JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Disaster Risk Reduction (DRR) Consultant</th>
<th>Employment Status</th>
<th>Senior Level, Short-term Contract Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>President &amp; Executive Director</td>
<td>Job Code:</td>
<td>TBA</td>
</tr>
<tr>
<td>Department/Group:</td>
<td></td>
<td>Work Location:</td>
<td>Emergency Operation Center-Clark field, Pampanga</td>
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Connecting Business initiative (CBi) engages the private sector strategically before, during and after emergencies, increasing the scale and effectiveness of the response and recovery in a coordinated manner. While governments maintain the overall responsibility for responding to humanitarian emergencies, local communities and private sector networks also play crucial roles in disaster preparedness, response and recovery. The Connecting Business initiative strengthens and supports those private sector networks.

In 2019, 9 CBi Member Networks and their partners addressed a total of 31 crises. From earthquakes to cyclones and political unrest to flooding, the private sector played a critical role by participating in search and rescue operations, collecting and distributing relief aid, restoring power lines, sharing information, making financial contributions and working alongside governments and aid organizations. Some networks also contributed to long-term recovery efforts.

The Connecting Business initiative was launched at the World Humanitarian Summit in May 2016 and it takes forward the Summit outcomes, as well as the 2030 Development Agenda and the Sendai Framework for Disaster Risk Reduction.

Job Description

**Support to overall project management**

- Monitor ongoing projects substantively and financially through discussing project work plans, progress and performance;
- Resolving problems in execution and implementation;
- Developing and maintaining productive relationships between project staff, consultants, UN agencies and other relevant actors in the CBi Component 1 Project.
- She/he is also expected to seek complementarities and integration with ongoing projects in other portfolios.
- Provide substantive input to policy and strategy
- Analyze context, indicators;
- Propose PDRF’s contribution and draft policy, in documents especially for CBi program and other strategic documents in the thematic area of disaster reduction.
• Seek complementarities and mainstreaming into other PDRF practice areas.

Coordination of DRR activities

• Support to the Joint Programme on DRR where PDRF acts as lead agency. It is expected that the incumbent would actively seek out and develop opportunities for synergies within the Joint Programme.
• Support to the functioning of a donor working group for DRR (mobilizing donors to participate in meetings and information exchange, updating contact details of members, mapping activities)
• Contribution to knowledge management through contributions to practice networks, submission of web articles, etc.
• Contribute to strengthening CBI partnership
• Support to other activities of the CBI Component 1 unit as required;
• Document the PDRF COVID-19 Response Guide
• Develop a response and early recovery planning guide for COVID-19
• Guide CBI countries in crafting their response and early recovery plans for COVID-19
• Generate progress report of CBI countries response and early recovery planning for COVID-19
• Contribute in the development of Case studies for CBI Project component 1

Competencies

Corporate Competencies:

• Demonstrates integrity by modelling the PDRF’s values and ethical standards;
• Considers and fully adheres to PDRF rules, procedures and best practices;
• Advocates and promotes the vision, mission and strategic goals of PDRF;
• Displays cultural, gender, religious, ethnic and age sensitivity and adaptability;
• Treats people fairly and without favoritism.

Functional Competencies:

• Proven analytical capacity and strategic thinking;
• Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate;
• Excellent interpersonal and supervisory skills;
• Resourcefulness, initiative, and maturity of judgment;
• Excellent communications, organizational and management skills in a complex multi-stakeholder environment;
• Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;
• Excellent computer/information systems skills.
• Management and Leadership Competencies:
• Strong results orientation;
• Effective problem-solver;
• Demonstrated capacity-building and facilitation skills;
Consistently approaches work with energy and positive-constructive attitude;
Ability to establish effective working relations in a multicultural team environment;
Effectively manages teams and creates an enabling work environment;
Flexible and responsive with a client-oriented approach.

Required Skills and Experience

Advanced university degree in social sciences (Master’s degree or above), International Development or discipline relevant to disaster risk reduction

Experience:

- Experience of at least 5 years in technical project management /project coordination or related area
- At least 2 years experience in projects related to Disaster Risk Reduction, Disaster Management or Climate Risk management
- Experience with different aspects of project management including development, planning, implementation, evaluation.
- Experience working in developing countries, with preference for experience in the context of Asia and the Pacific;
- Extensive field experience in disaster environments and an in-depth knowledge of issues in the country.
- Experience in developing written proposals, action plans, speeches and presentations
- Experience in organizing events (seminars, training workshops etc.)
- Previous working experience in the UN, with UNDP experience preferred
- Experience working with Government institutions
## PROJECT DURATION, KEY DURATION AND DELIVERABLES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverable</th>
<th>No of hours</th>
<th>May '20</th>
<th>June '20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Document the PDRF COVID-19 Response Guide</td>
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<tr>
<td>2. Develop a response and early recovery planning guide for COVID-19</td>
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<tr>
<td>4. Generate progress report of CBI countries response and early recovery planning for COVID-19</td>
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<tr>
<td>5. Contribute in the development of Case studies for CBI Project component 1</td>
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Approved by: 
__________________________________
Immediate Superior’s Signature Over Printed Name
Date: _________________

Conforme: 
__________________________________
Employee’s Signature Over Printed Name
Date: _________________

Reviewed By: HR Manager
Date: _________________

Approved By: 
Date: _________________

Last Updated By: 
Date/Time: _________________