



Consultant supporting the strengthening of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR)

Position	Temporary Executive Director of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR)
The position reports to	UN-Habitat
Location	Maputo, Mozambique
Contract type	Temporary assignment
Start date	December 2021
Duration of contract	10 months
Closing date	29 October 2021

ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam South Africa is a member of international confederation of 20 organisations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

NOTE: All vacancies will be subject to requesting satisfactory references and may be subject to specific checks, including criminal records and anti-terrorism financial checks.

BACKGROUND

At the request of Madagascar, Malawi, Mozambique and the Union of Comoros, the United Nations Human Settlements Programme (UN-Habitat) facilitated the establishment of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR), which was launched in 2013. The Centre aims at fostering the development and dissemination of knowledge and solutions as well as developing capacities for disaster risk management, climate change adaptation and urban resilience. UN-Habitat has operated since 2013 as the Centre's Secretariat ad interim. The Centre has made crucial progress in establishing its presence at sub-regional and continental level, defining a visual identity and communication strategy and participating in several important events in Africa, identifying and capitalizing on other funding opportunities, which underpin the Centre under the coordination of UN-Habitat. Mozambique Cabinet endorsed the host country agreement in 2017:

<https://gazettes.africa/archive/mz/2017/mz-government-gazette-series-i-dated-2017-02-13-no-24.pdf>.

Oxfam is a member of the Executive Board of DiMSUR and UN-Habitat's implementing partner in a sub-regional project being executed under the auspices of DiMSUR, hence Oxfam's administration of this position.

The project entitled "Building Urban Climate Resilience in South-East Africa" ("SEA Urban Resilience project") financed by the Adaptation Fund is being implemented in Madagascar, Mozambique, Malawi and the Union of Comoros by UN-Habitat, in partnership with Oxfam and national governments and under the auspices of DiMSUR. This project has three components: (I) city level sub-projects implementing resilient infrastructure in a pilot city in each of the four countries; (II) national level interventions comprised of developing national tools and guidelines for strengthening urban climate resilience and delivering trainings at the national level and (III), regional level activities dedicated to inter-country experience sharing, cross-fertilisation and dissemination of lessons learned at the regional level. This component falls under the purview of DiMSUR, through the administration of Oxfam and with technical support from UN-Habitat and will be overseen by the DiMSUR Consultant.

This project component highlights the added value of adopting a regional approach compared to implementing projects in individual countries separately. Best practices will be captured from the different approaches adopted in the four cities of the project. A range of diverse technical solutions will be extracted from these local experiences, to be systematised and disseminated further. In addition, specific expertise existing in one country (e.g. Madagascar expertise on cyclones and Mozambique expertise on floods) can be disseminated and promoted in the other countries, so that mutual learning and synergies can be maximized in the region. In addition to implementing the regional component of this sub-regional project, there is also a need for operationalizing and scaling-up the work of DiMSUR in the region and establishing the Centre as a repository of regional knowledge and platform for coordination and sharing best practices.

JOB PURPOSE

The Consultant supporting the strengthening of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) will contribute to operationalisation, scaling-up and reinforcing the role of DiMSUR as a regional centre for excellence on disaster risk management, sustainability and urban resilience in southern Africa. This will be initiated in the context of the SEA Urban Resilience project for which the DiMSUR Consultant will oversee all aspects of the regional component, including planning, implementation, and reporting of project activities. Under this component local and national governments of the four countries will learn from each other good urban climate adaptation practices and will be better prepared to face common transboundary climate-related natural hazards. S/he will supervise (a *Logistics and Administrative Assistant and a number of expert consultants*), all based in the DiMSUR office in Maputo, Mozambique.

The Consultant supporting the strengthening of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) will ensure that the regional component of the SEA Urban Resilience project is planned and implemented according to agreed timelines and budgets in coordination with the Project Manager, the National Project Managers and the City Project Managers. The DiMSUR Consultant will undertake the substantive and oversee the logistical organisation of project activities and ensure the functioning of related online repositories and platforms. The DiMSUR Consultant will be responsible for coordinating reporting to the DiMSUR Executive Board (EB) and arranging logistics for meetings.

The Consultant supporting the strengthening of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) will also have representational functions liaising with other DRR/M, CCA/ urban resilience practitioners and project partners in the sub-region in order to identify shared learning opportunities leveraging expertise and resources of other activities under the DiMSUR umbrella, and knowledge management functions within DiMSUR. The DiMSUR Consultant will be expected to regularly meet and brief government partners and donors in order to update all stakeholders on the progress of the regional component of the SEA Urban Resilience project as well as DiMSUR's overall work in the sub-region. The DiMSUR Consultant will support resource mobilisation, programme development and membership expansion for the Centre.

The Consultant supporting the strengthening of the Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) will closely coordinate with the SADC DRR Unit to ensure the consideration DiMSUR's role in the future SADC Humanitarian Operation Centre (SHOC)..

OUTPUTS OF CONSULTANCY

1. Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) operational and clear workplan for the following 2 years defined in agreement with the member states.
2. Good practices and lesson learnt on building urban resilience from the Countries are shared, became part of the DiMSUR evidence-based repository and inform the DiMSUR workplan

3. Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) has established key partnerships, a solid network of stakeholders for synergies and complementarities and increased membership from other SADC Countries, included SADC/DRR Unit
4. Technical Centre for Disaster Risk Management, Sustainability and Urban Resilience (DiMSUR) has developed and started up a sustainability and financial plan.

KEY RESPONSIBILITIES

DiMSUR Operations and Support:

- Support the full operationalisation and expansion of DiMSUR using seed funding from the SEA Urban Resilience Project.
- Ensure strict compliance of DiMSUR activities with the DiMSUR Member States national policies and procedures, with relevant donor regulations and agreements, and relevant NGO codes of conduct.
- Take overall leadership in initiating and prioritising actions/activities according to the available funding, in line with the DiMSUR Strategic Plan.
- Coordinate closely and support the DiMSUR Secretariat ad-interim on DRM and Urban Resilience fundraising, supporting the development of high-quality concept notes and proposals linked to the DiMSUR Strategic Plan, and engage effectively with donors.
- Play a leadership role in the overall management of DiMSUR activities and projects.
- Collaborate with the National Governments to ensure that all technical and operational staffing and structure needs for DiMSUR activities are met.
- Support the legalisation process of the DiMSUR in Mozambique as well as other related logistic/operational issues.
- Manage the communications and outreach activities of DiMSUR including the DiMSUR website.
- Ensure that if DiMSUR becomes part of the SHOC this transition is smooth and strategic.

Managing the Regional Component of the SEA Urban Resilience Project, under the umbrella of the DiMSUR

- Provide programmatic support and oversight for the implementation of the regional component of the SEA Urban Resilience project.
- Based on the deliverables under the project's national component (national tools, guidelines, policies and/or legislation), derive common/harmonised guidelines on urban climate adaptation for the SADC region that can be followed by other member States and positively influence their own policies, legislation and approaches.
- Facilitate the preparation of publications and tools on lessons learned and best practices implemented in the four target to be disseminated both through SADC and DiMSUR websites and presented in regional/international events.
- Coordinate the collection of best practices and lessons learned making them available through the knowledge platform.
- Facilitate national peer reviews among the four participating countries regarding lessons learned and best practices under component 1 (at city level) and component 2 (at national level) in order to identify cross-fertilisation activities.
- Facilitate the organisation of cross-fertilisation activities between countries,
- Organise annual regional workshops and project steering committees for experience sharing among the four participating countries.
- Work with UN-Habitat and Oxfam to design workplans and activity budgets, ensuring linkages with existing regional initiatives such as SHOC, and a clear phased plan of action up to 3 years;
- Ensure that the minimum standards of project implementation are maintained in accordance with the DiMSUR's Strategic Plan and Charter (also considering the Oxfam Code of Conduct)
- Coordinate with DiMSUR EB members and UN-Habitat Project Managers to ensure that technical backstopping support is in place.

Reporting:

- Produce high quality and timely sitreps/reports (where necessary) for the DiMSUR EB, Adaptation Fund Board and within agreed reporting schedules as required.

Representation & Advocacy & Organisational Learning:

- Work with the ROAF communications team and pro-actively identify advocacy opportunities.
- Play a leadership role in shaping communications and media content in line with DiMSUR priorities, acting as a spokesperson when required.
- Represent DIMSUR in different meetings at national, regional and international levels.
- Regularly undertake representation and advocacy activities in collaboration with other DIMSUR EB members and with relevant government ministries at the national and regional levels.

General:

- Comply with the the DiMSUR Charter’s principles and codes of conduct;
- Take the lead on other DiMSUR synergies with SHOC
- Manage financial resources with integrity.
- Apply program quality standards to project design and organizational learning.

EXPERIENCE, KNOWLEDGE AND COMPETENCIES

Essential

- Education to MSc/PhD level in a relevant subject or equivalent field experience.
- At least seven (7) years' work experience in developing countries with a good understanding of DRR/DRM/CCA Programming.
- Strong teamwork, coordination and strategic planning skills.
- Strong language skills in Portuguese and English required, French is an asset.
- Extensive experience of working internationally in DRR/M; CCA, Resilience Programmes preferably in Sub-Saharan Africa
- Previous experience of managing DRR/M, CCA programmes at a regional level, multi-national teams, across multiple locations.
- Experience of senior level representation.
- Experience in developing and negotiating successful partnerships with institutional donors.
- Ability to write clear and well-argued project reports.

Desirable

- Specific experience of designing and managing regional projects is an asset.
- Urban DRM/CCA/Resilience regional projects relevant experience is an asset.
- Valid work permit for Mozambique

PAYMENT AND INSTRUCTIONS FOR INTERESTED CONSULTANTS

Overall expression of interest will be evaluated based on technical and financial proposals demonstrating value of money and strong technical description.

Payment will be done in three instalments, 30% upon contract signature, 30% upon UN Habitat approval of mid-term evaluation of results, 40% upon UN Habitat approval of the final evaluation of results.

What costs to include in the offer: Consultants should include the following costs in their offer’s budget: daily rate, cost of international travel (home location of consultant to Maputo and back, applies to international consultants only). Please note that daily rate should not exceed 280 USD, in line with the budget available.

What costs not to include in the offer: Oxfam will pay for and procure the following for the assignment and therefore the following costs should NOT be included in the offer: pick-up/drop-off of consultant(s) from airport (applies to international consultants only), travel inside Mozambique for meetings, office costs.

EXPRESSION OF INTEREST

Interested Individuals, organizations or research/consultancy firms, with the experience and skills described in the ToR should submit Expression of Interest (EOI). The EOI must include:

A cover letter of no more than 2 pages introducing the consultant and how the skills and competencies described above are met, with concrete examples. Please also use this cover letter to indicate the consultants' availability for the proposed period. Note: the consultancy should start as early as possible in September 2021 to conclude in June 2022. **The possession of the required languages and of the work permit should be indicated very clearly.**

Technical Proposal: The technical proposal should include an interpretation of the objectives of the consultancy, detailed methodology and an elaborate work plan. Consultant capacity statement, past experience and activities related to assignment, CV of the consultant; names, addresses and telephone numbers of three professional referees.

Financial Proposal: A one-page budget of the offer, covering all major anticipated costs.

HOW TO APPLY

Interested consultants are invited to submit their EOI to: ozahr@oxfam.org.za (c/c princess.milolo@oxfam.org.za) indicating in the subject "**DiMSUR_Consultant_2021_name_surname**" by 24 September 2021.

EVALUATION CRITERIA

The EOIs received will be evaluated on the basis of consistency with the requested profile. The evaluation criteria are specified in the table below.

Part	Criteria	Award criteria	Score
Cover letter	Consultant's Qualifications and experience in the field covered by the TOR	Academic Qualifications Specialization and proven experience in the field related to the assignment Qualifications, skills, and experience of the consultant	30%
Technical proposal	Quality / Understanding of the TOR	Meeting technical requirements (quality of the proposal) OR Level of understanding the assignment as per TOR. It considers how deep the consultant understood the work including the scope. (Not just copy and paste from the TOR Content) Adequacy of the proposed approach and methodology to undertake the task based on the TOR & scope Proposed workplan (realistic of workplan) Detailed Work Plan to carry out the work highlighting key milestones & deadlines	40%
Financial proposal	Value for money	Clarity of the cost breakdown Fair and reasonable budget	30%