

Terms of Reference for International humanitarian expert

BACKGROUND:

As co-chairs of the Inter-Agency Standing Committee (IASC) Sub-Working Group on Preparedness, United Nations Children's Fund (UNICEF) and World Food Programme (WFP) are implementing a global initiative titled "Strengthened Humanitarian Preparedness in High Risk Countries". The project is funded by UK Government, and aims at significantly scaling up preparedness efforts and improve response capacities of UNICEF and WFP in high risk contexts, including in Central Asia region.

In the framework of the project, United Nations Office for the Coordination of Humanitarian Affairs (OCHA), United Nations Resident Coordinator's Office (UNRCO) in Uzbekistan, WFP, and UNICEF, organized a national Simulation Exercise (SimEx) in September 2014, in order to strengthen preparedness and response capacities of humanitarian actors in Uzbekistan. The exercise was jointly organized with the Ministry of Emergency Situations (MoES) of the Republic of Uzbekistan. Following the SimEx, two workshops were organized, covering "Lessons Learned" from the exercise, and further discussions on updating and reflecting the lessons learned in the Uzbekistan Inter-Agency Contingency Plan (IACP). As a result, IACP was updated and specific follow up points were developed and agreed to be addressed by UN HCT and Government until the end of 2015.

In this regard, a Consultant is being hired to support OCHA, UNRCO, and UNICEF for addressing and facilitating the implementation of IACP follow up actions as per action plan developed following the SimEx and the consequent workshops.

PURPOSE:

This consultancy is part of emergency preparedness initiative, and the consultant will provide remote and in-country support to UNRCO, OCHA, UNICEF and wider UN HCT in Uzbekistan: 1) In designing and facilitating elaboration of standard operating procedures (SOP) for rapid needs assessment with support of OCHA Regional Office in Almaty (based on The Multi Cluster/Sector Initial Rapid Assessment - MIRA); 2) In organizing and facilitating a workshop on clarification of roles and responsibilities of assigned staff in emergencies; 3) In developing a comprehensive brochure on UN disaster management policies, procedures and capacities at the national, regional and international levels¹. The target audience of the brochure will be government ministries.

¹ The brochure is expected to be designed for distribution with Government representatives, therefore will need to focus on Uzbekistan country context and have simple language for external (non-UN) audiences.

MAIN DUTIES & RESPONSIBILITIES:

The consultant is expected to provide support in the following format:

Inception phase (remotely - 3 working days):

1. In close consultation with UNRCO, OCHA, UNICEF and Technical Group on Emergency (TGE) in Tashkent, develop overall concept/idea of how the SOPs for rapid needs assessment will be structured (based on MIRA). Integrate feedback from all stakeholders into the concept.

Preparatory phase (remotely - 7 working days):

2. In close consultation with UNRCO, OCHA, UNICEF and Technical Group on Emergency (TGE) in Tashkent, draft SOPs for rapid needs assessment (based on MIRA), as well as the supporting needs assessment tools and templates for UN HCT in Uzbekistan².
3. In close consultation with UNRCO, OCHA, UNICEF and Technical Group on Emergency (TGE) in Tashkent, design and develop workshop programme, including:
 - a. A session on finalizing the SOPs and tools/templates for rapid needs assessment in collaboration with TGE;
 - b. A session on how to use the proposed tools, also covering data collection techniques and approaches (i.e. (check-lists) in emergency cases;
 - c. A session covering guidance for interviewers/observers on how to approach (affected) population when conducting assessments (i.e. how to ask questions, etc.);
 - d. A session on clarifying roles and responsibilities of assigned staff in emergencies³;
 - e. A joint session with representatives of MoES to present the methodology, and covering issues around coordination and communication flow within clusters, as well as between UN HCT and government;
4. In close consultation with UNRCO, OCHA, UNICEF and Technical Group on Emergency (TGE) in Tashkent, develop a brochure, intended for government officials and/or other stakeholders covering basic and clear information on UN and Humanitarian Country Team's (HCT) disaster management policies, procedures and capacities, which would be used and mobilized in case of major emergencies (or when requested by Government). The brochure will be used for advocacy and information purposes, and should be written with a simple language, understandable to government officials.

In country tasks (5 working days):

² The methodology used will be the IASC Multi-Cluster/Sector Initial Rapid Assessment (MIRA), adapted to the Uzbekistan country context and coordination mechanisms.

³ This session is not related to rapid needs assessment only but to entire coordination mechanism as per IACP SOP on First Response Actions and therefore touches upon the whole HCT in Uzbekistan. It will be conducted under leading guidance and coordination from OCHA.

Support UNRCO, OCHA and UNICEF, if required, with operational aspects related to workshop. Conduct and facilitate the training workshops, as per the agreed agenda, jointly with UN RCO, OCHA and UNICEF.

Review systems and mechanisms available/established at UNICEF Country Office level on preparedness & response (to be checked against the IACP scenarios) and develop recommendations/suggestions for further capacity building (for UNICEF staff in Tashkent).

After-mission follow up (remotely - 2 working days):

Finalize SOPs for rapid needs assessment, as well as the assessment tools/templates, in line with the outcomes of discussions during the workshops;

Final report, including recommendation on further steps;

Provide support on any other actions, related to accomplishing tasks, which require follow-up after in country visit.

EXPECTED OUTPUTS AND DELIVERY DATES:

- Concept/idea of the SOPs (by 05 May 2015);
- Draft SOPs (by 15 May 2015);
- Workshops on SOPs & tools/templates, clarification of roles and responsibilities, and a joint session with government (by 06 June 2015⁴);
- Report covering review of systems and mechanisms of UNICEF Country Office, including recommendations for further capacity building (by 10 June 2015);
- SOPs and tools/templates for rapid needs assessment, developed, agreed and cleared with all relevant stakeholders (by 20 June 2015);
- Brochure on UN and HCT disaster management policies, procedures and capacities, agreed with OCHA, UNRCO and UNICEF (by 30 June 2015);
- Final report, including recommendations (by 30 June 2015);

QUALIFICATIONS AND COMPETENCIES:

Education:

Advanced university degree in social sciences, conflict/disaster management or related field. Specialized training in emergency preparedness and response or other humanitarian related issues is highly desirable.

⁴ The week of 1-5 June 2015 has been preliminary agreed between RCO, OCHA & UNICEF for the in-country training workshops.

Knowledge on Uzbekistan country context/previous works in Uzbekistan would be considered as an asset.

Work Experience:

8-10 years of professional and relevant experience, including field emergency experience with UN, as well as accomplishment of similar task within UN system.

Key skills and attributes:

- Knowledge and experience of IASC, as well as roles and responsibilities of UN and Humanitarian Country Teams.
- Extensive knowledge of high impact emergencies.
- Field experience in supporting, leading and/or managing inter-agency needs assessment processes, preferably utilizing the MIRA approach.
- Advanced knowledge of UN and inter-agency coordination in humanitarian action.
- Ability to conceptualize, develop, plan and manage activities within the framework of agency and government programmes.
- Good analytical and writing skills.
- Knowledge of computer applications.

Critical Competencies:

Teamwork; communication; working with people; drive for results; formulating strategies and concepts; analysing; relating and networking; applying technical expertise; planning and organizing.

Languages:

Fluency in English language required.
Knowledge of Russian language is desirable.

Fee: daily fee to be proposed by consultant.

Travel: As part of the consultancy, it is expected that one travel to Uzbekistan is required, and all travel cost (except visa cost) will be covered by UNICEF in accordance with official rules and regulations.

How to Apply:

Qualified candidates are requested to email a cover letter, CV and P11 form and expected fee for the provided services to the following email address: tshirvanova@unicef.org COB by 25 April 2015. P11 form can be downloaded from http://www.unicef.org/about/employ/index_consultancy_assignments.html

TERMS OF REFERENCE

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