



UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **UNV Assignment Title:** **Disaster Risk Reduction Officer**

2. **Type of Assignment:**
International UN Volunteer /X/
National UN Volunteer /___/

3. **Project Title:** **Integrated Disaster and Climate Risk Management Project in Lao PDR**

4. **Duration:** **1 year**

5. **Location, Country:** **UNDP Country Office, Vientiane capital Lao PDR**

6. **Expected Starting Date:** **April/2013**

7. **Brief Project Description:**

Lao PDR is prone to a number of hazards such as floods, flash floods, droughts, storms, rodent infestations, earthquakes, epidemics and UXO (National Risk Profile, NDMC/UNDP). These recurrent natural hazards often result in human and economic losses, mainly affecting poor rural communities whose

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livelihoods depend heavily on subsistence agricultural activities. In order for Lao PDR to achieve Millennium Development Goals (MDG), in particular MDG 1- Poverty Reduction, it is imperative to enhance disaster and climate risk management capacities at all levels. Lao PDR is working to implement the Hyogo Framework for Action 2005-2015 and ASEAN Agreement for Disaster Management and Emergency Response (AADMER). These international frameworks promote the substantial reduction of disaster losses, in lives, and in the social, economic and environmental assets of communities and promotion of good governance.

Since 1999, UNDP has been working to strengthen government and community capacities to respond to emergencies, prepare for disasters, and adapt to climate change in Lao PDR. Among accomplishments to date, the Lao Government (in collaboration with UNDP) has: established a National Disaster Management Office to coordinate emergency response across government and international agencies, completed a National risk profile, hazard risk assessment and vulnerability mapping, developed a National Disaster Management Plan (2012-2015), and completed awareness raising at community and government levels.

As a next phase, UNDP will be working with the Lao government to put the new National Disaster Management Plan into operation. We will also be working to better integrate across emergency response, post-disaster recovery and climate change/early warning activities that are each housed in different departments.

To this end, we are seeking a UNV Intern to assist UNDP and our government partners to plan and implement these next phase of activities. Focus areas will include: a) building emergency preparedness and response strategies at community, district, and provincial levels, b) taking steps to better integrate emergency response, post-disaster recovery and climate change, c) improving national and inter-agency coordination on early recovery, and d) identifying gaps in disaster management strategy for further development and funding.

8. Host Agency/Host Institute: UNDP Country Office, Vientiane Capital Lao PDR

9. Organizational Context:

The UNV will be based out of the UNDP Environment Unit in Vientiane, Lao PDR. They will work closely with the UNDP unit staff and key government agencies responsible for disaster management and climate change adaptation, in particular the National Disaster Management Office (NDMO) and the Department of National Disaster Management and Climate Change (DNDMCC).



The NDMO was established in 1999 as the secretariat National Disaster Management Committee (NDMC). It serves as the central focal point for all domestic and international networks on disaster response, mitigation and recovery activities: promoting and organizing disaster management training for government staff and communities, coordinating relief activities for disaster victims during disasters, and acting as center for disaster management information management and assessment.

10. Type of Assignment Place: assignment with or without family

11. Description of tasks:

Under the direct supervision of the Environment Unit Manager of UNDP Lao PDR, who plays the oversight role of all projects under the Environment portfolio, the UN Volunteer will undertake the following tasks:

- Provide analytical and coordination support to the unit's Disaster Risk Management and Climate Change Adaptation portfolios
- Help coordinate workshops, field visits and meetings bringing together relevant government departments and international agencies to identify strategic gaps in existing disaster management and climate change strategies and areas for further development, action and/or coordination.
- Research best-practices in areas such as emergency preparedness, disaster recovery, risk assessments, climate change forecasting, early warning systems, and community-based disaster planning models to help inform government strategies and actions;
- Support the integration of gender consideration into disaster management strategies
- Research and advise on appropriate monitoring and evaluation indicators and frameworks to track accomplishments and effectiveness;
- Help develop funding proposals, project reports, case studies, and other information sharing materials
- Research, advise and support development of community-based preparedness pilots and Training of Trainers (ToT) modules aimed at building provincial, district and community capacities in disaster preparedness and emergency response.
- Support coordination of the Early Recovery Cluster Group under the Inter-Agency Coordination Committee – the committee responsible for coordinating emergency response across government and international partners.
- Support the establishment of Disaster Management Information System

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- Any other related tasks as assigned by the supervisor

Furthermore, UN Volunteers are encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

12. Results/Expected Output:

- Improved and integrated cross-government and inter-agency strategies for disaster risk management and climate change adaptation
- Development and delivery of disaster risk reduction activities informed by relevant best-practices
- Development and delivery of community-based disaster preparedness pilots, capacity building training modules
- Brief interim report which will include an overview of the project work achievements, challenges and way forward
- Expanded range of communication materials on disaster management and climate change adaptation.
- Technical and coordination support provided to the project
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

13. Qualifications/Requirements:

Education

- Masters degree in Disaster Management, Climate Change, Development Studies, Sustainable Development, Public Administration, Rural Development or related fields.

Experience and skills

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- 4 years relevant experience in areas such as emergency response, disaster management, climate change adaptation or related fields.
- Experience in planning, implementing, and monitoring development projects in related area.
- Strong inter-agency coordination skills and experience implementing partnership-based projects, workshops, and/or events ideally in an area pertinent to this position
- Strong analytical and writing skills combined with an ability to research and analyze technical and policy information and present findings in a clear, succinct manner
- Good understanding of Disaster Risk Management and Climate Change Adaptation strategies
- Experience collaborating with government agencies and the international development community in Asia an asset
- Excellent English communication skills
- The ability to take initiative, ensure efficient follow up, and work flexibly and effectively in multicultural teams
- Computer literacy, ability to use information technology effectively as a tool and resource
- Previous volunteer experience is an asset
- Knowledge Lao would be an asset.
- Knowledge of international conventions would be an asset

Competencies

- Ability to work independently and in teams
- Works to achieve the strategic goals of UNDP and promotes the vision, mission and values of UNDP
- Builds and maintains lasting relationships with key constituents (government, donors, partners, other institutions and other UNDP offices and bureaux)
- Focuses on impacts and results for the client
- Recognises and responds appropriately to the ideas, interests and concerns of others; encourages and contributes creative solutions to address challenging situations
- Promotes a learning environment, facilitates the development of individual and team knowledge, skills and competencies;
- Seeks, applies and shares knowledge and information
- Demonstrates strong analytical and communication (written, verbal, and interpersonal) skills
- Demonstrates ability to work in the organised and systematic manner and under pressure in multi-disciplinary and multi-cultural teams

14. Living Conditions:

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- The position will be based in the capital, Vientiane. Living conditions in Vientiane are comfortable but residents must make concessions due to the tropical climate and under-developed infrastructure, including health facilities. Most commodities may be purchased in Vientiane.
- Whilst traveling in the Lao provinces staff will experience more hardship due to lack of infrastructure and general commodities.

15. Conditions of Service

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to equivalent to US\$1,933 for single person; US\$2,183 for persons with one recognized dependent; US\$2,383 for persons with two or more recognized dependents; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

Description of Assignment prepared by the UNV Field Unit/UN Agency:

Yvette Lizée, Environment Unit Manager, UNDP Lao-PDR

Date: 25-1-2013 (day/month/year)

Description of Assignment approved by UNDP/RR/CD or UNV Field Unit:*(please indicate name and function)*

Date: (day/month/year)