

TERMS OF REFERENCE

NATIONAL CONSULTANCY- ETC PREPAREDNESS CONSULTANT

1. Background:

Mongolia's growing vulnerability to disasters calls for an urgent need to revamp its preparedness to respond to a disaster. Should a disaster occur at this time, it will become a double burden on the weakened economy caused by multiple impacts of a disaster and the COVID-19 pandemic. Mongolia's location in the high-risk seismic zones makes it highly exposed to seismic risk. It is also exposed to number of natural hazards such as floods, drought, storms, and wildfires.

The Government strongly recognizes the challenges faced in telecommunications during emergencies, and various initiatives are being undertaken to address these challenges. However, further efforts are required to ensure resilient and redundant telecoms networks, especially considering remote zones outside of the capital city.

World Food Programme (WFP) recognizes the need for external technical expertise, given the country has limited internal capacity in the field of emergency telecommunications. Moreover, UNICEF Mongolia will ensure to make more partnerships with various sectors including donors, the UN, and the private sector. There is no WFP Country Office in Mongolia. United Nations implementing agency – UNICEF Mongolia – will be hosting the recruitment of Emergency Telecommunications Cluster (ETC) Preparedness Specialist, with the reporting line to WFP's ETC Global Team based in Rome.

2. Purpose of Assignment:

The consultant will provide support to strengthen the capacity of the Government to respond to emergencies, through improved emergency telecommunication preparedness at national and local levels.

3. Scope of Work:

1. Provide support to engage with national telecommunications and disaster management authorities, including high-level officials to ensure buy-in and defined ownership of the activities within the ETC coordination area.
2. Support to organize consultation with key stakeholders, review and prioritize actions under the Roadmap.
3. Collect data related to emergency telecommunication preparedness specific to Mongolia
4. Follow up and submit report on implementation of the ETC preparedness projects and activities as part of the HCT coordination group,
5. Monitor, track, and report on progress and assist in identifying gaps or issues, to all stakeholders (UNICEF Mongolia, ETC Global cluster team, UN ETC Working Group, Mongolia);

6. Participate in technical/advocacy meetings as well as coordination meetings on topics related to emergency communications preparedness. Prepare post-meeting briefs and updates and circulate.

To achieve the above:

1. Coordinate specific technical activities and deliverables within the scope of the project, to ensure that the delivery of outputs on time and within budget.
2. Share information regularly and collaborate with project stakeholders to facilitate smooth and timely implementation of activities under the Roadmap.
3. Liaise frequently with Global ETC Team and key staff involved in the implementation of the project at the Country Office, and national counterparts.
4. Willingness to fulfil any other preparedness function, as tasked.

4. Programme Area and Specific Project Involved: Operations

5. **Contract duration (start and end date):** 8 months

6. **Type of engagement:** (Full time)

7. Deliverables, Timeframe and Payment Schedule:

Payment will be on a monthly basis

8. Project Management:

Direct supervisor: UNICEF ICT Officer

9. Qualifications and requirements:

- University degree in Telecommunications, Engineering, Information, Development Studies, Disaster Risk Management, Project Management or any related discipline
- At least 2 years of relevant professional experience with implementing Disaster Risk Reduction, or emergency preparedness, or resilience projects.
- Knowledge of the IASC cluster system as well as humanitarian principles pertaining to emergency preparedness and response, is desirable.
- Knowledge of WFP/IT/ETC policies and strategies on national and international emergency issues, particularly relating to preparedness, response, and recovery, would be an advantage.

- Tact and ability to work harmoniously with people from different national and cultural backgrounds.
- Ability to identify, research, analyze and synthesize complex information and produce reports under time constraints.
- Ability to work independently with minimum supervision.
- Strong oral and written communication skills.
- Fluency in oral and written English and Mongolian is required.

Required Competencies for this role:

1. ICT/telecommunications sector technical skills/Emergency preparedness
2. Policy analysis
3. Project management, including planning and budgeting

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: (text should be added to all ToRs) Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.