**TITLE OF CONSULTANCY: Consultant Documentation and Knowledge Management (Disaster Risk Reduction (DRR))**

**DUTY STATION:** New Delhi (Home-based with weekly visits to DRR Section at UNICEF India Country Office, 73 Lodhi Estate, New Delhi)

**DURATION OF CONSULTANCY: 5 months from 1 August - 31 December 2017**

**CLOSING DATE: 21 July 2017**

**Background:**

India is among the top five countries in the world in terms of exposure to natural and man-made hazards. 58.6 per cent of landmass is prone to earthquakes of moderate to very high intensity; close to 5,700 km coastline is prone to cyclones and tsunamis; 68 per cent of the cultivable area is vulnerable to drought and hilly areas are at risk from landslides and avalanches. According to the Maplecroft Climate Risk Index 2017, India is at “high risk” to climate change. Meanwhile almost one third of districts have also been affected by some form of civil strife in recent years.

At the same time, India’s economy and populations, in particular the most vulnerable including children and women, has been impacted by related disaster impact. In five major natural disasters from 2000-2016, 17,671 children lost their lives, an equal number of children was injured and 19,466 schools were destroyed. The 2015/2016 drought in ten Indian States affected an estimated 330 million people, including 37 million children under five. During floods that year almost 5 million children were affected and/or displaced in Assam, Bihar, Madhya Pradesh, Tamil Nadu and West Bengal. It affected UNICEF programme results in WASH, education, nutrition, health and child protection. Moreover, several Indian States are confronted with civil strife situations, which disrupt social service delivery.

Unicef India Country Office assessments have shown a correlation between disaster impact and child poverty, deprivation and denial of rights, as expressed through increased risk of injury and death, higher rates of malnutrition, lack of access to education, clean water and sanitation, adequate health services, and various forms of violence, abuse, exploitation, and mental stresses. Conversely, DRR support to Community Based Disaster Risk Management and School Safety Programmes has shown that girls and boys are not only victims, but can be effective agents of change to build resilient families, communities and systems; a potential that should be further harnessed.

Consequently Disaster Risk Reduction through application of a risk-informed programme approach to its operations, is a priority for UNICEF India Country Office. The DRR Strategy seeks to further develop Government, partners’ and UNICEF staff capacities and equip them with technical resources to strengthen the resilience of children, communities and development systems to natural hazards, climate change and civil strife. The UNICEF India DRR programme seeks to overcome bottlenecks by scaling-up child centred risk informed programming. UNICEF supported programme investments for children will become more sustainable and more effective, reducing the risk that development gains will be hampered or even annihilated by disasters, climate change and civil strife. They will enhance a child’s chance for a fair start towards leading a safe and healthy life.

To effectively carry out its strategic interventions to risk inform UNICEF’s operations in support to Government of India’s flagship programmes, DRR Section programme approaches and achievements have to be adequately communicated to lead to behavioral change and buy-in by various partners through evidence based advocacy, awareness-raising and sound knowledge management, which accompany policy and technical support.

**Purpose of the aSsignment:**

DRR Section seeks the services of a Senior consultant to update and improve its internal and external knowledge management system and related advocacy and awareness-raising products for risk informed programming.

**SUPERVISOR:**

In terms of content, the consultant will be guided by the UNICEF DRR Section’s Programme Specialists for Communication for Development (C4D) and for DRR/ Emergency DRR Section. In terms of branding, publication and overall UNICEF communication guidelines, the consultant will be guided by the UNICEF Advocacy and Communication Section Communication Specialist.

She/he will work under overall supervision and guidance of the Chief DRR, Unicef India Country Office and consult A&C section nationally and at the state level.

The consultant will work closely with other UNICEF DRR Programme Specialists, Officers and consultants in Delhi and at times in States. The work to be carried out requires frequent interaction with other Programme Sections to ascertain the correctness of information and data displayed.

MAJOR TASKS:

The DRR Consultant is expected to provide support on the following work tasks related to documentation support and knowledge management.

1. **(In close cooperation with respective DRR Officers and task leaders) develop and/or edit fact sheets, concept notes and other knowledge and evidence products on DRR Section supported sectoral interventions and DRR related developments**

Fact sheet, concept notes and other knowledge products on DRR Section supported sectoral interventions and DRR related developments finalised, focusing on the following aspects:

Understanding Risk

Risk Informed Programming, child-centred risk assessment and RIDP-S\*

Child-centred DRR Governance

DRR Section support to promote and facilitate child centred DRR through support to National Disaster Management Authority (NDMA), National Disaster Management Institute (NIDM), Disaster Management Departments (DMDs)/ State Disaster Management Authorities (SDMA), IAGs

Integration of child sensitive DRR in State Disaster Management Plans and “Road Maps”\*

Integration of child sensitive DRR in District Disaster Management Plans and Gram Panchayat Development Plans

Integration of child centred DRR in programmes (risk informed programming)

Comprehensive school safety and security\*

Water safety and security planning

Empowering children and youth as agents of change

Child-responsive Climate Change management

Support to integrate child centred “DRR in health” (Develop capacities for public health in emergencies, safe hospital management review, supply chain management, air pollution)

Support to child-centred programming in civil strife affected areas

Action to mitigate impact of air pollution\*

Preparedness and response to disasters

Child responsive drought management

Child centred Social sector recovery

Editorial support of key documents eg: SitReps following disasters.

1. **Develop DRR newsletter**

DRR newsletter format prepared

Two DRR newsletter issues drafted and published

1. **Support the section to update Internet/ Intranet presence of DRR Section through review of communication materials, including fact sheets and internet content**

Draft/ edit DRR Section presentation on UNICEF ICO’s internet and intranet in Delhi and for State Office web pages drafted/ edited and content regularly updated

(In collaboration with the A&C DRR focal point and other Section staff) presence of DRR stories on social media ensured

1. **Develop a plan and contribute to its role out for engaging “Champions”**

(In close cooperation with the DRR Section’s C4D Specialist and under the guidance of UNICEF A&C and RMP Sections) DRR Section’s reach-out and collaboration with key stakeholder groups and platforms such as youth networks, Parliamentarians group for children, faith leaders, corporate partners, etc.) supported, incl. event management from a communication perspective. This task requires drafting of a concept note and identification of 1-2 select activities, which are to be confirmed

1. **Compile list of DRR capacity development courses**

(In collaboration with DRR Specialists and consultants in Delhi and States) List of capacity building institutions and courses on topics related to Disaster risk reduction and climate change (NIDM, but also outside) compiled.

**DELIVERABLES:**

By 31 August 2017

Knowledge and evidence products on DRR Section

Fact sheet, concept notes and other knowledge products on DRR Section supported sectoral interventions and DRR related developments finalised.

Editorial support of key documents eg: SitReps following disasters.

By 30 September 2017

Newsletter

DRR newsletter format prepared

Two DRR newsletter issues drafted and published

By 31 October 2017

Communication materials and update intranet

Draft/ edit DRR Section presentation on UNICEF ICO’s internet and intranet in Delhi and for State Office web pages drafted/ edited and content regularly updated. (In collaboration with the A&C DRR focal point and other Section staff) presence of DRR stories on social media ensured

By 30 November 2017

Engage Champions

Draft a concept note and identification of 1-2 select activities

(In close cooperation with the DRR Section’s C4D Specialist and under the guidance of UNICEF A&C and RMP Sections)

By 31 December 2017

Courses on DRR

List of capacity building institutions and courses on topics related to Disaster risk reduction and climate change (NIDM, but also outside) compiled

**OFFICIAL TRAVEL INVOLVED:**

The consultancy may require occasional travel to 13 UNICEF programme states offices. Related expenses will be reimbursed according to UNICEF India Country Office procedures.

**PAYMENT TERMS**

* Payment is linked to receipt and satisfactory acceptance of deliverables.
* Travel expenses will be reimbursed at actuals based on receipt of invoices/reports.
* Per Diem will be reimbursed at UNICEF consultant rates.

**QUALIFICATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED**

* Advanced degree in any of the following fields: Mass Communication, Journalism, Social Sciences, or other relevant field
* Strong understanding of issues related to disaster risks and disaster risk reduction and climate change, including good understanding of related ISDR-terminology (<http://www.preventionweb.net/files/50683_oiewgreportenglish.pdf>) and overall development terms
* Knowledge of global and national development and humanitarian issues, specifically relating to children and women, and the current UNICEF position and approaches. Knowledge of the principle of gender parity and equality. This includes basic knowledge and understanding of Sustainable Development Goals, Sendai Framework for Disaster Risk Reduction, Paris Agreement on Climate Change and its transcription in the Indian context (Government development plans and policies)
* Knowledge of Disaster Risk Reduction and Climatic Change programme interventions is an asset.
* At least basic understanding of UNICEF’s work in WASH, Education, Nutrition, Health and/or Child Protection.
* Experience working in communication on Disaster Risk Reduction and Climatic Change initiatives is an asset
* At least seven years of professional experience in media, communication and advocacy
* Experience in working with UN and government structures (as counterparts) is highly desirable.
* Work in a multi-cultural environment and proven capacity to establish effective working relationships both within and outside the organization maintaining harmonious working relationships based on excellent inter-personal skills.
* Excellent analytical, communication and advocacy skills
* Experience and track record in developing and editing advocacy products (fact sheets) and editing technical documents and in developing overall media-friendly content to promote, position and advocate initiatives
* Experience in management of media initiatives, and ensuring maximization of coverage
* Experience working as a trainer in communication to improve presentation and advocacy skills of staff
* Good computer skills, MS-Office application software (MS Word, Excel, Power Point), internet and social media
* Excellent communication (writing) skills in English; ability to speak, read and write fluently
* Communication skills in Hindi and other Indian language is an asset
* Basic skills and/or good understanding of graphic design an asset
* Skills in other data visualisation (in particular GIS) is an asset
* Drive for results and delivery quality products on time
* Full-time availability during the envisaged contract period

**HOW TO APPLY: Please submit your online application along with the below mentioned documents through the online portal latest by 21 July 2017. The link to the online portal is:**

**http://jobs.unicef.org/cw/en-us/job/505914?lApplicationSubSourceID=**

**HOW TO APPLY:**Your online application should contain three separate attachments:

* + 1. **A Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position **(to be uploaded online under cover letter)**
    2. **Curriculum Vitae** (CV) **(to be uploaded online under CV/resume)**
    3. **A financial proposal** indicating deliverable-based professional fee as per template attached below. Please do not forget to specify your name in the file while saving. **(to be uploaded under financial proposal template).**

***Please Note: Without the financial proposal template your application will be considered incomplete and will not be evaluated.***

The selection will be on the basis of technical evaluation & financial offer in the ratio of 80:20.  The criteria for technical evaluation will be as follows:

Educational Qualifications  -  Min 17/Max 25 points

Relevant experience             -  Min 18/Max 25 points

Candidates who score 35 marks and above in criteria 1-2 above and also score the minimum score against each of the above criteria will be short listed for an interview - Min 35/Max 50

Interview                              -  Min 21/Max 30 points

Total points to qualify in overall technical evaluation     Min 56/Max 80

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Total technical score – 80. Minimum overall qualifying score is 56. Only those candidates who meet the overall qualifying marks of 56 as well as score the minimum cut-off in each of the above sub-criteria including the interview will be considered technically responsive and their financials will be opened.

* Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
* Joint applications of two or more individuals are not accepted.
* Please note, UNICEF does not charge any fee during any stage of the process.

For any clarifications, please contact:

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