

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

DIPECHO Action Plan for the Caribbean 2013-2014

Terms of References

Consultancy: National Liaison Officer, Guyana

United Nations Core Values
Integrity • Professionalism • Respect for diversity

Vacancy for a consultancy with UNISDR	
Fecha: 05 August 2013	UNISDR-ROAM/DIP/CAR-GUY/017/2013

1. Project title:

Strengthened Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels (DIPECHO Caribbean 2013-2014).

2. Duration of the consultancy:

12 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 Guyana.

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, HFA focal point and UNISDR.

The work of the National Liaison Officer will facilitate coordination, articulation, dialogue and communication with: DIPECHO partners of the Caribbean Action Plan 2013-2014, national DRR experts and organizations, as well as the HFA national focal points; furthermore with the DIPECHO UNISDR Regional Liaison Officers.

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 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 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.

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). 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 2013-2014

The 2013-2014 DIPECHO Action Plan for the Caribbean aims to establish greater collaboration and coordination between partners, allowing programming of common outcomes and the harmonization of

practices. Furthermore, it focuses on improving communication and dissemination of DRR key contributions in the region, by capturing evidence of success on how DIPECHO projects have allowed the most at risk communities to anticipate, withstand, adapt and sometimes, recover quickly from disasters.

The forthcoming Action Plan also takes account of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters and reconfirms the commitment to regional initiatives to contribute to make schools and hospitals safer and cities resilient in disaster prone areas.

The consultancy is related to the UNISDR regional project within the framework of the DIPECHO Action Plan for the Caribbean 2013-2014. The [Humanitarian Implementation Plan](#) and the [Operational Recommendations](#) provide details to the objectives of the 2013-2014 Action Plan.

The regional project to be implemented by UNISDR includes the following elements: (1) Improving communication and dissemination of DIPECHO DRR tools and initiatives in the region, (2) Further advancing in the development of a common strategy towards DRR, as well as (3) Contributions to the consultation process leading to the post-2015 framework for DRR.

6. Duties and responsibilities:

The following points will provide an overview of the duties and responsibilities of the national coordinator 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 2013-2014 UNISDR DIPECHO project at national and local level.
- Serve as liaison officer between the Civil Defense Commission in Guyana 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 preparation of a country document for Guyana by applying the standardized country format for the preparation of country documents and the “Set of Criteria to prioritize DRR at the national level” in close coordinating with the respective Civil Defense Commission, UNISDR, national DRR experts and partners and other relevant regional and national DRR partners.

Related activities:

- 1) Coordinate with Civil Defense Commission and national DRR experts and organization related to the preparation of national consultation workshops to prepare the country profiles, as well as the validation of the DIPECHO country profile by the corresponding national authorities, partner organizations and other relevant stakeholders;
 - 2) Prepare a report of the national consultation process leading to the preparation of the country profile, 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.
- Support UNISDR and ECHO activities concerning regional and/or national consultation and coordination processes within the framework of UNISDR DIPECHO project (e.g. one regional HFA2 and two national consultations).
 - 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 region.
- Support the update of the website for the DIPECHO Action Plan 2013-2014 for the Caribbean.
- Support the update of the common calendar of events and activities.
- Prepare monthly 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.

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 coordination with the Regional Liaison Officer, prepare a regional report of the Application of Set of Criteria for Prioritizing National DRR Actions which was developed in the 2011-2012 DIPECHO Action Plan, and its integration into the 8 updated Country Documents under the framework of the 2013-2014 Action Plan.

7. Reports:

The selected person will be based in the Guyana, and will report to the UNISDR Project Manager in Panama. He/she will also maintain a functional link to the Civil Defense Commission in Guyana, as well as national and regional DRR partners.

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. Otros Insumos:

- [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 Action Plan 2011-2012 for the Caribbean](#)

DRR strategies

- [Hyogo Framework for Action \(HFA\)](#)
- [Post-2015 framework for DRR consultations](#)
- [Post-HFA consultation at the 7th annual Caribbean conference on comprehensive disaster management](#)
- [Comprehensive disaster management \(CDM\) strategy and programme framework 2007-2012](#)

- [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 AlertNet: <http://www.trust.org/alertnet/country-profiles/>
- DIPECHO Action Plan for Central America: <http://eird.org/boletin-dipecho-ca-2/>
- DIPECHO Action Plan for South America: http://www.eird.org/wikiesp/index.php/DIPECHO_Am%C3%A9rica_del_Sur_2013-2014
-

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 Criteria' for the prioritization of DRR; Common Format for Country Documents, existing Country Documents).
- DRR Country document for Guyana.

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 or equivalent experience in social sciences, national resource management, disaster risk management or related fields.

Required experience:

- 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;
- Excellent English speaking and writing skills; working knowledge of Spanish is an asset.
- Availability to work trips 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.

12. How to apply:

Qualified candidates should send the following documentation per email to vacante@eird.org:

1. Motivation letter
2. Economic proposal
3. Technical proposal
4. P11 Form (UNDP Personal history form, the 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 for this consultancy in the subject (UNISDR-ROAM/DIP/CAR-GUY/017/2013).

Please send your applications at the latest by **28 August 2013**. Applications that do not include all the required documents will be disqualified. Applications received after the deadline will not be accepted.

12. Selection Criteria:

The person will be selected that meets best the criteria stated under Point 9 and 11, presents the best economic proposal, and demonstrates its technical knowledge and experience. Evaluation will be on a total of 100 points distributed as follows:

Technical Assessment and Curriculum: 70 points (distributed as follows)

Relevant education & studies	15 points
Experience in managing national projects	10 points
Experience in the field of disaster risk reduction and sustainable development in the Caribbean	10 points
Experience in action plans, projects and processes DIPECHO	10 points
Work experience with international or intergovernmental organizations linked to the implementation of the Hyogo Framework of Action or for Disaster Risk Reduction	10 points
Technical proposal	15 points

Economic Evaluation: 30 points

The proposals that reach a minimum of 50 points looking in the technical assessment will be considered for economic evaluation.

UNISDR will contact only those applicants who are shortlisted. Consultations send consultasvacantes@eird.org.

Annex: Logical framework

Title of the Action : Strengthened Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels (DIPECHO Caribe 2013-2014).

Principal objective : Building the resilience of nations and communities to disasters by increasing awareness surrounding the importance of disaster risk reduction throughout the Caribbean

Intervention logic	Objectively verifiable indicators	Sources of verification	Assumptions and Risks
Specific objective Strengthening disaster risk reduction as a regional, national and local priority with a strong institutional basis for implementation.	Indicator (1) Demonstrated political commitment and institutional capacities in at least two regional and 1 national institutions by October 2014 target value : 1 country/2 regional strategies updated	Sources of verification (1) Regional, national and local strategies, policies, plans and/or programmes revealing political commitment to DRR by Dec. 2014	
Result (1) 1. Key DRR planning and consultative processes receive guidance and orientation for the identification of DRR priorities in the Caribbean region.	Indicator (1) 1.1 CDEMA and ACS apply DRR prioritization criteria in the formulation of CDM post 2012 and ACS plan for reduction of vulnerability to disasters. Target value : 2 regional plans use prioritiz criteria.	Sources of verification (1) -CDM post 2012 document clearly reflects DRR prioritization criteria and identify clear indicators for preparation to disasters. -ACS vulnerability reduction plan apply DRR prioritization criteria.	
	Indicator (2) 1.2 Initial and final regional workshop organized and produced instruments that facilitate information/ coordination/rationalization of actions among DIPECHO partners. Target value : 2 coord. instruments/1 GAR expert panel.	Sources of verification (2) -Output reports from the initial and final workshop -A Calendar of common activities -Joint advocacy plan of DIPECHO partners -1 expert panel to present and discuss GAR -Presentation of DIPECHO tools	
	Indicator (3) 1.3. Criteria for Prioritizing DRR at the National Level incorporated in at least 1 new Country Document and disseminated to HFA focal points in 8 countries to update Country Documents. Target value : 1 new Country Document, 8 updated	Sources of verification (3) -Prioritization criteria for DRR applied in 1 country. -Training module on the use of tools. -One new country document validated by national HFA focal point/national DRR system, 8 updated.	
	Indicator (4) 1.4.National liaison officers in two countries facilitating coordination between DIPECHO partners and national authorities and supporting the use and dissemination of tools produced in DIPECHO actions Target value : Two liaisons officers hosted in two NDO.	Sources of verification (4) -Report of the training session for NDO on the use of prioritization tools -Reports on the technical support missions of follow up. -Liaison officer progress reports on project implementation	
	Indicator (5) 1.5. HFA2 Consultations (one regional and two national) receive inputs from an ample base of DIPECHO stakeholders in the Caribbean reflecting main and distinctive priorities from the SIDS. Target value : 1 regional consultation, 2 national.	Sources of verification (5) -Guidelines reflecting main priorities of the HFA2 for SIDS prepared. -Consultations carried out jointly with DIPECHO partners that reflect SIDS perspectives uploaded in the UNISDR HFA2 website.	

Assumptions and Risks

Given the sheer exposure of the region of the Caribbean to a wide range of natural phenomena, particularly during hurricane season; there exists the risk that the occurrence of such an event could disrupt the implementation of activities as initially envisioned in this Action. This, however, will be viewed as an opportunity to stress the importance of DRR at all levels and activities will be accommodated accordingly in a flexible way. A certain level of political stability is assumed in this Action.

In order to counteract any unforeseen obstacles, however, training and capacity-building activities will target both political and technical authorities and personnel as well as non-government agencies to ensure sustainability.

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.

Interest in reducing disaster risk exists among relevant institutions and agencies operational in the region.

Result (2) 2. Strengthened dissemination, promotion and access to materials and knowledge produced in previous Action Plans in order to support DRR informed decision making in the Caribbean.	Indicator (1) 2.1. Systematization of successful DIPECHO communication experiences in the Caribbean and design of dissemination and promotion strategy. Target value : Dissemination strategy and 1 training	Sources of verification (1) -Caribbean experiences of communication identified. -Dissemination strategy prepared -Training to DIPECHO partners on the dissemination strategy in final workshop.
	Indicator (2) Consolidate tools and materials produced by DIPECHO partners (DP) in the Caribbean and other actions in a web-based platform and disseminated through information management tools. Target value : Upload 20 DP tools, 20 promotion tools.	Sources of verification (2) -Media monitoring report of DIPECHO-related information -Number of visits to a consolidated web-based platform -Survey to assess perceptions on quality and usefulness of products and tools.
	Indicator (3) 2.3. Overall regional guidance provided for the promotion of the International Day for Disaster Reduction (IDDR). Target value : IDDR activities in at least 2 countries.	Sources of verification (3) -Availability of guidance documents to DIPECHO partners and national counterparts on the IDDR. -Report on activities carried out by National Disaster Organizations and DIPECHO partners during IDDR.

Activity (1-1)
 Development of a module to present main tools and products developed in the previous DIPECHO projects in the Caribbean, South America and Central America and organization of the initial and final DIPECHO regional workshops. Organization of the presentation of the GAR by an expert panel.

Activity (1-2)
 Review of country documents produced in the previous DIPECHO project for the Caribbean and implementation of criteria for prioritizing DRR at the national level in at least 1 new Country (Guyana, Dominica or Belize), application in two regional documents (CDEMA implementation plan beyond 2012 and ACS Disaster reduction vulnerability Plan) and support to update of 8 Country Documents.

Activity (1-3)
 Contracting of two liaison officers and arrangements with regional and national authorities for hosting liaison officers to facilitate coordination of activities among regional, national, and local organizations with DIPECHO partners and for the follow up and dissemination of other tools such as Common Formats for Country Documents produced in the previous DIPECHO projects in the Caribbean.

Activity (2-1)
 Carry out a survey to assess communication end-users needs in the Caribbean and a diagnostic of successful communication experiences in the Caribbean as input for the development of a dissemination strategy to be implemented in the action and contribute as input for the communications strategy led by IFRC.

Activity (2-2)
 Consolidate materials produced by DIPECHO partners in the Caribbean and in other DIPECHO actions (Central America, South America and the Caribbean) in a web-based platform and disseminate experiences and products through communications tools (10 articles, 5 bulletins, 5 testimonies, social media, DIPECHO facebook, etc.)

Activity (2-3)
 Support and coordinate with DIPECHO partners and HFA focal points for the organization of the IDDR.