which was developed in the 2011-2012 DIPECHO Action Plan, and its integration into the 8 updated Country Documents under the framework of the 2013-2014 Action Plan.

Reports:

The selected person will be based in the Guyana, and will report to the UNISDR Project Manager in Panama. He/she will also maintain a functional link to the Civil Defence Commission in Guyana, as well as national and regional DRR partners.

The following reports shall be produced:

1. Monthly progress reports.
2. Interim and final narrative report on the status of the project activities, achievements and results. To be prepared according to the format required by ECHO, and will be approved by the UNISDR
3. Other reports that might be required, on mutual agreement with the UNISDR Project Manager and the Head of the UNISDR Americas Office in its role as Project Coordinator.

Products:

- Work plan: to be developed in coordination with UNISDR. It shall include the working methodology that will be used during the consultancy.
- Monthly reports including progress, achievements, challenges and issues relevant for the following month(s), together with annexes (minutes of meetings, mission reports, etc.).
- Final report.
- Reports of consultations and processes related to workshops, events related to the International Day for Disaster Reduction; and the application of tools and products ('Set Criteria' for the prioritization of DRR; Common Format for Country Documents, existing Country Documents).
- DRR Country document for Guyana.

All payments are subject to the approval of the Head of the UNISDR Regional Office for the Americas, responsible for the regional project approved by DIPECHO.

Competencies:

Professionalism: Strong background, knowledge and understanding of the concepts, principles and approaches to disaster risk reduction. Familiarity with disaster risk reduction programmes and activities at regional, sub-regional levels and ability to identify and analyze regional and national priorities, needs and capacities and develop appropriate strategies and actions

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately

Planning and Organizing: Develops clear goals that are consistent with agreed strategies and programmes; identifies priority activities and assignments; adjusts priorities as required.

Teamwork: Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment

Prior work experience with recovery related papers will be an advantage

Qualifications:

Education: Advanced University or equivalent experience in social sciences, national resource management, disaster risk management or related fields. A first-level university degree in combination with a minimum of 7 years qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- Functional knowledge and professional experience (at least 5 years) in the field of disaster risk reduction climate change, and/or sustainable development;
- Project management or coordination experience with national character.
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in leading and facilitating workshops and meetings;
- Functional knowledge of ECHO action plans and DIPECHO projects;
- Availability to work trips in the region.

Language: Excellent English speaking and writing skills; working knowledge of Spanish is an asset.

How to apply

Qualified candidates should send the following documentation per email to vacantes@eird.org:

1. Motivation letter
2. Economic proposal
3. Technical proposal (two pages)
4. P11 Form (UNDP Personal history form, the form can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (UNISDR/C/020/2013).

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.