

**Terms of Reference  
for National Consultant  
to produce Recommendations for Creation of the Legal and Institutional  
Environment for establishing Nationwide Cooperation and Coordination for  
Disaster Risk Reduction**

**I. Background**

“Strengthening the Disaster Mitigation and Management System in Mongolia” is a project co-implemented by UNDP and the National Emergency Management Agency (NEMA). Its overarching goal is to contribute to the sustaining of the development gains of the country by reducing its disaster risks and strengthening the capacity of the national disaster management system.

The project has determined that the main challenges to achieve the above goal are inadequate cooperation, lack of transparent coordination among line ministries, and lack of engagement in disaster risk reduction by non-governmental and private sectors. Therefore, the project aims to generate sustained nationwide cooperation and coordination for disaster risk reduction through establishment of a National Platform for Disaster Risk Reduction<sup>1</sup>.

**II. Purpose of Assignment**

The establishment and operationalization of a National Platform requires a creation of an enabling legal and institutional environment that includes the following specific conditions:

- Establishment of the national platform is mandatory by law and the party responsible for establishment is specified;
- Roles and responsibilities of all relevant stakeholders within the platform are defined in relevant laws and regulations;
- The current structures of the ministries and NEMA are reviewed and the optimal option for integrating into them the responsibilities related to the National Platform are determined;
- Coordinating and supporting structures for the National Platform are defined;
- Financing mechanisms and reward and penalty instruments for the operationalization of the national platform are articulated;
- Major disaster risk reduction concerns are mainstreamed into the relevant documents;

Through this assignment, to be carried out by a short-term National Consultant, the project seeks to pinpoint and articulate the necessary legal and institutional changes that would lead to the creation of the desired enabling environment.

**III. Scope of Assignment**

To create the above described enabling environment, the short-term National Consultant will analyze a wide range of laws, regulations, formal structures of and job descriptions at governmental organizations, policy documents, and other relevant documents with a view to amend and improve them to facilitate the establishment of the National Platform.

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<sup>1</sup> *National Platform for Disaster Risk Reduction: A system of councils/committees for disaster risk reduction consisting of representatives from various sectors, state organizations, NGOs, and the private sector that intends to coordinate disaster risk reduction initiatives and promote cooperation for disaster risk reduction at different levels*

In doing so, the National Consultant will consult with the related officials to reflect their ideas and suggestions.

#### IV. Tasks

Specific tasks of the short-term National Consultant are:

- Thoroughly familiarize oneself with the concepts of disaster risk reduction, partnership for disaster risk reduction, and platform for disaster risk reduction from relevant publications including all books and concept papers provided by the project, and conduct necessary desk research in the area;
- Outline a detailed work plan that includes a list of the laws, regulations, formal structures of and job descriptions at governmental organizations, policy documents, and other relevant documents to be analyzed, and the officials to be consulted with;
- Upon approval of the work plan by the project, consult with the related officials, analyze the relevant documents, and prepare amendment proposals;
- Prepare a draft report of the analyses and amendment proposals in Mongolian language and submit to the project for clearance;
- Improve and finalize the draft report of the analyses, and amendment proposals in line with the comments from the project;
- Other tasks required for the successful completion of the assignment.

#### V. Deliverables

- Report in Mongolian language on the analyses of the related documents and the suggestions and ideas of the relevant officials. The analyses report should highlight the gaps/setbacks as well as the opportunities. The discovered issues should be classified to reflect the order of importance and urgency.
- Compilation of amendment proposals to the analyzed documents, organizational structures and job descriptions required for smooth establishment and operationalization of the National Platform for Disaster Risk Reduction. Amendment proposals should be vital, practical, implementable, and in Mongolian language.

#### VI. Specific Arrangements / Logistics

The National Consultant will report to the National Project Manager. For successful completion of the assignment, he/she will be guided and supported by the project team, especially the National Project Manager, Partnership and Advocacy Officer, and Policy and Planning Officer.

The National Consultant will work in the project office full time except when having meetings and doing researches out of the office. The project will provide with room, office equipments, Internet connection, and vehicle during working hours, but he/she will use one's own computer.

#### VII. Tentative Schedule of Assignment

The assignment period is 2 months from 15<sup>th</sup> March until 14<sup>th</sup> May, 2010. The National Consultant is expected to work on weekends when necessary.

No	Tasks	15/III - 31/III	1/IV - 21/IV	22/IV 30/IV	1/V - 14/V
1.	Familiarize oneself with the concepts of disaster risk reduction, partnership for disaster risk reduction, and platform for disaster risk reduction;				

2.	Outline a detailed work plan that lists all documents to be analyzed and officials to be consulted with, and submit to the project for approval;				
3.	Consult with the related officials, analyze the relevant documents, and prepare amendment proposals;				
4.	Prepare a draft report of the analyses of the documents and compilation of amendment proposals and submit to the project for clearance;				
5.	Improve and finalize the analyses and amendment proposals;				

### VIII. Requirements

The National Consultant should meet the following requirements:

- Has an advanced academic/professional degree in law (Master of Laws or equal/higher professional degree);
- Has at least 5 years of law practice;
- Has at least 5 years of work experience in a governmental organization;
- Fluent in English language (required for desk research);
- Preferably has experience of working on formulation and/or amendment of laws;
- Preferably has work experience and/or academic qualification in the fields of public administration, public human resources, public finance, and/or disaster management;
- Experience of working for or with international organizations in a similar area will be an asset.

For more information, please contact the project office via telephone no. 31-55-95, or email to [b.bulgantamir@mongoliadisaster.org](mailto:b.bulgantamir@mongoliadisaster.org) and cc [sh.boldbaatar@mongoliadisaster.org](mailto:sh.boldbaatar@mongoliadisaster.org) .