



Australian
AID



Integrating Disaster Risk Reduction and Climate Change Adaptation (DRR/CCA) in
Local Development Planning and Decision-making Processes

TERMS OF REFERENCE

Position Title: Project Assistant

Duty Station: NEDA-RDCS

Duration: 11 months

Expected starting date: February 2012

Background

The Integrating DRR/CCA Project aims to mainstream disaster risk reduction and climate change adaptation into local decision making and planning processes in an integrated manner by: (a) enhancing local awareness and understanding of climate change and its effects on existing natural hazards, (b) developing tools to enable the formulation of physical framework/land use and development plans that address existing hazards while considering climate change risk; (c) demonstrating practical integrated DRR/CCA approaches at the community level; and (d) improving the national enabling environment through national and local DRR enhanced CC plans and multi-stakeholder coordinating mechanisms.

There are 10 project deliverables:

1. Supplemental Guidelines on Mainstreaming DRR/CCA into Land Use/Physical Framework Plans
2. Handbook on Establishing, Managing and Maintaining DR/CR data system
3. Reference Manual on Mainstreaming DRR/CCA in CLUP
4. 50 DRR/CCA-enhanced Provincial Development and Physical Framework Plans
5. 4 DRR/CCA-enhanced Comprehensive Land Use Plans
6. DRR/CCA strategies documented in 10 pilot communities
7. One knowledge product produced
8. National Climate Change Action Plan
9. Multi-stakeholder mechanisms
10. IEC and capacity development

The project runs until 2012 and is financed by the Australian Agency for International Development (AUSAID), administered by the United Nations Development Programme (UNDP). The National Economic and Development Authority (NEDA), through the Regional Development Coordination Staff (NEDA-RDCS) is the implementing agency. Partner agencies are the Housing and Land Use Regulatory Board (HLURB) and the Climate Change Office (CCO).



Responsibility

The Project Assistant will provide a range of technical and administrative support to the Project, contributing to the design, planning, management, implementation and monitoring of Project deliverables. Reporting to the Project Coordinator, the task of the Project Assistant includes:

- a. Provide substantive inputs, write reports, background documentations, concept notes and other similar technical documents;
- b. Gather, analyze and integrate data, maps, studies, and information on climate change, DRR, land use and physical plans and other information relevant to the Project;
- c. Provide technical assistance to provinces, NEDA Regional Offices towards completing the project deliverables, including review and follow up of outputs of project partners
- d. Provide secretariat and technical services during meetings, conferences, workshops, and the like, including preparation of documentation and up-to-date highlights/minutes, preparations of presentation materials, writing of speech/messages
- e. Coordinate with concerned GOP and UN agencies, and other project stakeholders;
- f. Prepare quarterly and annual accomplishment reports, work and financial plans and other reporting requirements as may be required by UNDP, AusAID, NZAP or the Project Board
- g. Assist in editing, publication and distribution of documents produced by the Project
- h. Attend to meetings and other required representations;
- i. Receive, record, and release programme documents and communications; and
- j. Perform other duties and functions as may be assigned by the Project Director, and/or the Project Coordinator.

The detailed tasks and other requirements shall be agreed upon with the Project Director.

Duty Station and Travel Arrangements.

The position is based at NEDA-RDCS. Domestic travel is contingent on project requirements.

Qualifications

- Degree in urban/regional planning, environmental planning and related field
- At least two years experience in urban/regional planning or related field. Experience on DRR/CCA projects an advantage.
- Ability to use GIS tools preferred
- Excellent writing, analytical and planning skills



Australian
AID



Integrating Disaster Risk Reduction and Climate Change Adaptation (DRR/CCA) in
Local Development Planning and Decision-making Processes

- Good interpersonal skills, including the capacity to network and relate to both internal and external constituencies of the project

Duration of Engagement

11 months starting February 2012 (full time)

Application requirements

Curriculum Vitae with letter of application (max. 2 pages) that explains applicant's suitability to perform the responsibilities of the position, including personal qualities, experience, and other competencies relative to the desired qualifications. Please send to:

Susan Rachel G. Jose

Director NEDA-Regional Development Coordination Staff and
National Project Director, Integrating DRR/CCA Project

sgjose@neda.gov.ph, wgsese@neda.gov.ph

Deadline: **COB January 19, 2012**. *Only short-listed applicants will be contacted.*