

## United Nations Development Programme



UNDP is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP Sri Lanka Disaster Risk Management (DRM) programme supports the Ministry of Disaster Management and Human Rights (M/DM&HR) and the Disaster Management Centre (DMC)'s efforts in strengthening Disaster Risk Reduction at national, provincial, district and community levels. . In that context, UNDP Sri Lanka on behalf of the DMC wishes to invite proposals from suitable individuals for developing a National Emergency Operations Plan (NEOP) for Sri Lanka as required by the Disaster Management Act, No 13, 2005. NEOP is expected to be the key document which establishes a comprehensive approach for disaster response articulating the roles & responsibilities of different agencies and institutions before, during and after a disaster. The expected duration of the consultancy is for six months and an inception report has to be submitted within 3 weeks after signing the agreement. The consultant should work in close coordination with the relevant staff of the DMC and other key agencies responsible for disaster response.

### Consultant - National Emergency Operations Plan (NEOP)

#### Duties and Responsibilities:

- Review the key literature on Disaster Response that include “Road Map Towards Safer Sri Lanka”, “National Disaster Management Plan”, “DesInventar database on past 40 years of disaster events” and NEOP related work done in other countries
- Study the existing national disaster response mechanism, roles and responsibilities of different Government Agencies in disaster response and identify the gaps in the present response structure
- Development of a comprehensive Framework for National Emergency Operations which describes;
  - the response actions by the national level agencies for different hazards and Standard Operating Procedures (SOPs) for each agency
  - the response actions at provincial level, district level, divisional level, Grama Niladari level and by the Local authorities and the roles and responsibilities of different agencies and officials
- Lead stakeholder discussions to get comments to the draft NEOP and finalize the NEOP through incorporating the comments of the experts and DMC.

#### Expected Output:

- Final draft of the National Emergency Operations Plan to be presented to the National Council for Disaster Management for endorsement (within six months)

#### Educational Background and experience

- Masters degree in business management, engineering, science, development or other relevant fields
- At least 10 years of senior management level experience, at national or international level, in public, private or non-governmental organizations in development, planning, business administration, public policy or other relevant areas
- Prior experience in Disaster Management related work is advantageous

#### Competencies

- Substantive knowledge or experience in corporate and government sector planning and structures
- Ability to work with different stakeholders including the government agencies, local authorities and non governmental agencies.
- Excellent communication, writing and facilitation skills
- Management and leadership qualities
- Demonstrated ability to work independently or as part of a team

Qualified Sri Lankan individuals/ organizations are invited to send their proposals with contact telephone numbers within 10 days of this advertisement. Please visit <http://www.undp.lk> for additional details. Applications should be addressed to: - Procurement Unit – UNDP, 202-204, Bauddhaloka Mawatha, Colombo 7, Sri Lanka.

Email: [procurement.lk@undp.org](mailto:procurement.lk@undp.org)