

Terms of Reference
International Strategy for Disaster Reduction Secretariat UNISDR
DIPECHO Action Plan for the Caribbean 2011-2012
National liaison officer Saint Lucia

Project name:

Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level

Contract type:

Consultancy, 6 months with possibility of extension for up to 9 months

Purpose:

Provide professional services as Saint Lucia national liaison officer to coordinate the implementation activities 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: the consultant will be based in the National Emergency Management Organization (NEMO) in Castries, Saint Lucia.

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.

Duties and responsibilities:

- Coordinate, together with NEMO, UNISDR, UNDP Barbados, DIPECHO partners, and ECHO the implementation of activities within the framework of the 2011-2012 UNISDR/UNDP DIPECHO project at the regional and national level to be carried out
- Serve as liaison officer between Saint Lucia National Emergency Management Organization NEMO and UNISDR with regards to the implementation of the UNISDR/UNDP DIPECHO Project activities.
- Support the coordination of activities to be implemented by DIPECHO partners in the country within the framework of their 2011-2012 DIPECHO projects for the Caribbean;
- In close coordination with other national liaison officers, DIPECHO partners, UNISDR Americas and ECHO Caribbean support the development of a standardized DIPECHO country profile format
- Prepare and/or update, in close coordination with NEMO, the 2011-2012 DIPECHO country profile of Saint Lucia using the standardized country profile format and integrating relevant results obtained through the national consultation process
- Design, coordinate and support the organization of a national consultation workshop for the review and validation of the DIPECHO country profile
- Prepare the report of the national consultation process leading to the preparation of the country profile, including the results from the national workshop
- Support the organization and coordination of activities leading to the validation of the DIPECHO country profile by the corresponding national authorities, national DIPECHO partners and other relevant stakeholders
- Support UNISDR and ECHO activities concerning regional consultation and coordination processes within the framework of UNISDR DIPECHO project

- Organize periodic coordination meetings involving DIPECHO and other relevant DRR projects being implemented in the country. Prepare briefings of this meetings and distribute them among the ECHO regional and national partners
- Promote and encourage the use and dissemination, among national and other relevant DRR stakeholders, of the tools and knowledge produced by the DIPECHO projects
- Provide administrative and operational back up for the implementation of all UNISDR DIPECHO project activities in the country
- Prepare monthly project progress reports
- Prepare a final project report with a detailed description of project activities and results following DIPECHO reporting format
- Other project activities as requested by the UNISDR DIPECHO project regional coordinator

Inputs:

Strengthened Disaster Risk Reduction in the Caribbean at the local, national and subregional level Project Document and Workplan

DIPECHO Regional workshop "Intercambio de Experiencias para la Reducción del Riesgo de Desastres en el Caribe", VII DIPECHO Action plan for the Caribbean; Santo Domingo, Dominican Republic; February 22-25 2011.

Humanitarian Implementation Plan (HIP) Caribbean:

http://ec.europa.eu/echo/files/funding/decisions/2011/HIPs/caribbean_dipecho_en.pdf

Country documents:

Capitalization of DP experiences in Dominican Republic – from 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:

- Work plan prepared in coordination with the national counterpart, UNISDR and UNDP Barbados;
- Report of national consultation workshops and meetings concerning the preparation of the country document;
- Updated country document, using standardized format, and validated by national authorities and DIPECHO partners
- Monthly progress reports
- Final report describing consultancy activities (using DIPECHO format).

Required selection criteria:

- Minimum Advanced University or equivalent experience in social sciences, national resource management, disaster risk management or related fields;
- Functional knowledge and professional experience in the field of disaster risk reduction and development planning;
- Knowledgeable of the work carried out by the UNISDR Americas office;
- Excellent analytical and reporting skills;
- Experience in leading and facilitating workshops;
- Functional knowledge of ECHO action plans and DIPECHO projects;
- Previous experience in project management;
- Excellent English speaking and writing skills; working knowledge of Spanish is an asset.

Payment:

Periodic payments based on the delivery of products as defined in the work plan presented by the consultant and approved by the Head of the UNISDR Americas office.

Travel costs should not be included in the economic proposal; these costs will be covered by UNISDR provided they were previously authorized by the project coordinator. .

Application:

Qualified candidates should send their CV, together with a motivation letter and an economic proposal to: vacantes@eird.org before **November 28 2011**. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.