Job Description for National Technical Advisor

Title: National Technical Advisor (NTA) on Disaster Risk Management

Project ID and title: Strengthening institutional capacity for Disaster Risk Management in Viet Nam, including Climate Change related disasters

Duty Station: Hanoi, with possible travels to provinces in Viet Nam

Duration & timing: 12 months with possibility of extension.

Expected starting date: 01 May 2009.

Closing date for applications: 15 April 2009.

BACKGROUND

The UNDP project on “Strengthening national capacities for institutional development and implementation of Climate Change Adaptation and DRM measures in Viet Nam” is one of the main projects to support the achievement of the outputs under Outcome 5 of the One Plan for 2006-2010. The project aims address capacity gaps for comprehensive CCA and DRM in Viet Nam through support to institutional development and capacity building for concerned central GoV agencies, training institutions and local GoV and communities in three pilot provinces, namely Binh Thuan, Can Tho and Cao Bang. The NTA will work to support the following domains:

1. Strengthen capacities for formulation of important legislation and policies for DRM i.e. the new Law on DRM, National and provincial action plan to implement the new National Strategy for DRM, the integration of DRM concerns into the upcoming Social Economic Development plans for 2011-2015. Support the preparation of and wide consultation on the Draft Law on DRM/CCA for submission to the NA

2. Promote institutional innovations for DRM, both at central and local level with pilots in three provinces. This will build on available analyses on strengths and areas for improvements of the current coordinating bodies for DRM in Viet Nam and propose the establishment of a DRM Centre, which will be piloted in three provinces for a review and approval by the PM to establish a National Centre.

3. Analysis of DRM institutional framework and applicability of Hyogo Framework for Action. Recommendations for MARD consideration through PSC; and

4. Support the formulation and issuance of national policies and guidelines to improve emergency response standards including supply and distribution food, nutrition and drugs with focus on the most vulnerable groups (i.e. children, women and elderly).

REPORTING ARRANGEMENTS

The National Technical Advisor (NTA) is a full time position into this project. The NTA will implement his/her main functions and undertake specific duties under the direct supervision of the National Project Directors (NPD) and in close collaboration with the Project Managers (PM), Senior Technical Advisor (STA).
In line with UN/UNDP’s staff rules, the NTA’s annual performance will be measured by a full Results and Competency Assessment (RCA). The RCA exercise, with self-assessment of the NTA, will be reviewed by the NPD(s) and by UNDP’s Competency Review Group set up by the UNDP Resident Representative. As such, the NTA is also accountable to MARD as the implementing agency and UNDP as the funding agency for the project.

The NTA, in coordination with STA, reports to the NPD. S/he is expected to prepare an end-of-assignment report which focuses on key lessons learned and best practices drawn from project management and capacity building processes as well as major substantive issues that have merged and that would require further assistance from MARD and UNDP in the future.

**MAIN FUNCTIONS**

The NTA is expected to provide active advices to MARD, Provincial PPC, other concerned Government and provincial agencies and donors through NPD and PMU in carrying out the projects under the DRM approach. The NTA has three main functions, one on capacity building for counterpart, one on provision of policy advice, and one on advocacy. More specifically, he/she will:

- Provide advice to Government, provincial PPC through Project Management Unit and UNDP and ensure proper capacity building of concerned Government, local government and other agencies staffs and local communities through various stages and activities in implementing the projects;
- Serve as policy advisor for MARD, Government, Provinces and UNDP in the areas of DRM;
- Advocate multi-hazard approach and integrated DRM concepts. Advocate for UN/UNDP corporate positions in crisis prevention and recovery in general and Disaster Risk Management in particularly including the implementation of the UNFCCC, HFA and other related global policy frameworks. Share development experiences/good practices that have been acquired elsewhere and learn similar experiences/good practices in Viet Nam and share them with relevant stakeholders. This advocacy will include mainstreaming DRM concerns into the implementation of social economic development strategies and plans, particularly the SEP 2006-2010 and beyond.

**SPECIFIC DUTIES**

The NTA, in close coordination with STA, will carry out the above three functions through the following specific duties:

**Programme and Project Management**

*Planning:* Provide active advice to MARD, PPC through the NPD/ PMU to ensure that the project keep strategic directions to achieve results, synergies between them and their alignment with the One Plan Outcome and outputs. Advise and build capacity of national partners in capturing emerging issues and identification of interventions to address the issues. Work closely with PMU and STA to ensure quality of substantive aspects of the annual/quarterly work plans and budgets before approval by the NPD and UNDP.

*Technical advice and Quality control in delivery of outputs:* NTA is expected to assist the NPD and UNDP in: (i) ensuring the quality control of project technical works. To this end, the NTA will be involved in (a) preparing or supervising other project staff in preparing TORs for requested works; (b) supporting the NPD and PM in managing inputs by project external consultants and/or sub-contracts particularly those with international inputs; (c) reviewing technical reports submitted to the project by the experts/agencies and sub-contracts and work with PMU to ensure that these reports meet standards specified in the respective TORs; and (ii) facilitating the provision of specialized technical inputs and
advising services in some key project areas in line with the NTA’s educational background and practical experience.

**Project monitoring and evaluation:** Provide guidance and train project and other concerned staffs in developing baseline and indicators for project monitoring and evaluation. Strengthen national/local capacity in project monitoring and evaluation through support to set up good M&E plans of the projects including guidance/support in preparing project progress reports (quarterly and annual reports) focusing on capturing results, learning lessons and documenting best practices that will help improve the project performance. Ensure substantive quality of those reports before approval by the NPD and UNDP. Assist UNDP and the Government in overall monitoring of the DRM programme and progress toward outputs and outcome.

**Capacity assessment and capacity building:** Provide advice and support in assessing capacity gaps that exist in MARD, PPCs and project personnel for effective DRM. Share lessons and good practices learned elsewhere with concerned parties to ensure the mainstreaming of capacity building activities in the projects to address these gaps as well as advice and guide on the implementation of such capacity building activities.

**Policy advice:** Proactively engage in policy discussions on DRM at different levels (Government, ministerial, provincial and local, NDM-Partnership and other national-international forums). Provide substantive inputs to the Government, provinces and UNDP whenever requested in order to prepare policy statements for important events (e.g. Consultative Group Meetings, donor forums, national conferences) and/or to help formulate UNDP’s positions on particular sets of substantive issues. Provide regular policy and advocacy briefs themes addressed by the DRM programme to the Government (MARD/PPC) and UNDP, focusing on learning from experiences elsewhere with applicability in Viet Nam.

**Advocacy:** Serve as an advocate for UNDP’s policy sustainable development and human development concepts in the areas of crisis prevention and recovery/DRM.

**Knowledge generation and sharing:** Identify knowledge gaps on DRM that exist in MARD, other Gov agencies, provincial departments and UNDP staff and suggest necessary measures for addressing such gaps, including suggestions for policy research and data survey; participation in knowledge sharing events organized by UNDP to sharing knowledge/information acquired from the project and join UNDP’s global knowledge networks.

**Donor coordination:** The NTA is expected to work closely with the NDP-Partnership Secretariat and other partnership mechanisms within MARD and at provincial level. Advise UNDP, MARD, and PPC on opportunities to enhance partnership with donors and NGOs. Support UNDP and the GoV in ensuring that Donors with interest in the area of DRM are kept informed of the Programme/projects progress, results and lessons learned. Advise the Gov and UNDP on areas of possible cooperation with other donors, both in the field of DRM and in other fields where integration of DRM seems feasible.

**COMPETENCIES**

**Corporate Competencies:**
- Demonstrates commitment to UNDP’s mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies:**

**Project Management**
- Has strong managerial competency with experience in results based management and results oriented approach to project implementation.

**Communications and Networking**
- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
• Has excellent written communication skills in both Vietnamese and English, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
• Has demonstrated knowledge and experience in working on policy development and capacity building.
• Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government
• Strong capacity to work in close collaboration with International staff.

Knowledge Management and Learning
• Shares knowledge and experience.
• Actively mentoring PMU staff.

Leadership and Self-Management
• Focuses on result for the client and responds positively to feedback.
• Consistently approaches work with energy and a positive, constructive attitude.
• Remains calm and in control under pressure.
• Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

QUALIFICATIONS
• Postgraduate degree (M.Sc or Ph.D.) in crisis prevention and recovery/Disaster Risk Management, natural resource management, environmental sciences or a related field.
• At least ten years working experience in the development field. Experience on disaster risk reduction in Vietnam is favored.
• Understanding challenges in development works. Be able to adapt to local environment.
• Excellent project management skills and knowledge of donor policies and funding modalities. Knowledge of UNDP programming practices is an asset;
• Experience in gender mainstreaming
• Proficiency in both spoken and written English is a must, including excellent writing skills.
• Strong inter-personal skills; results driven, ability to work under pressure and to meet strict deadlines. Ability to deal with politically sensitive and complex issues; Strong communication, networking and team-building skills.