

TERMS OF REFERENCE

This project is coo-financed from the “Interreg IPA II Cross-Border Cooperation Programme Greece-Albania 2014-2020”

Project No.: A2 – 1.4 - 1

Project Title: Public awareness, Preparedness, Participation and Coordination for Civil Protection for All - 4PLUS

Title of the Post: National Risk Assessment Expert

Type of Contract: Service Contract

Duty Station: Albania

Duration of Assignment: 20 months (September, 2018 – April, 2020)

Posted on: Friday 29 June, 2018

Application Deadline: Wednesday 1st August, 2018 - 17:00 CET

BACKGROUND INFORMATION

It is the issue of rights that lies at the root of humanitarian efforts following disasters and emergencies, rights that should be equally available to all. Disaster preparedness and emergency response systems are typically designed for people without reduced mobility, for whom escape or rescue involves walking, running, driving, seeing, hearing, and quickly responding to instructions. Until today, the needs of PwD/older persons are not studied nor addressed by today's civil protection (CV) plans of the CB area. Following the provisions of Article 11, of the UN Convention on the Rights of PwD (UNCRPD) and relevant European Regulations, the 4Plus project aims at improving the operational efficiency and the administrative capacity of relevant public and municipal services in “disaster risk reduction”, disaster management and disaster recovery, with particular focus on high risk citizen groups and tourists of the CB area, including visitors of natural and cultural heritage sites.

OBJECTIVES OF THE CONSULTANCY

Urban Research Institute (URI) seeks to engage a National Risk Assessment Expert to provide technical expertise for the project and to contribute to the preparation of a Roadmap, a Local Preparedness Emergency Plan and a field exercise in Kolonja.

DUTIES OF ASSIGNMENT / DELIVERABLES

The Expert is expected to accomplish the following tasks as indicated herein and also broadly explained in Annex I:

- Technical support to project staff, enabling them to undertake the work required and supervision of their activities and coordinate with relevant stakeholders;
- Providing the necessary input to the lead partner for compiling the final study-report entitled "Joint Roadmap towards Inclusive Civil Protection";

- Organize a consultation workshop, based on the draft version of the Local Preparedness and Emergency Plan, to be prepared by one of the partners, for committed parties and invited experts;
- Data collection by performing a door-to-door identification of target group members living in the area of Kolonja Municipality: identify and register the community's vulnerable populations, co-preparation and plan review;
- Design, coordinate and report for the Field Exercise "*Impact Assessment Activity*" - A simulation for an emergency event and an emergency responses in Kolonja. A brief activities report shall be produced (Albanian - English);
- Questionnaire-based interviews of the participants during the field exercise in Kolonja, for the purpose of the impact assessment study: contribution to the design of the questionnaires, training of the interviewers and formulate the report to the lead partner;
- Provide consultancy, inputs and review for preparing the Project's sustainability plan.

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to the project's mission, vision and values;
- Demonstrated ability to develop and maintain effective work relationships with partners and counterparts within the project;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Knowledge of the EU and Albanian systems;
- Demonstrated planning, preparation and delivery of training and teaching experience;
- Capacity building of national and/or local institutions;
- Ability to coordinate and work in multifaceted and cross-cutting environments;
- Demonstrated ability to coordinate tasks to meet deadlines;
- Ability to work independently and to maintain flexibility in working hours;
- Ability to write in a clear and concise manner and to communicate effectively orally.

REQUIRED SKILLS AND EXPERIENCE

Academic qualifications:

University degree (Bachelor degree or equivalent) in disaster risk management, public services, environmental engineer, public administration, or other related fields.

Experience:

- At least 3 years of practical experience in disaster risk assessment and mapping;
- Past experience in analytical work in DRM issues in the area of focus is required;
- Past experience in conducting consultation workshops in the area of focus is required;
- Past experience in conducting surveys in the area of focus is required;

- Familiarity with the use of climate and disaster risk information in public decision making such as development planning, land-use planning, etc.

Language proficiency

Proficiency in written and spoken English and Albanian is a must.

Other skills

Computer literacy (Microsoft Office, Internet) is essential.

CONTACT

Qualified and interested candidates are hereby requested to apply. Applications shall be submitted by mail not later than 17:00 CET, Wednesday 1st August, 2018, in the following address:

Att: Zana Vokopola

St. "Asim Vokshi", Bld.14, Entry 11, AP.56

Tirana, Albania.

The application should contain the following:

- Curriculum vitae in Europass CV format¹, including clear statements on candidate's language skills education and professional experience, as well as the contact details (valid email and telephone number) of the Candidate; and
- Cover/ Motivation letter².

The application missing any of the above mentioned documents will not be considered. Only shortlisted candidates will be contacted for an interview.

¹ <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

² The motivation letter shall be no longer than 2 pages and concisely illustrate the candidate's interests and value added with respect to the advertised position.

ANNEX I – TIMEFRAME OF THE TASKS/ACTIVITIES

WP	DUTIES OF ASSIGNMENT / DELIVERABLES	May-December 2018								January-December 2019												January-April 2020			
		05	06	07	08	09	10	11	12	01	02	03	04	05	06	07	08	09	10	11	12	01	02	03	04
WP3	<u>D3.6.2 - Common Vision & Consultation</u> Contribute to the Roadmap and participate to the consultation procedure for compiling the final edition of the Joint Roadmap.																								
WP5	<u>D5.6.1 - One Consultation Workshop</u> Organize a consultation workshop, based on the 1 st version of the <i>Local Preparedness and Emergency Plan</i> for committed parties and invited experts.																								
WP5	<u>D5.6.2 - Local Risk Assessment</u> Co-conduct a Pilot assessment of local preparedness and facilities/services for PwD and Elderly persons in Kolonja, in order to identify key issues and gaps. The activity involves a door-to-door identification of target group members living in the area of Kolonja. It is essential to identify and register the community's vulnerable populations. Focus will also be in conducting door-to-door campaigns. A key aspect of this work, is the set-up of a local team of 2 inspectors, training the inspectors, conducting the field inspections and interviews, and reporting on the findings of the inspections.																								
WP5	<u>D5.6.4 - Technical support to the Pilot Multi-Sectorial Exercise in the Field</u> Technical assistance in designing and coordinating the preparation of the field exercise in Kolonja: Designing, coordinating and reporting on the field exercise. A brief activities report shall be produced (in English).																								
WP5	<u>D5.6.5 - Data collection for the Impact Assessment Activity</u> Conduct questionnaire-based interviews of the participants to the exercise in Kolonja, for the purpose of the impact assessment study (by LB1). Contributing to the design of the questionnaires, training the interviewers, translating the report and the filled-in questionnaires and formulating the report to the lead. Provide consultancy, inputs and review, regarding the Project's sustainability plan.																								