

**United Nations Office for Disaster Risk Reduction (UNISDR)
Regional Office for the Americas**

DIPECHO Action Plan for the Caribbean 2015-2016

Terms of Reference

Consultancy: National Liaison Officer, Haiti

United Nations Core Values

Integrity●Professionalism● Respect for diversity

1. Project title:

Implementing the post 2015 Disaster Risk Reduction framework in the Caribbean at the local, national and regional levels.

2. Duration of the consultancy:

14 months with a trial period of the first three (3) months and the possibility of a three-month extension.

3. Duty station:

The consultant will be based in Port-au-Prince, Haiti.

4. Purpose of the consultancy

Coordinate as National Liaison Officer activities and actions included in the UNISDR DIPECHO project, in close coordination with DIPECHO partners, national authorities and DRR experts and organizations, HFA focal point, international organizations, ECHO Haiti team and UNISDR.

The work of the National Liaison Officer will facilitate coordination, articulation, dialogue and communication with: DIPECHO partners of the Caribbean Action Plan 2015-2016, DIPECHO Haiti team, national DRR experts and organizations, as well as the HFA national focal point, CDEMA and international organizations working on disaster risk reduction; furthermore with the DIPECHO UNISDR Regional Liaison Officer.

Overall, this consultancy should provide substantive support to UNISDR DIPECHO regional project. For further information the logical framework is attached as Annex I.

5. Background:

United Nations Office for Disaster Risk Reduction (UNISDR)

Created in December 1999, the United Nations Office for Disaster Risk 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 over 100 staff located in its headquarters 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 Sendai Framework for Disaster Risk Reduction; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards. UNISDR also advocates for greater investments in disaster risk reduction to protect people's lives and assets, and to increase informed participation of men and women in reducing disaster risk. UNISDR aims to inform and connect people by providing practical services and tools such as PreventionWeb, 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 position is located in Haiti and reports to the United Nations International Strategy for Disaster Reduction (UNISDR), Regional Office for the Americas, which is located in Panama City in Panama covering the Americas region, and a functional reporting to the Civil Protection Directorate in Haiti.

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

Its 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) and is committed to the implementation of its successor the Sendai Framework for Disaster Risk Reduction 2015-2030. 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 2015-2016

The 2015-2016 DIPECHO Action Plan for the Caribbean aims to contribute to the overall goal of resilience building by providing most vulnerable populations and communities with sound technical solutions to improve their preparedness for natural hazards. In this sense, the 2015-2016 Action Plan, looks to further initiatives that contribute to regional cooperation, exchange of information, capacity building and training and advocacy at national and regional level as means to build resilience. The DIPECHO Programme is explicit in its objective to contribute to the implementation of the Hyogo Framework for Action 2005-2015 (HFA) and the Sendai Framework for Disaster Risk Reduction 2015-2030 in the region.

The National System of Disaster Risk Management (SNGRD)

The national system of disaster risk management of Haiti, is the organ of the state with the responsibility of leading the actions of disaster risk management and response in the country. The SNGRD is composed of different instances of Government in Haiti. The National Committee of Disaster Risk Management, is the highest level of the SNGRD and is formed by the heads of relevant ministries and national dependencies. The second level in the SNGRD is the Permanent Secretariat of Disaster Risk Management, formed by the technical and operational representatives of the institutions with functions concerning disaster risk reduction. The following level is the Permanent Thematic Committees, formed to address specific concerns related to disaster risk management in the country and finally the Department, Local and Community Disaster Management Committees.

6. Duties and responsibilities:

The following points will provide an overview of the duties and responsibilities of the national liaison Officer 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 2015-2016 UNISDR DIPECHO project at national and local level.
- Serve as liaison officer between the **Civil Protection Directorate (CPD)** in Haiti 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 revision of the national DRR strategy and the capitalisation and institutionalisation of tools and methodologies developed through Dipecho projects” including the preparation of a country document for Haiti by applying the standardized country format for the preparation of country documents and the “Set of Criteria to prioritize DRR at the national level”.
- Ensure close coordination with the respective **Civil Protection Directorate (CPD)** and the Caribbean Disaster and Emergency Management Agency (CDEMA), ensuring alignment of the Country Document with the 5-years action plan for the CPD.

Related activities:

1. The development of a country document, in close collaboration and complementarity with the 5-year action plan for the DPC that is currently being developed with the support of CDEMA.

2. Coordinate with the **Civil Protection Directorate** (CPD) and national DRR experts and organizations related to the preparation of national consultation workshops to prepare the country document, as well as its validation by the corresponding national authorities, partner organizations and other relevant stakeholders;
3. Prepare a report of the national consultation process leading to the preparation of the country document, 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.
4. Promote and encourage the use and dissemination, among national and other relevant DRR stakeholders, of the tools and knowledge produced by the DIPECHO projects and other partners as relevant.
5. Contribute to the strategic coordination of the DIPECHO projects in Haiti and enhanced synergies between them supporting the organization of regular meetings of the DIPECHO partners.
6. Participation to the different coordination forums existing in Haiti such as the Forum GRD.
7. Promote and support the participation of (CPD) in regional initiatives.
8. Provide administrative and operational back up for the implementation of a regional workshop on urban resilience to seismic hazards as well as the celebration of the International day of Disaster Reduction (IDDR) in Haiti.
9. Supervise the role of consultants contracted for the support of the coordination of activities related to bi-national activities.
10. Support the update of the website for the DIPECHO Action Plan for the Caribbean.
11. Support the update of the common calendar of events and activities.
12. Prepare monthly progress reports.
13. Prepare an intermediary and a final project report with a detailed description of project activities and results following DIPECHO reporting format.
14. 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 cooperation with the Regional Liaison Officer to be established in Barbados, prepare a regional report of the Application of Set of Criteria for Prioritizing National DRR Actions that was developed in the 2011-2012 DIPECHO Action Plan, and its integration into the Country Document under the framework of the 2015-2016 Action Plan.

7. Reports:

The selected person will be based in the Department of Civil Protection (DCP) of Haiti, and will report to the UNISDR Project Manager in Panama. He/she will also maintain a functional link to the Department of Civil Protection (DCP) in Haiti and the office of the UN Resident/Humanitarian Coordinator.

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.

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

8. Background information

- [Directorate-General of the European Commission for Humanitarian Aid and Civil Protection \(ECHO\)](#)
- [Humanitarian Implementation Plan \(HIP\) DIPECHO Caribbean](#)
- [Operational Recommendations for DG ECHO partners](#)
- DIPECHO Action Plan website for the DIPECHO LAC (www.dipecholac.net.)

DRR strategies

- [Hyogo Framework for Action \(HFA\)](#)
- Sendai Framework for Disaster Risk Reduction 2015-2030
- [Post-HFA consultation at the 7th annual Caribbean conference on comprehensive disaster management](#)
- Regional Comprehensive Disaster Management (CDM) Strategy and Programming Framework 2014-2024.
- Declaration-of-Petion-Ville and Action Plan - Association of Caribbean States (ACS)

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

- [Dominican Republic](#)
- [Saint Lucia](#)

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](#)
- [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](#)

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 DIPECHO LAC (www.dipecholac.net).
- DIPECHO Action Plan for Central America: <http://eird.org/boletin-dipecho-ca-2/>
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- CDEMA: <http://www.cdema.org/>
- ACS: www.acs-aec.org/
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9. 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 of Criteria' for the prioritization of DRR; Common Format for Country Documents, existing Country Documents).
- DRR Country document for Haiti.

10. Requirements:

Competencies:

Professionalism

- Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field.
- Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection.
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases.
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

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.

Planning&Organizing

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

Client orientation

- Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients' needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

Education:

- Minimum Advanced University degree or equivalent experience in social sciences, national resource management, disaster risk management or related fields.

Required experience:

- A minimum of at least 6 years of functional knowledge and professional experience 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;
- Fluent French speaking and writing skills is a requirement as well as good working knowledge of English . Creole and Spanish working knowledge is an asset.

General:

Availability to undertake mission assignments in the region.

11. Payment modalities:

Consultancy related payments will be made against monthly reporting, with exception of the first and final payment. The first will be made upon delivery of the work plan and the final upon submission and approval of the final products. 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.

UNISDR is responsible for payment of air tickets and per diem for the consultant to perform the activities required to implement the project activities and fulfill its objectives.

Please send your applications at the latest by **30 May 2015**. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.

Annex: Logicalframework

Title of theAction	Implementing the post 2015 Disaster Risk Reduction framework in the Caribbean at the local, national and regional levels.			
Principal Objective	Building the resilience of nations and communities in the Caribbean through the implementation of the post-2015 Disaster Risk Reduction Framework in close collaboration with CDEMA and DIPECHO partners throughout the Caribbean.			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions and Risks
SpecificObjective	To enhance political commitments and institutional engagements in the Caribbean, to continue scaling up advances in the priorities of the post 2015 international framework for disaster risk reduction.	CDEMA and ACS integrate targets and monitoring mechanisms of the post 2015 DRR international commitments into regional strategies. New DRR Country Documents use information and good practices developed by DIPECHO partners including gender approaches and post 2015 DRR priorities. Country documents and updated processes integrated in CDEMA or national DRR priorities	ACS and CDEMA member countries participate and approve the process of integration of post 2015 DRR framework in the respective regional strategies. Countries updating CDs (assessed in CDM meetings) Strategic documents were country documents or updated processes are mentioned	Assumptions <ul style="list-style-type: none"> • Interest in reducing disaster risk among relevant institutions and agencies that are operational in the region. • Regional organizations provide and sustain political support to the manifested interest related to the post-2015 international DRR framework and main elements of the enhanced international DRR framework post-2015 and its integration into the CDM and other regional frameworks. • A certain level of political stability is assumed in this Action. • Adequate local capacities are available in Haiti and other potential country, preferably local experts, to support the compilation of DRR assessment (Country Document). • National financial services are adequate to support the channeling of funds to finance activities in Haiti. • There is interest from local media and broadcasters to engage in the campaign to report on advances and achievements on DRR in the region. Risks In the case of Haiti there is a risk related to political instability and security aspects for the support to be provided by the liaison officer. <ul style="list-style-type: none"> • Given the sheer exposure of the Caribbean region to a wide range of natural phenomena, particularly during
Results	1. Regional planning instruments and national priority setting mechanism for DRR in the Caribbean integrate post-2015 DRR priorities with support from DIPECHO partners in the Caribbean region.	1.1 Regional DRR/DRM frameworks incorporating elements and indicators of the international framework post-2015. 1.2. Partner complementarity and coordination facilitated by the organization of one regional programming and one final workshop with DIPECHO partner agencies and representatives from National Disaster Management Offices.. 1.3. Two new DRR country documents supporting countries to assess and	Revised 2014-2024 CDM strategy indicators based on international DRR framework and reflection of post-2015 international framework in ACS DRR implementation plan. -Output reports from the two meetings available in the DIPECHO LAC Website. A common calendar of activities and plans and products of the DIPECHO partners for the Caribbean HIP 2015 available on DIPECHO LAC website in order to better align and identify complementarities. -Thematic groups organized to strengthen coordination and enhance synergies. -A total of 9 Country documents have been developed or updated until 2014.	

		<p>prioritize DRR actions, prepared under the leadership of the National Disaster Management Offices.</p> <p>1.4. Development of an online version of at least 7 existing country documents (prepared in 2014) in order to provide access to countries to the information of DRR and the methodology for assessment and prioritization and facilitate future updates.</p> <p>1.5. Approaches for integrating gender in EWS in the Caribbean and regional best practices in resilience to seismic risk with emphasis in urban settlements identified through two workshops.</p>	<p>The project aims to expand the application of the prioritization criteria in 2 additional countries (Haiti and other potential country) expanding the number of existing CDs to 11 in the region.</p> <ul style="list-style-type: none"> -Two new country documents validated by national HFA focal points/ national DRR systems and disseminated at regional level. -Coordination regarding the development of the country document between different stakeholders at national level ensured. -A section on DRR and Gender integrated in each document. <p>Standardized online version of at least 7 country documents available.</p> <ul style="list-style-type: none"> -Workshop findings and recommendations on early warning systems disseminated at regional level. -Report on workshop findings and recommendations on seismic risk emphasizing on urban settlements delivered to the relevant authorities in Haiti. -Results of the workshops will be disseminated through the DIPECHO LAC. 	<p>hurricane season; there is a hazard could disrupt the implementation of activities as initially envisioned in this Action.</p> <p>Activities are related to the post-2015 international DRR framework. This project therefore assumes that Caribbean nations will support the outcome document of the World Conference for Disaster Risk Reduction and that the proposed expected results, and activities defined therein.</p> <p>HFA progress reviews reveal discrepancies in both contexts and advances being made from one country to the next. Such considerations will be accounted for in all facets of this Action.</p>
	<p>2. DRR decision makers and stakeholders at the regional and national level have access to best practices from DIPECHO and other partners in the Caribbean to support informed decision-making and awareness raising on DRR. .</p>	<p>2.1.Communication guideline prepared and disseminated in order to ensure proper communication and dissemination of relevant information, tools and experiences.</p> <p>2.2.DIPECHO-related information and</p>	<ul style="list-style-type: none"> -Present DRR communication guidelines in the regional DIPECHO planning workshop. -Elements of DRR communication guidelines applied by DIPECHO partners. -Maintenance of DRR / DIPECHO portal in 	

		<p>experiences disseminated through an online DIPECHO DRR portal and other communications mechanisms reflecting information from the Caribbean, Central and South America including good practices and experiences in gender and its integration to DRR.</p> <p>2.3 Joint productions featuring DRR best practices prepared with national Media throughout the 2015-2016 DIPECHO Action Plan for the Caribbean including coverage of the International Day for Disaster Reduction by DIPECHO partners.</p>	<p>coordination with other regional DIPECHO partners.</p> <p>-Adequate dissemination of DIPECHO-related information through www.dipecholac.net.</p> <p>-Dissemination of the "Tool of the month" through www.dipecholac.net</p> <p>-5 selected experiences, identified through call for good practices in gender and DRR, promoted at regional level.</p> <p>-Online tool market place available at www.dipecholac.net.</p> <p>-Greater visibility of regional and national DIPECHO initiatives, tools, activities and results.</p> <p>-At least 5 testimonials produced.</p>	
<p>Activities</p>	<p><u>Result 1:</u>Regional planning instruments and national priority setting mechanism for DRR in the Caribbean integrate post-2015 DRR priorities with support from DIPECHO partners in the Caribbean region.</p> <ul style="list-style-type: none"> • Coordinate at the regional level, in joint collaboration with CDEMA and ACS, the revision of the existing regional DRM / DRR strategies in order to reflect elements of the post-2015 international DRR framework. • Coordinate organization of one programming and one final regional workshop with national counterparts and recipients of DIPECHO Caribbean funding for regional and national level projects. • Support the preparation of the DRR country documents for Haiti and other potential country. • Coordinate the development of a standardized online version for DRR country documents that is applied in at least 7 countries. • Organization of one regional workshop focusing in early integration of a gender approach in EWS and a regional workshop focusing on seismic risk in urban areas in Haiti. • Review with CDEMA and NEMOs suggested processes to disseminate and to further continuity in updating of Country Documents among member countries. <p>Result 2: DRR decision makers and stakeholders at the regional and national level have access to best practices from DIPECHO and other partners in the Caribbean to support informed decision-making and awareness raising on DRR.</p> <ul style="list-style-type: none"> • Promote the Caribbean guidelines on DRR communications and collect good practices following these guidelines. Ensure link to DRR Communication Guidelines developed in South America. • Maintenance of the DIPECHO LAC DRR portal with the previous and current DIPECHO experiences in the Caribbean (and South America) with relevant tools, documents and information resources in support of DRR decision making and replication at the national level. • Joint productions with regional and national Media throughout the 2015-2016 DIPECHO Action Plan for the Caribbean (e.g. press releases, testimonials, etc.) 		<p>Pre-conditions</p> <ul style="list-style-type: none"> • Interest in reducing disaster risk exists among relevant institutions and agencies operational in the region, including DIPECHO partners 	

	<ul style="list-style-type: none">• Promote IDDR related material with all relevant stakeholders and organize a joint event on IDDR and one specific event in Haiti.• Identify and promote through the DIPECHO LAC web portal, good practices and experiences developed in the Caribbean and South America on gender and its integration to DRR.• Discussion with CDEMA and relevant regional partners (IFRC UNDP) on process of integration of DIPECHO LAC in CDEMA information management platforms.	
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