



Project Title: Solomon Islands Early Recovery Assistance for April 2014 Floods

Regional UNDAF Outcome 1.1: Improved resilience of PICTs, with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management.

Solomon Islands UNDAF Outcome 1.1: Improved national, provincial and community preparedness and responsiveness to climate change and disaster risks and sustainable management of natural resources

National Development Priority(NDS) Objective 7: Effectively respond to Climate Change and Manage Environment and Risks of Natural Disasters

Implementing Partner: United Nations Development Programme

Responsible Parties: UNDP/NDMO and World Vision Solomon Islands

Brief Description

UNDP is using the "Early Recovery and Cross Cutting Window of Thematic Trust Fund for Crisis Prevention and Recovery" funding to support and contribute to the Government's efforts in the Early Recovery process. The total funding for this project is USD\$500,000 and will be disbursed within One year. The funding will be used to cover the following: 1. Building the capacity of the National Disaster Management Office and its key partners through the development of relevant policies and delivery of trainings 2. Establishment of a Project Management 3. Partnership with World Vision Solomon Islands to deliver appropriate livelihood and agricultural activities

Key Result Area (Strategic Plan): Crisis Prevention and Recovery
Award ID: 00083090
Project ID: 00091740
Start Date: 1st September 2014
End Date: 2nd September 2015
Management Arrangement: UNDP Direct Implementation

Total Budget	\$500,000
Allocated resources:	
• Government	_____
• Regular (TRAC3)	\$500,000

Agreed by (UNDP Fiji MCO): _____

UN Resident Coordinator and UNDP Resident Representative



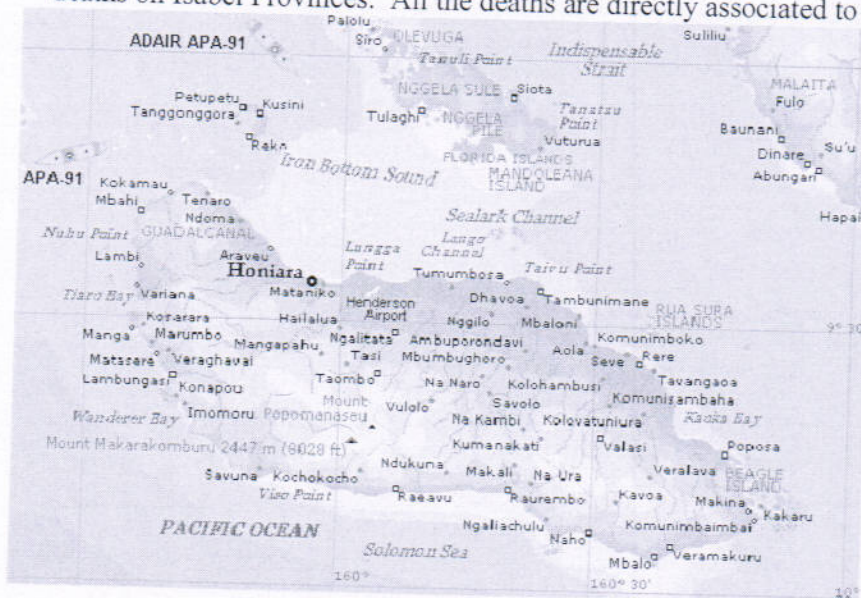
Table of Contents

Background:.....	3
Situation Analysis:	3
PROJECT STRATEGY:	4
Results and Resources Framework.....	5
2014 Annual Workplan:	8
MANAGEMENT ARRANGEMENTS:	11
MONITORING AND EVALUATION.....	12
Annex 1: Initial Risk Log.....	14
Annex 2: Terms of References.....	15

Background:

Between the 2nd to 5th April 2014 a tropical depression developed into Tropical Cyclone Ita. Over this 4 day period a total of 715mm of rain fell - triple the average rainfall for the month of April. Severe flash flooding affected all major river systems on Honiara and on Guadalcanal. Resulting impacts affected all aspects of life in affected areas.

An estimated 10,092 Internally Displaced People (IDPs) were evacuated and taken to shelters at 27 Evacuation Centers across Honiara and on Guadalcanal. Twenty two (22) people were confirmed dead across the country of which 18 deaths were in Honiara City, 2 deaths on Guadalcanal and 2 deaths on Isabel Provinces. All the deaths are directly associated to the bad weather

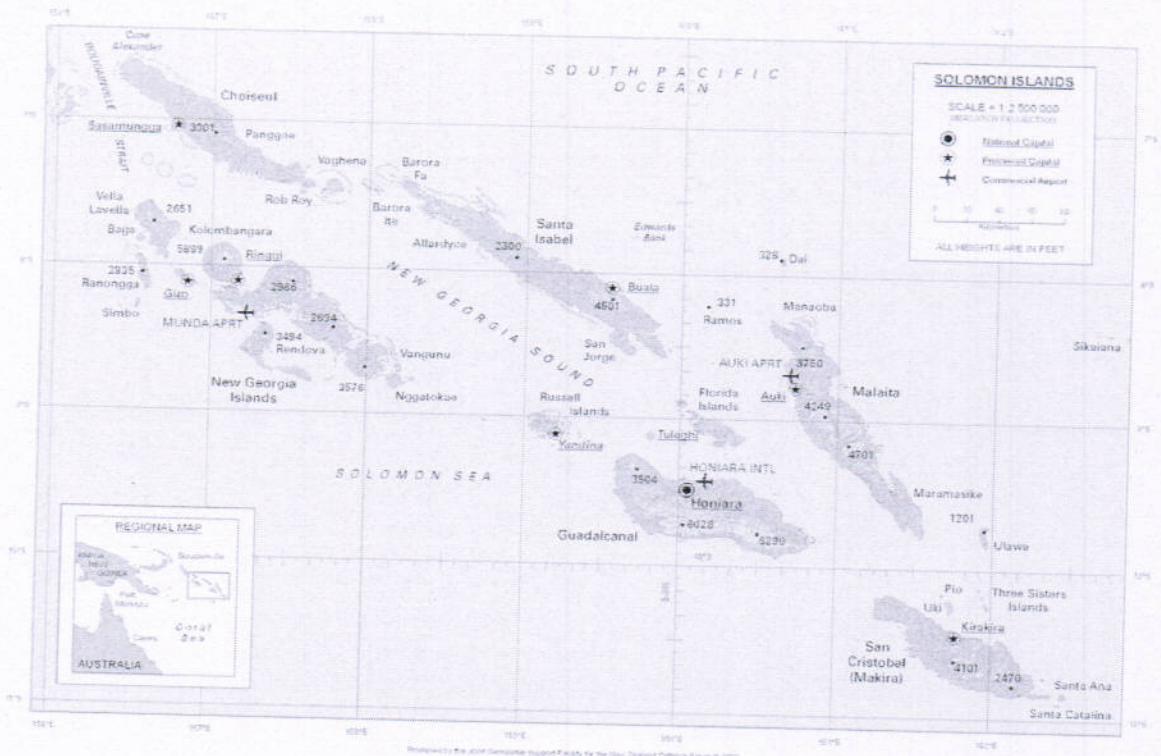


Situation Analysis:

To date only 38% of the official disaster area (Honiara and Guadalcanal Province) have been covered through assessments and the delivery of immediate assistance. This leaves a large area that has received no immediate aid. This is starting to become a priority for the national government, which is also facing upcoming elections. Initial estimates of 40,000 people affected by the disaster

were based upon the Governments focus on Honiara and GP. Maps of river catchment areas were used with statistics on villages close to these rivers to come up with this figure. Apparently a government resolution was passed to extend assistance to the rest of the island as well as the Southern part of the Island of Malaita (see map on following page). The impact of these decisions is to potentially - significantly - expand the scope of assessment and relief activities. Given the late date of incoming assessments there have been a number of discussions about the utility of assessments in providing timely information for decision making.

NDMO is also stretched in terms of its capacity to coordinate an overall response and recovery assistance to the disaster. Given this situation this project has been developed to support the Early Recovery efforts of the National Disaster Management office (NDMO) as well as begin work on the Preparedness for next disasters. The project will also work on building the capacity of NDMO and its key partners.



PROJECT STRATEGY:

UNDP will use the *“Early Recovery and Cross Cutting Window of Thematic Trust Fund for Crisis Prevention and Recovery”* funding to support and contribute to the Government’s efforts in the Early Recovery process.

All activities will be coordinated through the local authority that is the National Disaster Management Office as well as with an International NGO, World Vision Solomon Islands. Other donors/ NGOs will also provide support under their respective mandates.

UNDP will assist the government in the following areas:

1. Building the capacity of the National Disaster Management Office and its key partners through the development of relevant policies and delivery of trainings
2. Establishment of a Project Management unit to ensure implementation of activities as well as coordination with other key partners
3. Partnership with World Vision Solomon Islands to support the monitoring of Internally Displaced Persons returning Malaita as well as deliver appropriate livelihood and agricultural trainings

Results and Resources Framework

Outcome- Regional UNDAF Outcome 1.1: Improved resilience of PICTs, with particular focus on communities, through integrated implementation of sustainable environmental management, climate change adaptation/mitigation, and disaster risk management.

Solomon Islands UNDAF Outcome 1.1: Improved national, provincial and community preparedness and responsiveness to climate change and disaster risks and sustainable management of natural resources
Baseline: National response plans updated in Solomon Islands (1989) not mainstreamed in national planning process. Target: Disaster risk reduction and management institutionally mainstreamed in Solomon Islands.

Applicable Key Result Area: Crisis Prevention and Recovery

Partnership Strategy: UNDP Direct Implementation (DIM) with the National Disaster Management Office, Ministry of Environment, Climate Change, Disaster Management and Meteorology, as the Government cooperating agency together with various NGOs, donors and other stakeholders.

Project title and ID (ATLAS Award ID):

INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
Outcome 1: National capacity is strengthened to integrate and implement policies for preparedness and effective response to disasters				
<p>Output 1.1 National Disaster Management office (NDMO) staff and key counterparts are trained on sensitive approaches to effective camp management and coordination</p> <p>Baseline: No strategy on effective Camp Management</p> <p>Indicators: Camp Management strategy created and shared</p>	<p>Camp Management Strategy completed</p>	<p>1.1.1 Provide an intensive training course to relevant staff in the NDMO in effective camp management and storage management.</p> <p>1.1.2 Train NDMO staff and key counterparts on sphere standard operating procedures for camp management and coordination</p> <p>1.1.3 Assist the NDMO to develop internal institutional structures and capacity with clear roles and responsibilities and accountabilities</p>	<p>UNDP/NDMO</p>	<p>Workshop: 10,000</p> <p>Travel: 5,000</p> <p>Workshop: 5,000</p>
<p>Output 1.2: National Disaster Management office has greater capacity to assess and design effective approaches to disaster response and early recovery.</p> <p>Baseline: Limited capacity to assess and design effective approaches to Response and Early Recovery</p>	<p>Lessons Learnt workshop completed</p>	<p>1.2.1 Develop and train NDMO and key counterparts on standard assessment tools to ensure effective flow and coordination of information and support</p> <p>1.2.2. Technical support on documentation and IDP registration</p> <p>1.2.3 Initiate a lesson's</p>	<p>UNDP/NDMO</p>	<p>Workshop: 10,000</p> <p>Workshop: 20,000</p>

Indicators: Lessons Learnt workshop completed		learned workshop to document IDP management in past Disasters		
Output 1.3: Public have improved awareness of and involvement in a long term Disaster Preparedness strategy Baseline: Public are not informed fully on Disaster Preparedness and Response Indicators: Evidence of improved advocacy on Disaster Preparedness and Response	Disaster Preparedness strategy created	1.3.1 Create an inclusive Public Awareness strategy for the National Disaster Management Office 1.3.2 Support provided to design and deliver advocacy campaigns	UNDP/NDMO	Printing Costs: 15,000
Outcome 2: Project Management unit is established				
Output 2.1 In partnership with the National Disaster Management Office the project is implemented in an effective and efficient manner Baseline: No Project Staff to implement effectively Indicators: Project Management unit is established and fully functional	Project Management Unit is established	2.1.1 Project Coordinator with IDP experience is deployed 2.1.2 Necessary staff are recruited to provide necessary support to the implementation 2.1.3 Office administrative costs 2.1.4 Monitoring and Evaluation to ensure effective and transparent implementation	UNDP/NDMO	Project Coordinator: \$180,000 Communications Officer and Project Assistant: \$16,000 \$33,500 Travel and Meetings: \$5,793
Outcome 3: Citizens engaged in building a more resilient community (World Vision Support)				
Output 3.1: Flood affected households have their immediate home garden and agricultural needs met and are better informed about livelihoods decision making Baseline: Victims food gardens are not fully recovered	Victims food gardens are supported and fully recovered	3.1.1 Provision of 1300 lots of seedlings to affected families in Guadalcanal Plains 3.1.2 Provision of 1300 tool kits for livelihoods provided to flood affected families in Guadalcanal Plains 3.1.3 Livelihoods training provided to 40 flood affected communities	World Vision/UNDP	USD\$112,300

Indicator: Evidence of food gardens restored				
Output 3.2– Flood affected communities are better prepared for future disasters Baseline: Communities are not fully prepared for future disasters Indicator: Disaster Risk Reduction training conducted	DRR trainings conducted	3.2.1 40 disaster resilient community nurseries are constructed in appropriate locations to provide a reserve stock of food for families 3.2.1 40 communities provided with Disaster Risk Reduction (DRR) training	World Vision/UNDP	\$13,960
Output 3.3-People repatriated to Malaita are monitored and information collected to inform future disaster response activities Baseline: Proper information management for IDPs not conducted Indicator: Full information package created for IDPs repatriated to Malaita	Information package of IDPs created	3.3.1 World Vision staff in South Malaita with support from Honiara head office monitoring returnees in South Malaita.	World Vision/UNDP	\$73,447
			Project Total	500,000

2014 Annual Workplan:

Project Title: Solomon Islands Early Recovery Assistance for April 2014 Floods				
National Development Priority: Objective 7: Effectively respond to Climate Change and Manage Environment and Risks of Natural Disasters				
Expected Outcomes	Activities	Budget Code	Total	Responsible Agency
Outcome 1: National capacity is strengthened to integrate and implement policies for preparedness and effective response to disasters				
Output 1.1 National Disaster Management office (NDMO) staff and key counterparts are trained on sensitive approaches to effective camp management and coordination	1.1.1 Provide an intensive training course to relevant staff in the NDMO in effective camp management and storage management.			UNDP
	Workshops (Venue Hire/Catering)	75700	\$ 10,000.00	
	Travel	71600	\$ 5,000.00	
	1.1.2 Train NDMO staff and key counterparts on sphere standard operating procedures for camp management and coordination			
	Workshops (Venue Hire/Catering)	75700	\$ 5,000.00	
	1.1.3 Assist the NDMO to develop internal institutional structures and capacity with clear roles and responsibilities and accountabilities			
Output 1.2: National Disaster Management office have greater capacity to assess and design effective approaches to disaster response and early recovery.	1.2.1 Develop and train NDMO and key counterparts on standard assessment tools to ensure effective flow and coordination of information and support			
	Workshops (Venue Hire/Catering)	75700	\$ 10,000.00	
	1.2.2. Technical support on documentation and IDP registration			
	1.2.3 Initiate a lessons's learned workshop to document IDP management in past Disasters			
	Workshops (Venue	75700	\$ 20,000.00	

	Hire/Catering)				
Output 1.3: Public have improved awareness of and involvement in a long term Disaster Preparedness strategy	1.3.1 Create an inclusive Public Awareness strategy for the National Disaster Management Office				
	1.3.2 Support provided to design and deliver advocacy campaigns				
	Develop knowledge products (Posters, Case Studies, Pamphlets etc)	74200	\$	15,000.00	
Total Cost for Outcome 1				\$	65,000.00
UNDP					
Outcome 2: Project Management unit is established					
Output 2.1 In partnership with the National Disaster Management Office the project is implemented in an effective and efficient manner	2.1.1 Project Coordinator with IDP experience is deployed				UNDP
	Salary	61300	\$	180,000.00	
	2.1.2 Necessary staff are recruited to provide necessary support to the implementation				
	Project Assistant	71400	\$	8,000.00	
	Communications officer	71400	\$	8,000.00	
	2.1.3 Office administrative costs				
	Sationeries	72500	\$	1,500.00	
	Internet	72400	\$	32,000.00	
	2.1.4 Monitoring and Evaluation to ensure effective and transparent implementation				
	Travel	71600	\$	5,000.00	
Meetings	75700	\$	793.00		
Total Cost for Outcome 2				\$	235,293.00
UNDP					
Outcome 3: Citizens engaged in building a more resilient community (World Vision Support)					
Output 3.1: Flood affected households have their immediate home garden and agricultural needs met and are better informed about livelihoods decision making	3.1.1 Provision of 1300 lots of seedlings to affected families in Guadalcanal Plains		\$	15,600.00	UNDP
	3.1.2 Provision of 1300 tool kits for livelihoods provided to flood affected families in Guadalcanal Plains		\$	92,300.00	
	3.1.3 Livelihoods training provided to 40 flood affected communities		\$	4,400.00	

Output 3.2– Flood affected communities are better prepared for future disasters	3.2.1 40 disaster resilient community nurseries are constructed in appropriate locations to provide a reserve stock of food for families		\$ 9,560.00
	3.2.1 40 communities provided with Disaster Risk Reduction (DRR) training		\$ 4,400.00
Output 3.3-People repatriated to Malaita are monitored and information collected to inform future disaster response activities	3.3.1 World Vision staff in South Malaita with support from Honiara head office monitoring returnees in South Malaita.		
	Monitoring exercises		\$ 18,000.00
	Casual Staff		\$ 6,120.00
	Technical Support Cost		\$ 26,161.00
	Programme Support Cost (11%)		\$ 23,166.00
Total Cost for Outcome 3			\$ 199,707.00
Total Project Cost			\$ 500,000.00

MANAGEMENT ARRANGEMENTS:

In order to ensure the timely provision of support to the Government's efforts, the Direct Implementation (DIM) approach will be used.

The implementing partner for this project will be the UNDP-Honiara Sub-Office, who will be responsible for the management of this project under the direct control of the programme manager. The programme manager has a direct reporting responsibility to the Deputy Resident Representative.

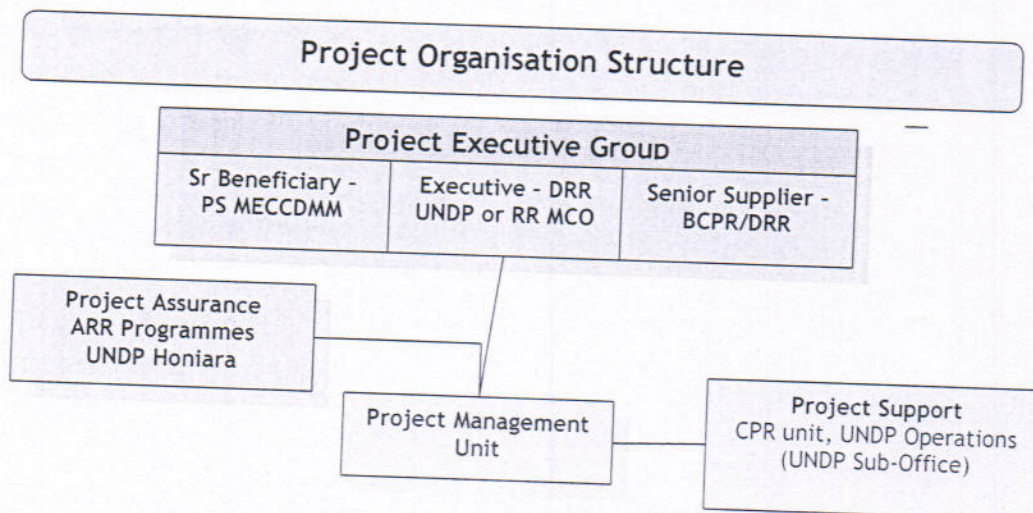
The project will be guided by the Project Board who will make decisions and reviews based on the principle of consensual management. Project reviews by the Project Board are made at designated decision points during the running of the project, or as necessary when the need is raised by the Project Manager.

This Project Board comprises of three entities, that is; 1) the Executive who chairs the board and represents the project executing body, 2) the Senior Supplier who will provide guidance regarding the technical feasibility of the project, and 3) the Senior Beneficiary who is to ensure that the project benefits are realized from the perspective of project beneficiaries.

The Deputy Resident Representative (DRR) of UNDP Honiara Sub-Office will take the Executive and Senior Supplier's role, and the Permanent Secretary (PS) of the Ministry of Environment, Climate Change and Disaster Management and Meteorology will take the Senior Beneficiary's role.

The role of the Project Assurance is to support the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Assistant Resident Representative of UNDP Programmes will undertake the Project Assurance role for the Project Board.

The Crisis Prevention and Recovery unit of the UNDP Honiara Sub-Office will provide the Project support to ensure the timely implementation of the project.



MONITORING AND EVALUATION

This project will be implemented over a period of 1 year; therefore an evaluation will be conducted at the end of the project to provide an overall assessment of the recovery and rehabilitation process.

An end-project report will be prepared within a month after the operational closure of the project; this report will capture major project results; lessons learned; follow-on action; recommendation; and a financial summary. Quality management for the project activity results shall be undertaken using the following format:

Outcome 1: National capacity is strengthened to integrate and implement policies for preparedness and effective response to disasters		
Output 1.1	<i>National Disaster Management office (NDMO) staff and key counterparts are trained on sensitive approaches to effective camp management and coordination</i>	Start Date: August 2014 End Date: August 2015
Purpose	<i>Enhancing the capacity of NDMO and its key partners to ensure effective response, coordination to Disasters.</i>	
Description	1.1.1 <i>Provide an intensive training course to relevant staff in the NDMO in effective camp management and storage management</i> 1.1.2 <i>Train NDMO staff and key counterparts on sphere standard operating procedures for camp management and coordination</i> 1.1.3 <i>Assist the NDMO to develop internal institutional structures and capacity with clear roles and responsibilities and accountabilities</i>	
Quality Criteria	Quality Method	Date of Assessment
<i>Standard Operational Procedures completed</i>	<i>Direct observation</i>	<i>April 2009</i>
Output 1.2:	<i>National Disaster Management office has greater capacity to assess and design effective approaches to disaster response and early recovery.</i>	Start Date: August 2014 End Date: August 2015
Purpose	<i>Government capacity enhanced to assess and design effective approaches to disaster response and early recovery</i>	
Description	1.2.1 <i>Develop and train NDMO and key counterparts on standard assessment tools to ensure effective flow and coordination of information and support</i> 1.2.2 <i>Technical support on documentation and IDP registration</i> 1.2.3 <i>Initiate a lesson's learned workshop to document IDP management in past Disasters</i>	
Quality Criteria	Quality Method	Date of Assessment
<i>Coordination of response—including for early recovery</i>	<i>Direct observation</i>	<i>October 2009</i>
<i>Capacity of NEOC enhanced</i>	<i>Direct observation</i>	<i>October 2009</i>
Outcome 2: Project Management unit is established		
Output 2.1:	<i>Output 2.1 In partnership with the National Disaster Management Office the project is implemented in an effective and efficient manner</i>	Start Date: August 2014 End Date: August 2015
Purpose	<i>Project management unit is established and operating effectively to implement the project</i>	

Outcome 1: National capacity is strengthened to integrate and implement policies for preparedness and effective response to disasters		
<i>Description</i>	2.1.1 Project Coordinator with IDP experience is deployed 2.1.2 Necessary staff are recruited to provide necessary support to the implementation 2.1.3 Office administrative costs 2.1.4 Monitoring and Evaluation to ensure effective and transparent implementation	
Quality Criteria	Quality Method	Date of Assessment
<i>Project Staff are recruited and Management unit functioning</i>	Direct observation	October 2009
Outcome 3: Citizens engaged in building a more resilient community (World Vision Support)		
Output 3.1:	<i>Flood affected households have their immediate home garden and agricultural needs met and are better informed about livelihoods decision making</i>	<i>Start Date: August 2014 End Date: August 2015</i>
Purpose	<i>Victims food gardens are supported and fully recovered</i>	
Description	3.1.1 Provision of 1300 lots of seedlings to affected families in Guadalcanal Plains 3.1.2 Provision of 1300 tool kits for livelihoods provided to flood affected families in Guadalcanal Plains 3.1.3 Livelihoods training provided to 40 flood affected communities	
Quality Criteria	Quality Method	Date of Assessment
Food gardens are restored	Direct observation	October 2009
Output 3.2:	<i>Flood affected communities are better prepared for future disasters</i>	<i>Start Date: August 2014 End Date: August 2015</i>
Purpose	<i>Flood victims are well educated on Disaster Preparedness</i>	
Description	3.2.1 40 disaster resilient community nurseries are constructed in appropriate locations to provide a reserve stock of food for families 3.2.1 40 communities provided with Disaster Risk Reduction (DRR) training	
Quality Criteria	Quality Method	Date of Assessment
Disaster Risk trainings are conducted	Direct observation	October 2009
Output 3.3:	<i>People repatriated to Malaita are monitored and information collected to inform future disaster response activities</i>	<i>Start Date: August 2014 End Date: August 2015</i>
Purpose	<i>Monitor the movement of IDPs following the 2014 Flash Flooding</i>	
Description	3.3.1 World Vision staff in South Malaita with support from Honiara head office monitoring returnees in South Malaita	

Annex 1: Initial Risk Log

#	Description	Date Identified	Type ¹	Impact & Probability <i>Note: 1=low, 5=high</i>	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Slow Procurement process of UNDP	Initial	Operational	Due to the very slow Procurement Process of UNDP, there could be a delay in the implementation of the Project causing a very slow delivery. Probability (P): 2 Impact (I): 3	Advanced planning between agencies is required to ensure timely implementation	Project Manager	NA (Initial identification)	Upon the project approval	Identified
2	Identification and recruitment of Project Coordinator	Initial	Operational	Slow HR process to recruit International Personnel could create a late start in the Project start up Probability (P): 3 Impact (I): 2	Full support from panel members and implementing partners are needed to push the process forward	Project Manager	NA (Initial identification)	Upon the project approval	Identified

¹ Environmental, Financial, Operational, Organizational, Political, Regulatory, Security, Strategic or Other

Annex 2: Terms of References

I. Position Information

JOB CODE TITLE: Capacity Building Project Coordinator
DUTY STATION: Honiara, Solomon Islands
DURATION: 1 year
LANGUAGE: English

II. Background & Organizational Context

A. Crisis context

Starting 1st April 2014, persistent heavy rains arising from a tropical low around Guadalcanal Island in Solomon Islands resulted in the bursting of the local river banks and flooding. By 3rd April, several communities around Honiara had become severely affected for flooding, with houses being swept away. By 7th April, continued flooding had affected over 50,000 people across the country, resulting in 23 confirmed fatalities and 10,000 people in evacuation centres around Honiara and other affected provinces, including Makira-Ulawa, Malaita and Isabel. On 7th April the tropical low was upgraded to Tropical Cyclone Ita but, moving away from the country, further heavy rain warnings and cyclone watches were cancelled.

B. National and International Response

Following the event, the Government of Solomon Islands has worked with the international community, civil society and other stakeholders to address humanitarian response needs. The Government requested the assistance of the UNOCHA-led Pacific Humanitarian Team (PHT) personnel and supplies to support response efforts. SIG is also receiving assistance from the PHT for the development of a Humanitarian Action Plan (HAP) developed through disaster response clusters.

Based on the NDMO re-registration of IDPs on the Evacuation Centers on 18th April, there were 10,092 IDPs living in the Evacuations. As of 24th April, the numbers of IDPs living in the Evacuation Centers reduced by 2,736, this is a reduction of about 37% - a sign that the voluntary repatriation has been making good progress. The Numbers of Evacuation Centres has also reduced. From the initial 27 Centres, 14 Centres are now closed, this is 51.8% reduction on of the Centres, living only 13 Centres in operational. As of writing this TORs the number of displaced people stands at an estimated 1000 NDMO is working actively to repatriate these people to their home villages so that resources can be used to assist those that need it most.

III. Functions/Key Results Expected

Building the Government of Solomon Island's capacity to deepen resilience, preparedness and effective response to disasters.

Under the overall supervision of the Resident Coordinator and under daily supervision of the Deputy Resident Representative, UNDP, the Capacity Building Advisor, will support the Solomon Islands Government (SIG) on issues related to the preparedness and management of effective disaster response and recovery. The advisor will also be based in the National Disaster Management Office and will be responsible for managing and coordinating project activities and providing technical support to the National Disaster Management Office and UNDP.

Summary of Key Functions:

1. Lead in strengthening the capacities of the National Disaster Management office and other national and local institutions in Disaster preparedness and management
2. Creation of strategic partnerships among key stakeholders, including, UN agencies, keys ministries, donors, international and national NGOs, and other international and regional professionals
3. Effective support to Camp Management, IDP registration and linking to International Conventions and effective approaches
4. Provide strategic advice and technical assistance to the National Disaster Management Office, UNDP and key partners
5. Serve as a Coordinator of the Early Recovery Project

1. Lead in strengthening the capacities of the National Disaster Management office and other national and local institutions in Disaster preparedness and management

- Assessment of capacity building needs of the government and partner agencies and identifying opportunities for intervention
- Work closely with National Emergency Operation Centre to establish appropriate procedures for Disaster Response
- Assist the NDMO to develop internal institutional structures and capacity with clear roles and responsibilities and accountabilities
- Develop and train NDMO and key counterparts on standard assessment tools to ensure effective flow and coordination of information and support
- Provide national counterparts with comparative experiences and best practices on effective disaster management and preparedness
- Support the strengthening of local village disaster risk committees
- Initiate a lesson's learnt workshop to capture existing preparedness and response gaps

2. Creation of strategic partnerships among key stakeholders, including, UN agencies, government keys ministries, donors, international and national NGOs, and other international and regional professionals

- Create and maintain existing networks with donor, line ministries and local key players
- Strengthen UN/UNDP relations with senior government counterparts and key stakeholders in order to build entry points and partnerships

3. Effective support to Camp Management, IDP registration and linking to International Conventions and effective approaches

- Provision of written camp management and humanitarian standards, best practices, and tools to stakeholders
- Ensure linkages to legal entities of the Government and International Conventions to ensure understanding amongst key partners
- Assessment of camp management styles and coordination method as well as providing effective approaches to camp management
- Develop, with the responsible authorities, a camp management plan, according relevant standards and cross cutting issues
- Implementation, with the responsible stakeholders, of a camp management plan
- Periodic review of improvements in camp management practices and camp conditions

4. Provide strategic advice and technical assistance to the National Disaster Management Office, UNDP and key partners

- Provision of sound technical support on documentation and IDP registration
- Development of appropriate and key Standard Operating Procedures upon advise of the National Disaster Management office
- Provide strategic and quality advise for the development of appropriate policies to ensure effective coordination and management of Disaster preparedness, response and recovery

5. Serve as a Coordinator of the Early Recovery Project

- Ensure timely, efficient and effective implementation of the work plan according to the UNDP rules and regulations and adjust the work plan when and where necessary to ensure that the project outcomes and outputs are aligned with national priorities and frameworks of the relevant Ministries.
- Establish effective mechanisms to work effectively together with the National Disaster Management office and the UNDP office
- Liaise with other local and international actors to ensure synergy with other similar initiatives;

Supervise the conduct of relevant assessment to determine recovery and reintegration benefits and implementation modalities;

IV. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Substantive and technical expertise in one or more of the following areas:
- Camp management and IDP documentation and assessment.
- Facilitating multi-stakeholder national/local dialogues.
- Building national capacities to manage and coordinate future disaster response.
- Conflict sensitive programming.
- Sound knowledge of and exposure to a wide range of Post Disaster and development-related issues;
- Good knowledge of the country and region of assignment, including the political, economic and social dimensions, and their relation to the main engines of conflict;
- Ability to advocate and provide timely policy advice;
- Ability to identify issues and to use sound judgment in applying technical expertise to resolve a wide range of problems;
- Ability to work under extreme pressure in a highly stressful environment;

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Strong analytical capacity, including the ability to analyse and articulate Disaster response, recovery and development dimensions and related issues that require a coordinated UN response
- Good knowledge of institutional mandates, policies and guidelines pertaining to peace-building, recovery and development issues and sound knowledge of the institutions of the UN system;
- Willingness to keep abreast of new developments in the field

Management and Leadership:

- Excellent communication (spoken and written) skills, including the ability to draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
- Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.
- Fully proficient computer skills and use of relevant software and other applications.
- Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations.
- Very strong leadership capacities to guide a multi-cultural team in difficult circumstances
- Leads strategic planning, resource-based management and reporting;
- Pursues innovative approaches and translates them into viable program interventions;
- Formulates and manages budgets, contributions, transactions, and conducts financial analysis;
- Mobilizes resources and advises on cost recovery;
- Monitors and evaluates development projects and programs.

V. Recruitment Qualifications

Education:	Advanced university degree (Master's degree or equivalent) in Disaster management, international development, Governance, social development and/or related fields.
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	preferably with specialization in IDP Camp Management, Government Capacity Building and Policy design
Experience:	<p>At least 7- 10 years' experience in the following:</p> <ul style="list-style-type: none"> • Evacuation centre management experience. • Capacity building experience to partner governments • Extensive experience and comprehensive knowledge of a wide range of Disaster intervention related issues both at technical and policy levels; • Extensive experience in designing policies, strategies and Standard Operating Procedures specific to Disaster Management, Preparedness, Camp Management, Coordination and Recovery • Developing and facilitating dialogue, training and outreach programs • Knowledge of UNDP/UN regulations, rules, policies, procedures and practice.
Language Requirements:	Fluency in written and spoken <i>English</i> is required for this post.