

Consultant vacancy with UNISDR

Date of issue: 3 February 2014

ISDR/C/02/14

Post Title & Level:	Consultant
Duty station:	Home based
Duration:	8 months
Deadline for applications:	9 February 2014
Date of entry:	24 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.

The EC funded UNISDR programme “Building Capacity for Increased Public Investment in Integrated Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR)” aims to build the capacity to incorporate CCA and DRR into the country’s national public investment and planning system. The Program supports countries in capacity building and implementation of evidence based planning for public investment and development.

Planned activities in the Programme are:

- Review of portfolio of existing investments in DRR
- Cost benefit analysis of disaster risk management investments at micro and macro scale (macro scale analysis is supposed to be technically supported by Japan International Cooperation Agency (to be confirmed))
- Characterization of an optimum risk management portfolio, in cooperation with planning or finance ministries
- Development of a set of methods and procedures to incorporate risk management into public investment and planning systems

Though the Programme covers six regions in the world, along with Latin American region, the UNISDR would like to start the Programme in Indian Ocean Countries (IOC) in early 2014. The Programme targets four-five countries; Comoros, Madagascar, Mauritius, Seychelles, (and possibly Zanzibar).

Organizational Setting and Reporting Relationships:

The Consultant will work under the direct supervision and report to the United Nations Office for Disaster Risk Reduction (UNISDR) Risk Knowledge Economist.

Duties and Responsibilities:

The consultant is expected to perform the following tasks:

- Develop methodology for workshop on mainstreaming DRR into public investment planning and make regional summary report for IOC regions
 1. Develop methodology for budget review and help develop methodology for cost benefit analysis and risk proof public investment planning
 2. Write, edit and revise the manual (including a set of powerpoint)
 3. Attend meetings and workshops (one high level meeting, one inception meeting, two workshops, and a few national workshops, a regional event) held in IOC region
 4. Organize and facilitate some sessions in regional and national workshops
 5. Help, train and supervise local consultant so that they can collect appropriate socio-economic data, implement cost benefit analysis and budget analysis, implement policy research of the country, organize and facilitate national workshop, and draft national report summarizing the results of national studies and workshops.
 6. Draft regional summary report, summarizing the results of a series of workshops and the national reports.

In view of the timeline for IOC region, the consultant is expected to develop methodology (task 1) by early March 2014; write, edit and revise the manual (task 2) before each workshop (the first regional workshop expected to be held in March 2014, the second regional workshop in July-Aug 2014, the national workshop in Nov-Dec 2014 (to be confirmed)); attend workshops and organize some sessions (task 3 and 4); supervise and train local consultants (task 5) in the first regional workshop and before the following workshops; and draft regional summary report. The detailed schedules are to be discussed with the supervisor once employed.

Time frame in IOC region (provisional)

January 2014: Consultancy begins

March to April 2014: High level meeting, inception meeting, 1st regional workshop

July to August 2014; second regional workshop

November to December 2014: National workshops

In view of the timeline for IOC region, the detailed schedules are to be discussed with supervisor once employed.

Expected output/deliverables of this consultancy include:

- A draft of a manual for a series of workshops (2 regional workshops and 1 national workshop).
- A draft regional summary report, summarizing the results of a series of workshops and the national reports

The consultant would need to travel to at least 5-6 times (high level meeting/ inception meeting, three workshops, a few national workshops) each for IOC region.

Competencies:

Professionalism: Strong background, knowledge and understanding of the concepts, principles and approaches to disaster risk reduction and public investment planning. Familiarity with disaster risk reduction programmes and activities and ability to identify and analyze regional and national priorities, needs and capacities and develop appropriate strategies and actions. Prior work experience with risk proof public investment planning in the context of SIDS, especially IOC countries will be an advantage.

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

Qualifications:

Education: Advanced university degree in disaster risk management, economics, public policy or a related field. A first- level university degree in combination of qualifying experience maybe accepted in lieu of the advanced university degree

Experience:

A minimum of 5 years of experience at the national and international levels in the field of disaster risk management policy, sustainable development, economics, public finance and public investment planning. In-depth understanding of disaster risk management policy in IOC countries and worldwide, in addition to risk sensitive public investment and risk financing policy. Teaching experience will be an advantage.

Language: Fluency in oral and written English and French.

How to apply

Please email the following documents to the ISDR secretariat at: isdr.vacancies@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/02/2014) 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.