

Terms of reference

Disaster Coordination Expert to support the Resident Coordinator's office of the United Nations in Mongolia

Project Title: BCPR 2010 Dzud Disaster Coordination Support Grant
Assignment: Consultancy
Duty Station: Ulaanbaatar, Mongolia
Duration: 6 Months
Start Date: Immediately

OBJECTIVE OF THE CONSULTANCY

The objective of the assignment is to support the Resident Coordinator's office of the United Nations in Mongolia to coordinate response of the 2010 Dzud.

BACKGROUND

Dzud is a type of disaster unique to Mongolia which is characterized by heavy snowfall and extreme cold temperatures (in minus 40-50C), preceded by drought conditions in the summer, that result in massive deaths of livestock (more than 4 million are expected to perish) which is the cornerstone of existence for one third of country's population who are entirely dependent on pastureland livestock and lead nomadic lives. The Dzud has exacerbated existing disparities in access of poor rural populations to quality health, education, nutrition, water and sanitation. Immediate humanitarian response needs to accompany medium to longer term response, that addresses livelihood concerns, that mitigates against a threat of mass migration to already under-served peri-urban areas of the capital city and that ensure a focus to policies and strategies in all sectors that help prevent the extreme shortage of fodder, food and fuel that have marked the current disaster. The National Emergency Management Agency (NEMA) has requested additional support to deal with the disaster which is among the worst in the last 60 years.

UNCT RESPONSE

The UN RC office is leading the donor coordination process in close collaboration with all agencies, including the preparation of situation reports, media releases, a CERF proposal and donor appeal and management of high level contact with the Government and NEMA on the disaster response. UNDP's Bureau for Crisis Prevention and Recovery has availed US\$ 100,000 to support the United Nations and NEMA to strengthen coordination of the ongoing disaster. A team of 3 persons will strengthen NEMA and one person will support the Resident Coordinator's Office. UNDP has been NEMA's main development partner since its inception over 5 years ago and is strengthening this institution through a disaster management project and UNICEF Representative is tasked with Chairing UN wide efforts to produce a clear cluster based interagency preparedness plan. Thus, in addition to assisting in coordination of the UN and partners in accordance with the cluster approach for this specific emergency, the 3 positions can set the foundation for a preparedness plan, based on cluster approach that includes Government counterparts.

SCOPE OF WORK

Under the overall supervision of the United Nations Resident Coordinator, the expert will support the Resident Coordinator to coordinate the UN and donor response for the 2010 Dzud. The following are the specific responsibilities and tasks:

- Support in the updating of the donor matrix of 2010 Dzud Response
- Compile assessment reports and carry out data analysis.
- Maintain a database on all assessments and reports related to the Dzud and other disasters
- Monitor information about the Dzud in the media and inform the RC and UNCT on weekly basis.
- Liaise with NEMA, the Ministry of Foreign Affairs and the Ministry of Agriculture on daily basis to obtain information about the latest Dzud situation.
- Carry out all translations of Dzud related documents from Mongolian to English and from English to Mongolian as required.
- Prepare press releases as required.
- Organise meetings with government, donor organisations and others as required and develop meeting notes.
- Liaise on daily basis with coordination support team based in NEMA, including assisting coordination and preparedness steps to production of cluster based interagency contingency plan;
- Liaise with UN-OCHA as requested.
- Attend coordination meetings by Government NGOs and UN and report back to the RC office.
- Organize emergency focal points meetings and draft meeting minutes (weekly basis)
- Attend cluster meetings and report back to the RC office.
- Join field missions as required.
- All other tasks as required to support the RC office in coordination of the 2010 Dzud Response, in supporting preparation of contingency plan and related to other disasters that may emerge.

DELIVERABLES

- Monthly Progress Report
- Weekly overview of news, assessments and reports related to the Dzud and other disasters.
- Final Report

QUALIFICATIONS AND EXPERIENCE:

- The candidate should have at least 5 years of working experience in disaster management, donor coordination, communications, or another relevant field.
- A minimum of BA in one of the relevant fields.
- Excellent organisational and communicative skills.
- Excellent written and verbal skills in Mongolian and English.

DURATION OF CONSULTANCY

The duration of the consultancy will be 6 working months starting immediately.

PAYMENT MODALITY

The UNDP standard method of payment is the output-based lump-sum scheme and the payment will be made in installments upon satisfactory completion of the deliverables specified above.

EVALUATION CRITERIA AND WEIGHT

Experts will be evaluated against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria – to 30.

As for the technical evaluation, the following aspects will be considered:

- Background and education – 30%
- Practical previous experience relevant to the announced TOR – 30%
- Substantial knowledge in Disaster coordination and recovery and required competencies – 30%
- Required language and other technical skills - 10%

APPLICATION PROCEDURE

Qualified and interested candidates are requested to submit the following documents in a sealed envelope indicating the post for which you are applying by the deadline of **17pm, 15 March 2010**:

- An application cover letter
- UNDP Personal History Form P11 (available at the UNDP website and the UN House Reception desk)
- Copies of University diplomas
- Proposed lump sum consultancy fee for the assignment

Clarifications may be referred to Ms. Catherine Decker at catherine.decker@undp.org and Ms. I. Enkhmandakh at enkhmandakh@undp.org.