VFL Officer

Job Description

30th January 2018

Our Purpose
The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of civil society organisations committed to working together, and engaging with partners and other stakeholders, to increase community resilience and reduce disaster risk around the world. The network is growing and currently has approximately 850 member organisations in over 140 countries across virtually every geographical region of the world.

Our Vision
A vibrant, active, collaborative civil society supporting people and their communities, particularly poor and vulnerable groups, to prepare for, mitigate, respond to and recover from disasters and adapt to extreme hazards, shocks and disturbances in a changing climate.

Strategic Objectives
GNDR has three mutually reinforcing objectives:
- Increase the impact of civil society in influencing policies and practices at local, national, regional and international levels
- Enhance the collaboration capabilities of civil society and cooperation with other stakeholders
- Strengthen the creation, analysis and sharing of knowledge

Purpose of the Secretariat
The GNDR Secretariat serves as a “support entity” to the membership operating through a global hub in London and regional hubs in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy, work plans and budgets, including supporting the mobilisation of adequate resources.

Background of Views from the Frontline
Views from the Frontline (VFL) remains the largest independent global review of disaster risk reduction at the local level. In 2009, GNDR launched this ground-breaking global monitoring initiative that involved the mobilisation of over 500 organisations across 69 countries to lead a participatory local monitoring process measuring the progress of UN and governments in strengthening community resilience. In 2011, GNDR was awarded a UN Sasakawa “Letter of Commendation” in relation to VFL for shifting the emphasis of global DRR policy dialogue on the need to close the implementation gap between national policies and local practices. Building on this success, VFL was implemented worldwide again in 2011 and 2013 and has gathered to date the views of more than 85,000 stakeholders across 129 countries.
Since its launch in 2009, experience from VFL has shown that mobilising at-risk people and local actors to participate in a bottom-up monitoring process can provide an excellent means to open dialogue, raise awareness and deepen understanding of risk and promote all-of-society engagement to strengthen resilience. It has highlighted gaps between national policies and local practices, identified the need for collaboration and partnership for successful local implementation, and identified recommendations for a post-2015 DRR framework. These recommendations were subsequently used to inform GNDR’s report “Reality Check - Impact at the Frontline”, which served as GNDR’s key advocacy position leading up to and during the World Conference on DRR (WCDRR) in Sendai, Japan. As a result of these VFL recommendations, accompanied with the joint advocacy from CSOs around the world, the Sendai Framework for DRR (SFDRR) specifically states the importance of including local actors in risk governance, and instructs states to invest in multistakeholder approaches.

About Views from the Frontline 2019
This new VFL, VFL 2019, will capture local perspectives on risk and resilience, but also monitor the extent to which local actors are included in resilience planning processes. In doing so, it will establish a local baseline and local monitoring process to measure progress towards achieving an inclusive “people-centred” approach to resilience-building, as promoted within the SFDRR and associated frameworks.

In-country, the VFL 2019 methodology will be coordinated by National Coordinating Organisations (NCOs) selected from the GNDR membership. These NCOs will partner with local Participating Organisations (POs) to conduct surveys with local communities, vulnerable groups, CSOs, and local government representatives. The data will then be analysed and disaggregated, and support will be given to actors at different levels to reflect and act on the findings to build resilience.

- At the community level, the NCOs will support community members to develop local action plans based on the findings. Seed funds will be provided to support the implementation of these local action plans.
- At the national level, multistakeholder workshops will be held to bring together governments, private sector, civil society and other actors to develop joint objectives and shared accountability.
- At the national level, CSOs will be supported to jointly develop advocacy initiatives so that VFL findings may inform changes in policy and practice.
- At the global level, an international campaign will be developed using the findings, focused on the inclusion of local actors in resilience planning processes. The local data will also serve to complement official sources of data gathered through the government monitoring processes for the SFDRR.

In so doing, VFL 2019 aims to increase awareness, capacity and accountability of all stakeholders for a people-centred approach.
Purpose of the role
The VFL Officer will support the implementation of the VFL 2019 methodology in 48 countries. Working with the Secretariat team, GNDR members, relevant board members, consultants and advisors, the VFL Officer role encompasses a range of tasks and responsibilities in what is a high-profile, innovative and ground-breaking programme that will require high-level engagement between civil society, local and national governments, UN agencies and donor institutions.

Overall Scope of the Role:
1. Manage agreements with implementing partners
2. Implementation of VFL methodology in 48 countries
3. Global VFL campaign
4. General project support
5. Information management and reporting
6. External relationships and representation

Specific Duties:

1. Manage agreements with implementing partners
   • Support the development of agreements with implementing organisations in each country.
   • Track milestones and ways of working outlined in agreements and monitor progress
   • Collect key deliverables from partners as detailed in their agreements.
   • Maintain relationships and alliances with peer organisations / networks and other actors (e.g. Local authorities; Academia; Media) to further support the implementation of VFL 2019.

2. Support implementation in 48 countries
   • Liaise with NCOs on the development of workplans and budgets as detailed in the methodology guidelines.
   • Assist with the development of training materials for NCOs
   • Support the NCOs in the overall coordination and implementation of the VFL 2019 process and production of key deliverables, including:
     o Support NCOs when needed with the survey implementation, analysis, feedback and dissemination.
     o Develop templates for local action plans
     o Assist the NCOs in convening key state and non-state stakeholders to discuss results, developing policy positions and preparing national reports.
   • Support the VFL Coordinator in the production of a global findings report.

3. Global VFL campaign
   • Support with the design of campaign materials and promotion of messages
• Promote implementing partners’ advocacy campaigns on social media

4. General project support
• Support with the preparation and dissemination of monthly activity updates and periodic progress reports for GNDR Secretariat, Board and donors.
• Assist with internal organisational learning and knowledge sharing activities.
• Participate in relevant internal cross-team working groups.
• Identify problems and solutions to achieve required outputs.
• Support the development of regular donor reports

5. Information management and reporting
• Work with GNDR’s external consultants to develop data visualisation platform for VFL findings.
• Support the dissemination and presentation of key results and findings to target audiences.
• In close collaboration with the VFL Coordinator and the Communications Team, support the dissemination of VFL-related results and recommendations to the Secretariat, Global Board, wider membership and external actors.
• Prepare timely briefing notes, progress updates, and periodic reports.
• Handle requests for VFL information, data and enquiries as appropriate.
• Write up case studies and video material.

6. Promotion and relationship building
• Support in the organising of international, regional and national events, seminars, workshops and conferences as appropriate
• Promote awareness and engagement with the VFL 2019 amongst GNDR members, civil society and relevant government actors in selected countries.
• In coordination with GNDR colleagues, develop and maintain strong working relationships with GNDR external stakeholders, including governments, UN agencies, development banks, media, institutional donors

Position in Organisation
• Responsible to the VFL Coordinator in Delhi, India
• Part of the Secretariat team and active participant in cross-team working groups
• Works in close collaboration with Secretariat staff, Global Board, members, advisors and project partners
• Working in consultation with the VFL Methodology Advisory Group, a group comprised of interested academics, CSOs, donors and other actors.
Person Specification

Job Title: VFL Officer

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<th>ATTRIBUTE / SKILL</th>
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| EDUCATION / QUALIFICATIONS | • Appropriate University Degree  
• Fluency, written and spoken, in English | • Academic qualification in international development related field |
| EXPERIENCE | • 3 years’ relevant experience in disaster risk management and project implementation  
• Experience of working in civil society organisations and networks  
• Experience of large scale project implementation  
• Experience of qualitative/quantitative social research  
• Knowledge of people-centred participatory tools and inclusive approaches | • Understanding and experience of supporting the implementation of international development projects in developing countries  
• Experience of implementation of GNDR VFL programme  
• Understanding of Hyogo / Sendai Framework for DRR |
| SKILLS / ABILITIES | • Ability to think, plan, prioritise and organise in a clear and structured way  
• Flexibility and problem solving ability to work in a flexible, dynamic environment  
• Organisational skills  
• Ability to communicate clearly in writing and orally  
• Good ICT and computer skills  
• Willingness to learn and open to new ways of working | • Proficiency in Spanish and French  
• Project management skills and experience |
### PERSONAL QUALITIES

- Comfortable in cross cultural communication with people from different backgrounds
- Committed to working in an inclusive, open and participatory manner
- Ability to work in a small team in an office environment
- A calm, confident and welcoming manner
- Good organisational and time management skills
- Self-reliance, ability to work on your own and take initiative, working under minimal supervision and be flexible/adaptable
- Able to travel overseas, at short notice if required
- Appreciation of GNDR’s values and principles

### INFORMATION FOR APPLICANTS

**Contract term:** A 3 year fixed term full time contract as per donor funding will be offered in line with project completion and donor funding.

**Post of:** Views from the Frontline Officer

**Start date:** August 2018

**Location:** Delhi – India. The candidate should have permission to work in India already and relocation will not be supported. This post may require travel to implementing countries.

**Office hours:**
Five days per week: Monday - Friday
35 hour working week between 9.00am – 5.00pm with 1 hour for lunch

**Annual Leave (based on full year):**
25 days per year
+ statutory bank holidays, in accordance with hosting country

**Sick leave scheme:** Based on length of service

**Probationary period:** 6 month probationary period with 3 month mid-term review. Notice period 2 months
Grade: Officer

Salary: Depending on experience

Application process: To apply, send a cover letter and resume (CV) to jobs@gndr.org with subject “Views from the Frontline Officer”. Phone / Skype and/or Face-to-Face interviews will be arranged for short-listed candidates. Only candidates chosen for interviews will be contacted.

Application deadline: 14th July 2018