

Terms of Reference for Disaster Risk Reduction Associate

Project Title: **Strengthening Capacity Development for Disaster Risk Management in Syria**

Project No: **00058289**

Name:

I. Background: The Project is implemented by the Syrian Ministry of Local Administration with the purpose to develop and strengthen disaster risk management capacity and corresponding disaster risk reduction strategy in Syria, through support for the Disaster Risk Reduction institutions, Improved access to information on disaster risk management, earthquake disaster risk management master plan for the city of Damascus and capacity development for mitigating the impact of future droughts.

II. Objective: The Disaster Risk Reduction Associate is expected to support the project in strengthening the institutional and legislative systems for comprehensive Disaster Risk Reduction.

III. Responsibility:

1) Technical and Deliverables:

1. Propose legislations on disaster prevention.
2. Participate in proposing institutional framework for DRR with a view to make the system more effective, including integration of gender dimension.
3. Prepare self-protection system studies, and fire early warning system for Anbar office in the old city of Damascus.
4. Review existing training programmes for disaster risk management and Identify gaps.
5. Propose a training strategy for DRR for Syria.
6. Conduct ToT courses in different sectors: education, women union, scoutsetc, in collaboration with Red Crescent, UNICEF, and NGOs
7. Supervise establishment of the search & rescue disaster management training center.

Deliverables:	Date:
<ol style="list-style-type: none">1. Identify gaps in existing training programs.2. Legislations on Disaster Prevention.3. Training strategy on DRR4. Institutional framework for DRR.5. ToT courses on DRR in different sectors: women union, scouts, education....etc.	

2) Facilitation and Management:

- a) Assume management of the consultancy assignment in consistency with the requested technical TOR;
- b) Serve as the focal point for coordination of the consultancy activities with UNDP, the project and the Government;
- c) Ensure that necessary inputs for the assignment are available;
- d) Build partnerships to support the outputs indicated in the assignment;
- e) Ensure that UNDP rules and regulations are implemented with relevance to the consultancy activities;
- f) Participate in necessary meetings and reviews;
- g) Liaise with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- h) Suggest resource mobilization opportunities related to the assignment if applicable;
- i) Ensure that UNDP is invited to all stakeholder meetings related to the consultancy assignment if applicable.

- j) Ensure that UNDP's name is mentioned in all publications, workshops, and consultancy related activities;
- k) Any other business as required.

IV. Reporting Line: to NPC/NPD

Duration of Contract	Salary
6 months	

To be paid on monthly basis.

V. Budget Information:

Account no.	Operating Unit	Funds	Department	Project No.	Activity	Implementing Agency	Donor
71305	SYR	26930	47203	00072356	1.4 Support DRR plans	002086	00012

Cleared by:

	NPC	Team Leader/ Programme Officer	Deputy Resident Representative
Signature			
Date			

Signature: Disaster Risk Reduction Associate: _____ Date: _____

Note: Annex (A) contains qualifications

Annex A

Qualifications

- a) **Education:** A university degree in engineering, law, political science, development studies or any related field.
- b) **Experience:** 5 years of relevant experience at the national level in the field of Disaster Risk Reduction, particularly in the areas of policy, planning, training and research Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is a must. ICDL certificate is preferable.
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills – Gender knowledge is an asset.