

Terms of Reference
International Strategy for Disaster Reduction Secretariat UNISDR
DIPECHO Action Plan for the Caribbean 2011-2012

***Consultancy for the contextualization of a standard format and guidelines
for the elaboration of a disaster risk reduction country document***

Project name: Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional levels

Contract type: Consultancy, 2 months part time

Duration: end of April - 15 June 2012

Purpose: Contextualization of a standard format and guidelines for the elaboration of a country document surrounding disaster risk reduction carried out within the framework of the 2011-2012 UNISDR DIPECHO project “Strengthened Disaster Risk Reduction in the Caribbean at the subregional, national and local levels”

Duty station: home-based

Background:

The Humanitarian Aid department & Civil Protection of the European Commission (ECHO) within the framework of 2011-2012 DIPECHO Action Plan for the Caribbean, approved the execution of eleven projects, including three of regional scope to be implemented by PAHO, IFRC and UNISDR.

The 2011-2012 DIPECHO Action Plan for the Caribbean establishes as one of its components the promotion of a close coordination among implementing partners, allowing the programming of common activities and outcomes as well as the exchange of experiences and tools and the harmonization of practices. These coordination efforts should be guided by the principle of building over the existing initiatives; in this regard the Humanitarian Implementation Plan for the Caribbean, establishes that the *“DIPECHO program should prioritize the implementation at country level of UN strategies (endorsed by Caribbean countries) such as Caribbean Resilient Cities (Urban DRR), Safe Hospitals, Safe Schools as well as the implementation of the Hyogo Framework for Action (particularly the monitoring part)”*.

Through advocacy and partnership-building, the UNISDR has been working with agencies such as CDEMA and national HFA / ISDR focal points throughout the Caribbean towards strengthened DRR. A cooperation agreement has been recently developed between CDEMA and UNISDR surrounding the ISDR World Disaster Reduction Campaign “Making Cities Resilient to Disasters: My city is getting ready!”. The groundwork has been laid and efforts are underway. By building upon current efforts such as the CDEMA’s 2007-2012 Comprehensive approach for Disaster Management in the Caribbean (currently under revision), DIPECHO VII Action in South America and ISDR mechanisms such as HFA national and local progress reviews (using the HFA Monitor and the Local Government Self Assessment Tool – LG-SAT), this Action will serve to track improvement and/or relevant contributions to DRR and, in turn, supporting greater response capacities as one of 5 priority areas for action of the HFA.

UNISDR through the regional office in the Americas is responsible for the implementation of the project “Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level”. The principal objective of the project is to contribute to “Building the resilience of nations and communities to disasters by increasing awareness surrounding the importance of disaster risk reduction throughout the Caribbean”. This project is aligned with the DRR strategic objectives as established in the Hyogo Framework for Action. One of the key activities of the UNISDR DIPECHO project is to promote a national and regional consultation process aimed at encouraging the coordination between all the organizations implementing DIPECHO projects in the Caribbean.

Within the framework of the project titled “Strengthened Disaster Risk Reduction in South America through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels”, implemented by UNISDR’s Regional Office for the Americas, within the framework of the DIPECHO’s 2011-2012 Plan of Action for South America, a standard format and guidelines for the elaboration of a country document related to disaster risk reduction was developed.

This standard format and guidelines (available in Spanish and English) will be adapted to the Caribbean context by undertaking a consultation process involving disaster risk reduction stakeholders. The consultation process will be carried out in the 21 project countries and/or territories with special focus on the pilot countries Saint Lucia and Dominican Republic, and will be supported by CDEMA, ECHO and DIPECHO partners in the region.

Duties and responsibilities:

- Facilitate the contextualization and finalization of the standard format and guidelines “Guidelines for the elaboration of a country document” surrounding disaster risk reduction for the Caribbean through consultation with national, regional and international stakeholder including donors;
- Circulate the draft version of country document a standard format and guidelines with stakeholders requesting comments;
- Engage with stakeholders encouraging to provide comments by email, internet (skype), where necessary telephone and where possible by face-to-face visits;
- Incorporate feedback from stakeholders;
- Share final draft a standard format and guidelines with stakeholders for final comments;
- Produce final draft and final a standard format and guidelines in Spanish and English

Inputs:

- Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level Project Document and Workplan
- Meeting report of the initial DIPECHO Regional workshop of the DIPECHO Action Plan 2011-12
- Humanitarian Implementation Plan (HIP) Caribbean:
http://ec.europa.eu/echo/files/funding/decisions/2011/HIPs/caribbean_dipecho_en.pdf
- Country document: Capitalization of DP experiences in Dominican Republic (adapted under the previous DIPECHO Action Plan):

http://ec.europa.eu/echo/files/funding/opportunities/interest_dipecho7_Recommendations_and_Comments_Group_Sessions.pdf

- HFA-Pedia: www.eird.org/hfa.html
- HFA Monitor: <http://www.preventionweb.net/english/hyogo/hfa-monitoring/hfa-monitor/>

Expected products and timeline:

- Develop a plan for carrying out the consultation process
- Share standard format and guidelines developed within the framework of the DIPECHO 2011-2012 Plan of Action for South America with Caribbean stakeholders requesting comments: 27 April 2012
(feedback expected by 11 May 2012)
- Send draft version of the contextualized standard format and guidelines in English and Spanish for comments to stakeholders: by 21 May 2012
(feedback expected by 30 May 2012)
- Send final draft version of the contextualized standard format and guidelines in English for comments to UNISDR Americas: by 4 June 2012
(feedback expected by 8 June 2012)
- Send final version of the contextualized standard format and guidelines in English and Spanish including comments provided: by 15 June 2012
- Summary report on the consultation process (list of engaged organizations and individuals, feedback provided, main recommendations received)

Required selection criteria:

- Advanced University degree in social sciences, national resource management, disaster risk management or related fields (a combination of a lower university degree and years of relevant experience will be accepted);
- Functional knowledge and professional experience in the field of disaster risk reduction and development planning;
- Familiarity and working knowledge of the Caribbean region;
- Good working and communication skills;
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in leading and facilitating consultation processes undertaken remotely;
- Functional knowledge of ECHO action plans and DIPECHO projects;
- Excellent English and Spanish speaking and writing skills.

Payment:

Payment will be processed based on the delivery of products and approved by the Head of the UNISDR Americas office: first payment upon receipt of agreed final draft of the contextualized standard format and guidelines; final payment upon the receipt of agreed contextualized standard format and guidelines, and final report on the consultation process.

Application:

Qualified candidates should send their CV, together with a motivation letter and an economic proposal to: vacantes@eird.org by 23 April 2012. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.

This consultancy does not entail travel.