

Consultancy Vacancy with UNISDR	
Date of issue: 20 Oct 2014	ISDR/C/33/2014

Title:	Consultant, Knowledge Management Workshop Facilitator
Duty station:	Virtual
Duration:	Two months
Deadline for applications:	27 Oct 2014
Assignment start date:	01 Dec 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.

Organizational Setting and Reporting Relationships:

In March 2015, the United Nations will hold the Third UN World Conference on Disaster Risk Reduction (WCDRR) in Sendai, Japan, of which UNISDR is the secretariat. Over 8,000 participants including Heads of States, Government Ministers, Mayors, CEOs, Academics, NGOs and members of the civil society are expected to attend and adopt a post-2015 framework on disaster risk reduction (HFA2) that will be the basis for global cooperation on this issue in the coming decades.

PreventionWeb is the established online disaster risk reduction community knowledge platform and service of UNISDR. Following an external evaluation and in-depth user needs study, and in support of the anticipated demand for improved knowledge and information services within the HFA2, PreventionWeb is currently implementing a redesign plan to position knowledge brokering as its core service. In order to support such service to partners, provide leadership, and build the capacity of secretariat staff in this regard, the UNISDR Information Management Unit (IMU) has led an Information and Knowledge Management for Disaster Risk Reduction (IKM4DRR) community of practice. IKM4DRR held its first workshop at the 2014 Global Platform for Disaster Risk Reduction where an IKM4DRR Framework and Scorecard were developed and tested, and two-year action plan called for follow-up in support of HFA2.

Making information and knowledge management a core component of coordinated action and DRR and CCA risk-informed decision making is now, more than ever, required. This requires understanding the current landscape, building capacity and greater synergy between the information and knowledge management (IKM) communities. A 2nd IKM4DRR workshop will be held at the WCDRR in Sendai, Japan, 13 March 2015, preceded by facilitated online discussions to support the preparations and consultation among stakeholders who cannot attend the WCDRR.

The Consultant will report to the Senior Coordinator of the Information Management Unit (IMU) and work directly under the supervision of Managing Editor of PreventionWeb, and in collaboration with other UNISDR colleagues, where applicable.

Duties and Responsibilities:

- Advise the organizers on the overall design and methodology of the workshop and any preceding online dialogues.
- Contribute to the design an appropriate agenda, including methodology and formats of the workshop leading to the desired results.
- Co-facilitate two preceding online dialogues and steering group processes before the workshop.
- Facilitate the workshop.
- Assist in producing workshop documentation and drafting workshop synopsis.
- Perform any other related tasks assigned by UNISDR in support of the workshop, as required.

Results Expected:

- Overall workshop design and methodology developed.
- Agenda finalized, including methodology and formats of meeting sessions and any preceding online dialogues.
- Online dialogues facilitated to contribute to overall workshop session(s)
Session(s) adequately prepared to meet the objectives of participants and stakeholders.
- Meeting successfully facilitated in line with the finalized agenda.
- Post-meeting synopsis produced.

Competencies:

Professionalism: Good background and experience in workshop facilitation for knowledge and information management. Experience in the areas of disaster risk reduction or climate change adaptation and development is required.

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 the audience; Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Identifies clients’ needs and matches them to appropriate solutions; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Planning and Organizing: Very good interpersonal skills and ability to establish effective working relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Teamwork: Fully proficient computer skills, particularly in using relevant information databases, internet services, contact sources.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in knowledge or information management, social sciences, organizational and change management, or related subjects. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least five years of progressively responsible professional experience in knowledge management, with a focus on facilitating workshops and meetings for United Nations and/or other international, regional or bilateral development organizations. Experience in disaster reduction, humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation or development, human rights, information management, journalism or other related area may be considered.

Language skills: Fluency in English (oral and written) required. Knowledge of additional official UN languages an asset.

Other skills: Hands-on expertise in designing and implementing a wide range of interactive methods for adult learning and knowledge management such as share fairs, Open Space, World Cafe, Fish Bowl, etc. are required.

How to apply

Qualified candidates should send the following documentation per email to isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment
2. P11 Form (Personal history 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 (ISDR/C/33/2014) for this consultancy in the subject.

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.