

Terms of Reference

Individual consultant/contractor

Title	Emergency Coordinator Specialist, P4
Purpose	Undertake risk and capacity analysis in respect of humanitarian emergencies in Ghana, Benin and Togo Country Offices in the context of the Central Sahel Crisis
Location	Accra (with extensive travel to Tamale)
Duration	Six (6) Months
Expected Start Date	15 January, 2021
Expected Fee	TBD
Reporting to	UNICEF Representative in Ghana, in close cooperation with the Tamale Chief of Field Office and the Deputy Representative, and UNICEF WCARO
Budget Code/WBS No	Budget Code: SM190105 / WBS:1620/A0/05/880/031/001
Project and activity codes	Outcome 880: Programme Effectiveness (Output 31: Cross Sectoral Approaches and Convergence) Activity 1: Planning and Knowledge Management)

Background

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfil their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

As a result of the deteriorating security in Central Sahel, the number of internally displaced people had increased from 70,000 in 2018 to 1.2 million in November 2019, out of which 840,000 were from Burkina Faso. This marked increase in incidences of armed violence across Burkina Faso, Mali and Niger (Central Sahel) is having a devastating impact on children's survival, education, protection and development. According to the UNICEF WCAR L2 Sahel 2020 snapshot - 5.3 million children need humanitarian assistance in the three countries.

Most countries in the Sahel are among those with the lowest development indicators globally and the current trend in the Sahel seems to predict that the armed conflict threat could be headed southward towards the coastal West African countries and civilians getting increasingly targeted (especially schools, health facilities and churches) or engaged (recruitment of children and young people into the militia). In 2020 and 2021 the coastal and central Sahel countries will hold their legislative and presidential elections. These elections could contribute to political tensions and even inter-community violence that non-state armed groups could use to gain ground. The risk of spill-over into the northern zones of the countries bordering the conflicts is all the greater as the borders between these countries are porous, the vulnerability of the populations living there remains high, and there are

not enough State representatives and structures, including basic social services, or humanitarian and development partners. These remote and poorly monitored areas are therefore fertile ground for the intrusion of external armed groups and the development of endogenous armed groups. The crisis in the Central Sahel, and in particular in recent months in Burkina Faso, has demonstrated the great difficulties of the humanitarian community in coping with the acceleration of its progress in areas where State structures, humanitarian and development partners and community networks are insufficiently represented or even absent.

There is therefore an urgent need to put in place mitigation measures in the Coastal West Africa Countries with common borders with Central Sahel to ensure that any likely spill-over of the crisis would not worsen the already existing vulnerabilities of the communities in northern zones of those countries.

The L2 emergency level for the Central Sahel region was activated on 1 August 2019 and re-extended in May 2020 for a period of 6 months. The particularity of this activation is the inclusion of five Coastal West Africa Countries, Benin, Togo, Ghana, Côte d'Ivoire and Guinea in its humanitarian emergency preparedness dimension.

Justification

The intensification of UNICEF's interventions aims, on the one hand, to reduce the vulnerabilities of communities and, on the other hand, to minimize the impact of potential shocks. To do so, they must aim at strengthening the resilience of communities, promoting social cohesion and peace, improving access to basic social services and establishing mechanisms to cope with a rapidly deteriorating situation.

One of the scenarios would be a worsening situation in the Coastal Countries. It is therefore important for UNICEF to anticipate it by strengthening its presence through its regular programmes and set-up early warning mechanisms in the northern areas, while increasing its capacity to respond to shocks by accompanying its state and humanitarian partners, especially those with community roots. In view of other compounding hazards faced by the Ghana - i.e. flooding, earthquakes, political and chieftaincy conflicts and the ongoing COVID 19 pandemic - the Country office proposes a multi - hazard approach to this preparedness and response planning initiatives.

This consultancy is designed provide dedicated expertise facilitate this process. The assignment is also designed to enhance country level capacity for cross-border collaboration in Ghana, Togo and Benin in respect preparedness and response systems in the face Central Sahel crisis.

Objectives

Under the general supervision of the UNICEF Deputy Representative, Ghana CO, and in close collaboration with the Emergency Focal points and Tamale Chief of Field Office, initiate and undertake risk and capacity analysis in respect of humanitarian emergencies in Ghana, Benin and Togo Country Offices in both

emergency preparedness planning and the design and implementation of capacity building of our regular programs, with particular focus on the risk of Burkina Faso spill over. In addition, provide support to the Ghana CO in relation to emergency coordination, implementation and monitoring, as well as humanitarian appeals and reporting.

Specific Tasks/responsibilities

The position is expected to contribute to the following deliverables on a continuous basis, from October 2020 onwards:

- In close collaboration with the Regional Office, prepare a detailed situation and risk analysis on the risk of Burkina-Faso spill-over to support the "L2 Coastal countries" coordination, providing advice and recommendations for preparedness and preventive action to the Ghana, Togo and Benin country offices, as well as inputs to Regional Situation Analysis.
- In close collaboration with the Regional Office, assist Ghana, Togo and Benin Country Offices and Emergency Coordinators in the incorporation and strengthening of emergency preparedness, prevention, mitigation and rehabilitation programmes, projects, activities and related operational provisions in preparedness of the risk of spill-over and among other hazards in the GCO EPRP (floods, earthquakes and epidemics).
- Strengthen multi-sectoral coordination of implementing partners by organizing capacity building workshops at national and decentralised level in northern Ghana.
- Support country offices in identifying funds to support spill-over emergency preparedness and response intervention and develop proposals for national level funds.
- Support the Ghana CO with emergency coordination, implementation, monitoring, information management, as well as humanitarian appeals and reporting.

Deliverables and time frame for submission

1. Early Warning System (deliverable at the end of the consultancy)
 - Mapping of the existing community networks;
 - Set-up and test an early warning mechanism capable of monitoring the humanitarian and security contexts
2. Mapping (deliverable 3 months after the beginning of the consultancy)
 - Mapping and identification of implementing partners with strong community base;
 - Identification of gaps in current activities and design of planning for their strengthening to be included in the 2021 sectoral workplans
3. Coordination (deliverable during the consultancy)
 - Technical support and supervision of NOC consultants based in Togo and Benin;

- Strengthened coordination mechanisms established at the national level and in Northern Ghana
 - Sharing of experience and lessons learned with the Emergency Focal Points in other countries (e.g. Côte d'Ivoire and Guinea)
4. Technical support / Emergency Capacity Building – (deliverable during the consultancy)
- Participation to the office meetings and contribution to planning meetings;
 - Facilitate capacity building workshop with the UN Interagency Working group, implementing partners and / NADMO and line Ministries / Services in Ghana to strengthen their coordination and leadership role.
 - As per need, support the Ghana office with the organisation and coordination of multisectoral assessment missions
 - Support the Ghana office with emergency functions, coordination, monitoring of the response (e.g. COVID-19, floods) review of appeals, Sitreps and donor reports.
 - Support the development of a risk communication and community engagement (RCCE) plan for Ghana

Supervision and reporting arrangement

The Consultant will report to UNICEF Representative in Ghana. All reports will also be copied to the Deputy Representative, Chief of Field Office, and UNICEF WCARO (Reference to deliverables).

Payment and Payment Schedule

The consultant will be paid a monthly fee, based on the submission of monthly reports in the agreed format, as well as the relevant deliverables for the particular month (*ref. Deliverables above*).

The amount will be inclusive reimbursable costs to be agreed with the Ghana Country Office.

Timeframe

It is expected that the assignment will take six (6) calendar months (i.e. 15 January 2021 to 14 July 2021).

Expected Qualifications, Experience, specialised knowledge/skills and competencies

To qualify, the Consultant will have:

Education:

An Advanced University degree in one of the following fields: social sciences, public administration, law, public health, nutrition, international relations, business

administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.

**An undergraduate university degree with 2 additional years of relevant work experience may be considered in lieu of an advanced university degree.*

Experience:

A minimum of five years of professional work experience with progressively greater management and / or advisory responsibilities in emergency coordination, social planning, research and rehabilitation programmes at national and international levels. A C4D experience in Africa is an asset.

Relevant and direct field experience in emergency programme planning, management, monitoring and/or evaluation is required.

Experience in working with relevant UN or International NGOs with significant emphasis on analysis and advice on the needs of children and women affected by conflict is an asset.

Language Requirements:

Fluency in English, and good knowledge of French are required.

Knowledge of another official UN language or local language of the duty station is considered as an asset.

Other requirements:

Demonstrate UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA) and core competencies in Communication, Working with People and Drive for Results.

The functional competencies required for this post are:

- Leading and supervising (I)
- Formulating strategies/concepts (II)
- Analysing (III)
- Relating and networking (II)
- Deciding and initiating action (II)
- Applying Technical Expertise (III) with people (II)
- Drive for results (II)

General Conditions: Procedures and Logistics

- The Consultant will be able to work from the UNICEF offices and/or telework from home, as deemed appropriate under active COVID-19 protocols.

- The Consultancy will entail frequent travel within Ghana, Togo and Benin West, with an element of physical danger and public health risk related to COVID-19.
- A monthly travel plan will be agreed with the supervisor and relevant colleagues, to ensure effective coordination of field trips.
- The UNICEF Ghana CO will liaise with the Benin and Togo offices to facilitate travel arrangements in compliance with the UN and different Country Government COVID-19 travel guidelines.
- The consultant will be expected to use his/her laptop and working tools including internet.
- Most meetings are currently held virtually.
- UNICEF intranet facilities will be made available as needed.
- UNICEF will only provide transportation support for field travel and official engagements.

Copyright, Patents and other Proprietary Rights (if applicable)

Publishing of all reports/ deliverables from this assignment should be cleared with UNICEF, Ghana and WCARO.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed to beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section

Application Procedure:

Interested candidates should apply on-line to the link provided indicate their monthly professional fees for the services to be provided in USD if international). The proposed amount should cover only professional fees.

In addition to the CV/Resume, candidates should attach a two-page note on how he/she intends to effectively accomplish this assignment within time frame. Two

examples of previous work done should be attached (e.g. strategic documents, photos, edited work, videos etc.)