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Consultant vacancy with UNISDR

Date of issue: 27 January 2014

ISDR/C/04/14

Post Title & Level: Consultant “Technical advisor and event sessions support, Regional Platform for the Americas RP14”

Duty station: Home based (1.5 months), Panama (1.5 months)

Duration: 3 months

Deadline for applications: 12 February 2014

Date of entry: 22 February 2014

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.

Regional Platform for Disaster Risk Reduction (DRR) in the Americas

The Regional Platform for Disaster Risk Reduction (DRR) in the Americas is the main venue that brings together key stakeholders and actors involved in DRR from throughout North, South and Central America and the Caribbean. It is a multi-sectoral participatory forum which reflects the commitments and concerns of governments (national, subnational and local), intergovernmental organizations (IGOs), international organizations (IOs), non-governmental organizations (NGOs), community organizations, scientific and academic institutions, the private sector, donors and the media. It offers the opportunity to exchange knowledge and information, while promoting processes aimed at planning, monitoring progress, collective and strategic decision-making, as well as actions to strengthen the implementation of the Hyogo Framework for Action (HFA); with a view towards linking efforts with the international and national level. Besides defining the trends and priority areas for advancing in the region, the results of the Regional Platform serve as inputs to the Global Platform for DRR¹.

The Fourth Session of the Regional Platform for Disaster Risk Reduction in the Americas (RP14) is being co-organized by UNISDR's Regional Office for the Americas (UNISDR Americas) and by the Government of Ecuador through its Ministry of Foreign Affairs and Risk Management Secretariat. The offer to host the RP14 reflects Ecuador's continued support to the International Strategy for Disaster Reduction (ISDR) and its commitment to the objectives of DRR and the HFA.

The RP14 will therefore be held in Guayaquil, Ecuador from 27 to 29 May, 2014. Based on the experience of the previous session, the structure and contents of this fourth session are defined by the Advisory Council which is comprised of representatives of intergovernmental organizations from the region of the Americas - CAPRADE, CDEMA , CEPREDENAC , REHU and OAS; key ISDR system partners in the region - WB, IDB, IFRC, OCHA, WHO/PAHO, UNDP², Technical Donor Group, the Government of Ecuador as host country, the Government of Chile as host of the previous session held in Santiago, Chile, a representative of Civil Society through the Global Network of Civil Society Organizations represented by "ITDG³ Practical Action", a representative of the private sector represented by "Business Forum" , a representative of the technical-scientific community represented by the International Council for Science (ICSU) and by the United Nations Office for Disaster Risk Reduction (UNISDR), Regional Office for the Americas.

¹ See <http://www.eird.org/americas/noticias/docs/resumen-del-presidente-iv-sesion-plataforma-global-suiza-2013.pdf>

² The Andean Committee for Disaster Prevention and Response (CAPRADE), Central America Coordination Centre for the Prevention of Disasters (CEPREDENAC) , Caribbean Disaster Emergency Management Agency (CDEMA), Socio-natural Disaster Risk Reduction, Civil Defense, Civil Protection and Humanitarian Assistance of the MERCOSUR (REHU), the Organization of American States (OAS), World Bank (WB) , Inter-American Development Bank (IDB), The International Federation of Red Cross and Red Crescent Societies . the United Nations Office for Office for the Coordination of Humanitarian Affairs (OCHA), World Health Organization/Pan-American Health Organization (WHO/PAHO), United Nations Development Programme (UNDP)

³ Intermediate Technology Development Group (ITDG).

1. Results of the Previous RP Sessions

RP09

The first session of the Regional Platform for DRR in the Americas, organized by UNISDR Americas and the OAS, was held in Panama City, Panama from 17 to 19 March, 2009. This first session sought to bridge the gap between National Platforms and the Global Platform by establishing a mechanism for broad participation at the hemispheric level. It focused on defining responsibilities and priorities in order to move forward with a hemispheric agenda in the coming years, based on the trends, challenges, areas of progress and opportunities in the region. The results of this first session included the consolidation and institutionalization of the Regional Platform for the Americas, strengthening partnerships and alliances, increasing knowledge surrounding the mechanism to monitor progress in the implementation of the HFA, the promotion of opportunities for cooperation and on the dissemination of information on DRR throughout the region.

RP11

The second session of the Regional Platform was carried out in Nayarit, Mexico from 15 to 17 March, 2011 and for the first time was supported by the Advisory Council as a formal support mechanism. The main results of this 2011 session were captured in the Communiqué of Nayarit⁴ regarding the need to prioritize DRR at the highest level of action and the development of a hemispheric agenda to promote DRR. The main focus areas of the RP11 were: Acceptance and application of DRR within adaptation to climate change (CCA); measurable increases in investments for DRR; Disaster resilient cities, schools and hospitals; HFA Mid-Term Review; and the message that was to be taken from the region to the Global Platform. This session permitted a reaffirmation of the commitment to the guiding principles of DRR and Climate Change Adaptation (CCA), with a set of recommendations that were brought to the Global Platform.

RP12

UNISDR organized the Regional Platform in Santiago, Chile from 26 to 28 November, 2012. Throughout the three days of the Platform, 400 representatives of intergovernmental organizations, non-governmental organizations, civil society, community organizations, private sector and academia from 43 countries and overseas territories participated in six thematic sessions, a high-level panel and four parallel sessions aimed at identifying experiences and progress as well as defining the priorities for strengthening the DRR agenda throughout the region. The Regional Platform was recognized by participants as the ideal venue to discuss how we can further promote the integration of disaster risk reduction into policies and planning processes. It has also served to reveal significant progress in the region in terms of strengthening governance for disaster risk reduction through new legal frameworks and the integration of risk reduction in investment policies and development planning in the countries of the Americas.

2. Main Focus Areas of the RP14

In keeping with the suggestions of the Advisory Council and the experiences of the previous sessions of the Regional Platform and the Global Platform, the Communiqué of Santiago⁵ as the outcome document

⁴<http://www.eird.org/plataforma-2011/pdf/Comunicado-de-%20Nayarit-en.pdf>

⁵<http://eird.org/pr12/documentos/Comunicado-de-Santiago-Chile-10-12-12.pdf>

of the PR12 and the priorities of the Fourth Session of the Global Platform in 2013, the RP14 will focus on the following aspects:

Thematic session 1: Risk reduction and special segments of society:

Thematic session 2: Disaster risk reduction, climate change and the development agenda:

Thematic session 3: Governance and public policies on risk reduction:

High Level Panel:

Mainstreaming disaster risk reduction and climate change adaptation in public policies.

Thematic session 4: Regional consultation surrounding the new framework for disaster risk reduction post-2015 (HFA2).

Parallel sessions:

1. Experiences on integrating gender in Disaster Risk Reduction;
2. Land-use planning as a key element for DRR;
3. DRR and south-south and triangular cooperation;
4. The private sector and disaster risk reduction for resilience;
5. The integration of scientific research in support of resilience-building.

3. Expected outcomes of the RP14

The expected outcomes of the Regional Platform are of particular importance in that they will serve to consolidate substantive and political contributions from the Americas coming from the previous Regional Platforms in the region in 2009 (Panama), 2011 (Mexico), 2012 (Chile) and 2014 (Ecuador) as key inputs towards the development of the HFA2, to be submitted for consideration within the preparatory meetings that will be held in July and November 2014 in Geneva, Switzerland for the organization of the World Conference on Disaster Risk Reduction to be held from 14 to 18 March, 2015 in Sendai, Japan.

As such, the outcomes of the Regional Platform will be oriented towards:

- Involving high-level political and executive authorities along with various actors to advance the DRR and the CCA agenda in the region;
- Generating an increase in the number and diversity of participants in this Regional Platform;
- Undertaking a joint assessment of the progress in Disaster Risk Reduction and Climate Change Adaptation for the period 2005-2015;
- Identifying and celebrating the achievements made through the Hyogo Framework for Action 2005-2015;
- Carrying out a substantive consultation with participants from various sectors on the new HFA2 framework.

Related documents

Global and regional DRR strategies:

- See agenda and related documents of the RP 014 in : (<http://www.eird.org/pr14/>)
- 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/>

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>

Organizational Setting and Reporting Relationships:

The selected person will provide the services on a home based basis (50%) with a period in Panama (50%), and will report to the Head of the UNISDR Regional Office for the Americas. He/she will also maintain a functional link with the Regional Officers supporting the coordination of the organization of the RP14, as well as with the focal point designated by the host country of the RP14.

Duties and Responsibilities:

Support coordination of the activities and actions included in the UNISDR RP14 work-plan, in close collaboration with UNISDR and Ecuador's Risk Management Secretariat.

The work of the Technical Advisor will be carried out in three stages:

Previous to the RP14

- Facilitate coordination, articulation, dialogue and communication with the designated regional partners in charge of the organization of the respective Plenary Sessions and Parallel Sessions of the Regional Platform.
- Coordinate and follow up with the designated regional partners in charge of organizing the sessions, for the timely design of the agenda of the session and confirmation of panelists, providing support when necessary to overcome problems in the identification and confirmation of panelists.
- The incumbent will elaborate, based on the results of the previous RP (2009,2011, 2012), a Plan of Action Matrix, describing the mains agreements , commitments and responsible institutions in order for UNISDR to establish a follow up mechanism.
- The incumbent will support the UNISDR team in liaising with the government representatives of the High Level Panel and follow up participation of invitees.
- The consultant will support in the implementation of the key preparatory activities identified as indicated by the Head of the UNISDR Regional Office for the Americas.

During the RP14

- The incumbent will coordinate the team for preparation and gathering of minutes during the respective sessions as well as any other relevant information presented during the plenary sessions and parallel sessions.
- The advisor will provide note taking of the main high level sessions of the RP.
- The consultant will contribute with the UNISDR team during the RP14 on the different needs both thematic and logistical arising during the RP14.

After the RP14

- The incumbent will prepare an executive report of the outcome of the Regional Platform.

Products:

- Follow up reports on the status of the preparation of the sessions by regional partners.
- Agenda and invitees confirmed of the sessions organized by UNISDR.
- Matrix and plan of action of main commitments of RP in the Americas.
- Final memory executive report summarizing the results of the consultations and processes related to sessions, and events related to the RP14.

All payments are based on deliverables and are subject to the approval of the Head of the UNISDR Regional Office for the Americas.

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: Minimum of five years of progressively responsible professional experience in the following:

- Functional knowledge and professional experience in the field of disaster risk reduction, climate change, and/or sustainable development
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in organizing, leading and facilitating workshops and meetings; Knowledge of intergovernmental mechanisms, DRR Platforms, tools and mechanisms related to DRR.

Language: Excellent Spanish speaking and writing skills; advance knowledge of English.

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 (**ISDR/C/04/14**).

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.