Role Description

Pacific Regional Lead Duration: Early start to 31 December, 2020  
 Person with Disabilities will be offered this position

About our Organisation  
The Pacific Disability Forum (PDF) is a regional peak body that works in partnership with Disabled Persons Organisations in the Pacific region. Our aim is to build the capacity of these organisations and improve the lives of persons with disabilities in the Pacific through advocacy.

Objective  
This role is responsible for assisting with the successful coordination, implementation, monitoring, evaluation and reporting of PDF's Project activities and objectives. The role is also responsible for managing working relationships with PDF stakeholders and monitoring specific projects. The incumbent reports directly to the Manager- PERU and will be part of Preparedness, Emergency Response Unit (PERU) within PDF.

Outcome

1. Project Administration/Oversight:

• Participating in regular Project Implementing Partner (CBMA, PDF, IDA) phone calls in relation to the project.

• Reviewing the draft Consultation Methodology and feeding reactions back to the Project Manager.

• Reviewing the draft delegate selection process and feeding reactions back to the Project Manager.

• Reviewing the draft DiDRR policy priorities which emerge from the consultation data analysis.

2. Project Implementation – Pacific Regional Lead

• Disseminating the online survey to Pacific disability movement stakeholders.

• Engaging and contracting up to six national DPOs in the Pacific region to become National Data Collection Teams (see below for responsibility of the National Data Collection Teams)

• Training the National Data Collection Teams in their region on the consultation methodology, and working with them to contextualise the consultation tools including translating interview/survey questions into local languages.

• Supporting the National Data Collection Teams to conduct the consultation in their countries.

• Preparing a report on the consultation process within their region and feeding this up to the Project Manager.

• Working with the Project Manager and Technical Support Team to undertake analysis of the consultation findings and identify disability inclusive DRR policy priorities emerging from consultation findings.

3. Project Implementation – Disability Delegate Selection

• This will be the subject of a subsequent ToR once DFAT have determined whether the conference will proceed.

4. Project Management National Data Collection Teams

• PDF will oversee the formation of national level data collection teams in at least six countries in the Pacific.

• The exact arrangement (i.e. whether one national DPO will be sub-contracted by the Sub-Regional Lead to undertake all in-country consultation in a particular country, or whether multiple DPOs or other agencies will be mobilised to collectively undertake in-country consultation in a particular country) is still to be determined.

The responsibilities of each of the National Data Collection Teams include:

• Working with their Sub-Regional Lead to review and contextualise the consultation methodology, including translating interview/survey questions into local languages if applicable.

• Undertaking face-to-face or virtual (phone/skype etc.) consultations through key informant interviews and focus group discussions. This may include internal in-country travel if COVID-19 restrictions allow.

• Recording the data obtained through the face-to-face consultations, and submitting this up to their Sub-Regional Lead.

Qualifications

| Qualification | Discipline | Notes |
| --- | --- | --- |
| **Preferred** | | |
| Degree | Management/Planning/Policy, Humanities / Social Science | Disabilities and Project management |
| **Desirable** | | |
| Higher Degree incl. Post Grad Cert or Dip | Management/Planning/Policy | Not for profit |

Application details:

Please email your Resume/ CV with a covering letter to [Raveen.Chand@pacificdisabilty.org](mailto:Raveen.Chand@pacificdisabilty.org) by Tuesday (01/09/20).

**END**