

National Disaster Response Advisor

Terms of Reference

The National Disaster Response Advisor (NDRA) works under the overall supervision of the United Nations Resident Coordinator (RC) and receives support and methodological guidance from the OCHA Regional Office for the Middle East, North Africa and Central Asia (ROMENACA). The NDRA serves as focal point for emergencies and integration of disaster response into full scope of disaster risk management within the UN System. This position provides the essential interface between the UN system, non-UN IASC partners and the national body responsible for disaster management in the Islamic Republic of Iran.

Main Objectives and Responsibilities

During times of normalcy:

- Provide the secretariat function to the United Nations Disaster Management Team;
- Raise awareness within the UN system, IASC partners and the Government of the various tools, services and mechanisms available for emergency response and response preparedness;
- Promote the Hyogo Framework of Action and linkage between disaster response and disaster prevention and risk reduction within UN agencies, IASC partners, the Government and other relevant actors, particularly in relation to priority 5 on strengthening disaster preparedness for effective response;
- Advocate for / facilitate the incorporation of disaster preparedness in long-term comprehensive disaster risk management and development planning processes , such as United Nations Development Assistance Framework and national development plans;
- Facilitate the elaboration and/or update of UN and IASC Inter-agency Contingency Plans in accordance with relevant guidelines;
- Provide support to the UNDMT in strengthening its disaster response capacity including effective linkages with the national authorities as well as humanitarian partners, as described in the inter-agency contingency plan.
- Maintain day-to-day contact with the National Disaster Management organization;
- Monitor, analyze and report on humanitarian and disaster management developments in the country and their impact on vulnerable groups; prepare and update regular analysis and situation reports and briefing papers on core policy issues related to disaster preparedness and response;
- Carry out mapping of potential humanitarian crises and disaster emergencies at national as well as trans-boundary and regional levels;
- Monitor early warning indicators; inform the UNDMT of likely threats that could trigger a disaster in the country;
- Promote the engagement of IASC partners in relevant disaster preparedness and response initiatives in accordance with the Humanitarian Reform; facilitate the implementation of

the cluster approach within the in-country IASC Country Team in cooperation and coordination with the respective national authorities;

- Promote relevant setups and frameworks that could be used by the UN System as well as by the National authority to respond to disaster and emergency situations;
- Identify training needs of the UNDMT, humanitarian partners and the Government in the field of disaster response and response preparedness.
- Maintain cooperation/collaboration with relevant UN and IASC partners' Regional Offices, such as those of UNDP, ISDR and IFRC;
- Familiarize the national counterparts with OCHA's Tools and Services, including the promotion of the systematic participation of Iranian government and institutions at the relevant global programs and initiatives such as UNDAC and CIMCOORD.
- Promote regional cooperation through available initiatives and frameworks such as south-south cooperation and develop cooperation with the regional organizations such as Economic Cooperation Organization.
- Identify and introduce appropriate resources and tools for knowledge and expertise on disaster management such as CADRI from within UN system and other external partners.

In case of imminent danger (when the occurrence of a disaster can be anticipated)

- Ensure implementation of relevant provisions of the Inter agency Contingency Plan;
- Maintain close contact with national early warning systems, such as the meteorological service and national seismological institute with a view to monitor potential threats;
- Ensure circulation of relevant early warning information within the UN System and IASC partners; ensure coordination of preparedness activities in response to this information;
- In case of a probable impact within the next 24-48 hours, alert the Resident Coordinator and the UNDMT and advise of the steps that they need to take;
- Provide analysis and develop scenarios for the occurrence of disasters and emergencies and advise on best collective response actions by UN;
- Ensure the setting-up of an Emergency Operations Centre as described in the Contingency Plan;
- Draft situation and other types of reports as required.

During disaster or emergency situations

- Liaise and coordinate with the National Disaster Management Organization and other relevant disaster management authorities and inform the UNRC of the emergency context, probable developments and provide scenarios and appropriate recommendations;
- Ensure application of the coordination mechanisms and lines of action defined in the Inter-agency Contingency Plan;
- Facilitate the organization of / participate in inter-agency needs assessment missions;
- Advise the RC regarding request for international relief;
- Assist the RC to facilitate the deployment/reception of UNDAC missions.

- Facilitate or contribute to the preparation of OCHA emergency cash grant requests;
- Participate in the development of strategies for addressing humanitarian needs, such as Flash Appeals and other humanitarian strategy documents, as appropriate;
- Support external relations, public information and advocacy, as well as resource mobilization; support the dissemination of relevant information to the in-country donor community, as appropriate;
- Contribute to documentation of the lessons learned on the occurrence of disaster or emergency and response by the UN to improve future disaster preparedness and response planning and measures;
- Assist in the handover of tasks related to the relief phase to the United Nations Development Program (UNDP) as a lead of the Early Recovery Cluster;
- Provide technical advice to UN Agencies regarding enhancement of disaster preparedness and response capacities to be included in the recovery planning and programs;
- Ensure / contribute to the preparation of situation reports;
- Be ready to be deployed by OCHA in case of natural disasters in the region.

Supervision

- The NDRA will be working under the direct supervision of the UNRC and will report to him/her on a regular basis;
- The NDRA will work in close collaboration with OCHA ROMENACA, in a common effort to identify, prioritize and help address humanitarian needs arising from natural disasters.
- The NDRA will work under the guidance of OCHA ROMENACA for all technical issues as methodology, guidelines, formats, norms or indicators used in the region.
- In addition to the above responsibilities, the NDRA will carry out other related tasks as assigned by the UNRC in consultation with OCHA ROMENACA.

Qualifications

- Master degree in political science or international studies or disaster management or any other related field.
- Minimum of five years of experience in direct management of natural disasters, humanitarian emergencies, emergency preparedness, crisis/emergency relief management, rehabilitation and development.
- A network of national government and non-government institutions that work in DRR and DM;
- Experience in the region would be an asset.
- Proven analytical skills and experience on timely delivery of written reports, prepared in an accurate and concise manner.
- Familiarity with the UN system would be an asset.
- Computer literacy (Word, Excel, LOTUS, Internet).

- Ability to work with minimum supervision, with efficiency, competence and integrity with people of different national background.

Language:

- Farsi
- Fluent written and spoken English; knowledge of regional language is an asset.

Administration

- The NDRA is a National Office level B, according to qualifications.
- He/she will be administrated by UNDP in accordance with its rules and regulations.