

TERMS OF REFERENCE/DESCRIPTION OF DUTIES

SSA – DRR Consultant

Justification for the request:

Disaster Risk Reduction (DRR) Consultant to work with the DRR Coordinator in the GEO Secretariat on GEO's DRR engagement priority and dedicated deliverables and events throughout 2021.

Duties and Responsibilities:

Terms of Reference (including specific, measurable, attainable, relevant and time-bound indicators for the final evaluation):

The Group on Earth Observations (GEO) Secretariat is looking for a DRR Consultant to support their team in Geneva at the World Meteorological Organization (WMO). Reporting to the DRR Coordinator (currently being handled by the Head of External Relations), the Consultant will primarily be responsible for assisting with targeted tasks around GEO's DRR engagement priority and the GEO DRR Working Group, including the conceptualization and development of the GEO Sendai Toolkit, the programme of work relating to the planned paper *Earth observations in support of national disaster risk management* and supporting the collection and collation of results during 2021 from the GEO cross thematic areas survey including DRR.

Duties will include:

- Coordinating meetings linked to the GEO Sendai Toolkit;
- Gathering requirements and other inputs for the GEO Sendai Toolkit;
- Assisting the DRR Coordinator with online events, including DRR WG meetings;
- Collecting and collating inputs from the EO/GEO community relating to DRM (for white paper);
- Collecting and collating inputs for the GEO cross thematic areas survey;
- Editing and producing written content for technical/policy briefs;
- Providing support for development of topical DRR content on GEO website;
- Providing support for targeted communications via official GEO blog posts; and
- Carrying out other tasks to support the implementation of the GEO DRR Working Group's work plan, as requested.

Qualifications:

Ability to work in an international team. Ability to establish and maintain professional contacts with GEO's members, participating organizations and associates. Demonstrated ability to write technical and policy reports. Proven ability to organize and execute multi-stakeholder events with senior representatives in international fora. Sense of integrity and responsibility. Excellent organizational and communication skills.

Education:

Postgraduate degree in Social Sciences, Public Policy, International Relations, Development Cooperation, International Economics, or related fields. Additional qualifications in relevant science subjects such as Disaster Management, Atmospheric / Earth Sciences, Geography/GIS, Geophysics etc. are a bonus.

Experience:

At least 2 years of combined national and international experience in relevant DRR policy research.

Knowledge of and experience with international DRR policy development under the United Nations Office for Disaster Risk Reduction (UNDRR).

Knowledge of and experience with Earth observations and remote sensing technologies, working with research and space agencies.

Knowledge of and experience with international DRR finance in the public and/or private sector.

Experience planning and promoting international events with senior level representatives.

Extensive experience writing reports, briefs, documents and correspondence in English.

Languages:

Excellent English language skills. Another UN language would be considered an asset. Note: the working language of the GEO Secretariat is English

Deliverables for the payment:

- Demonstrable progress in the GEO Sendai Toolkit project plan
- First draft of the GEO DRR WG white paper on Earth observations and DRM
- Published DRR blog posts
- A completed cross thematic areas survey

Payment:

This is an entry-level assignment for postgraduates.

The consultancy value is CHF 31,500 to be paid in 9 monthly instalments of CHF 3,500.

Timeline:

The consultancy has a duration of 9 months (April – December 2021).