

Consultancy Vacancy with UNISDR

Date of issue: 28 May 2014	ISDR/C/14/2014
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Post Title & Level:	Consultant – Documentation for The Third UN World Conference on Disaster Risk Reduction (P4)
Duty station:	Geneva
Duration:	2 months
Deadline for applications:	4 June 2014
Date of entry:	As soon as possible

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 key events such as the Global Platform for Disaster Risk Reduction and UN World Conference on Disaster Risk Reduction.

UN World Conference on Disaster Risk Reduction 2014:

In 2005, Governments around the world committed to take action to reduce disaster risk, and adopted guidelines to reduce vulnerabilities to natural hazards, the Hyogo Framework for Action (HFA). The HFA assists the efforts of nations and communities to become more resilient to, and cope better with the hazards that threaten their development gains. It was a strong commitment from the international community to address disaster reduction and to engage in a determined, results-based plan of action for the decade: 2005-2015.

The United Nations General Assembly agreed to convene the Third United Nations World Conference that will result in a concise, focused, forward-looking and action-oriented outcome document and will have the following objectives:

- a) To complete the assessment and review of the implementation of the Hyogo Framework for Action;
- b) To consider the experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations as well as relevant regional agreements under the implementation of the Hyogo Framework for Action;
- c) To adopt a post-2015 framework for disaster risk reduction;
- d) To identify modalities of cooperation based on commitments to implement a post-2015 framework for disaster risk reduction;
- e) To determine modalities for periodic review of the implementation of a post-2015 framework for disaster risk reduction;

The Assembly also requested UNISDR to serve as secretariat of the Third World Conference and to coordinate the preparatory activities in consultation with all relevant stakeholders.

Duties and responsibilities:

In view of meeting the outcomes of the Third UN World Conference on Disaster Risk Reduction to consider the experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations ; and, under the overall guidance of the Senior Coordinator of the above-mentioned Conference, the consultant within limits of delegated authority, will be responsible for the following duties:

1. To develop a report on experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations as well as relevant regional agreements within the implementation of the Hyogo Framework of Action.
2. To collect, review and analyse the following outcome and substantive documents of the first Open-ended Intergovernmental Preparatory Committee (PrepCom) in Geneva from 14-15 July 2014:
 - Compilation report on consultations on the post-2015 framework for disaster risk reduction;
 - Outcomes of the Regional Platforms and meetings (Africa, Americas, Pacific, Arab States, Asia, Europe, Central Asia and South Caucasus).
 - Suggested elements: a synthesis of ideas for the content of a post-2015 framework for disaster risk reduction.
3. To consult at national and regional level on the below-mentioned guiding question :
 - Countries in regions where intergovernmental organizations have a mandate to elaborate regional plans and strategies for disaster risk reduction. How have those regional strategies helped accelerate and promote national disaster risk reduction efforts?
4. To critically review existing a) regional agreements and recommendations; b) regional compendium done in preparation of the Global Platforms for Disaster Risk Reduction; c) HFA Mid-Term Review; and d) HFA national monitoring.

Tangible and measurable outputs of the work assignment:

1. Collect and provide a list of experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations.
2. Determine an approach to reflect on national strategies for disaster risk reduction through HFA monitoring in consultation with the Risk Knowledge Section of UNISDR.
3. Analyse and propose a structure that ensures readability without reducing coverage of issues and content.
4. Submit the annotated outline for review by the Senior Coordinator before preparation of the final report.
5. Revise on basis of feedback and present the final report addressing the narrative account of experience gained through the regional and national strategies/institutions and plans for disaster risk reduction and their recommendations.

Competencies

Professionalism: Proven experience in research, analysis and drafting documents on development issues with a preference for disaster risk reduction

Planning and Organizing: Ability to plan own work; manage conflicting priorities and work under pressure of tight and conflicting deadlines.

Technological Awareness: Fully proficient in computer skills relevant for web research and documentation.

Qualifications

Education: advanced degree in Social Science, Economics, International Studies or equivalent experience in Research Analysis, or an equivalent number of years of directly related professional experience.

Experience: At least 7 years' experience in research, report writing, editing, strategic review, analysis, communications and consulting

Language: Fluency in written and spoken English. Excellent writing skills in English.

How to apply

Please email the following documents to UNISDR 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. Please state your full name and the ISDR vacancy notice number: (ISDR/C/14/2014) as the subject in your e-mail 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.