**TERMS OF REFERENCE- Temporary Appointment**

**Summary**

|  |  |
| --- | --- |
| **Post Title** | Emergency response officer |
| **Proposed level** | NOB |
| **Location** |  Gedaref, Sudan |
| **Duration** | 364 days |
| **Supervisor**  | Gedaref Emergency Coordinator  |
| **WBS & Grant** |  |

**Background**

In early November 2020, the UN recorded an influx of asylum seekers at border entry points in East Sudan from Ethiopia, following military confrontations between the Ethiopian Defence Force (EDF) and Tigray Regional Security Forces (TRSF). As of September 2021, there are currently 48,321 refugees (28,374 refugees, including 12,690 children, reside in camps; 9,947 refugees, including 3,283 children, reside out of camps). Fighting along the Sudan-Ethiopian border continues. The existing inter-agency emergency refugee response plan (Nov. 2020 – Dec 2021) foresees an influx of up to 120,000 refugees from Ethiopia, including some 100,000 refugees of Tigray ethnicity into Kassala/Gedaref States.

The State Government of Gedaref, represented by the Commission of Refugees (COR), is leading the overall humanitarian response. UNHCR, in close collaboration with and under the leadership of COR, leads the overall coordination efforts across the response. UNICEF and UNHCR co-lead WASH and Education, Child Protection Sub-Working Groups. The H&N Working Group (WG) is co-led by COR and UNHCR under the overall leadership of State Ministry of Health. UNICEF. UNICEF programming approach to this response has aimed to build capacities of the government institutors at the state and locality level. Most of the programme interventions are implemented through the state ministries and line departments and address the needs of both refugees and host communities. The response interventions aim to provide a strong basis for longer term development of the local populations through system and capacity development.

**Purpose**

Under the supervision and direction of the Gedaref Emergency Coordinator, in coordination with the Chief of Field Office Kassala, and Chief of Child Protection, the Emergency response specialist supports the implementation of the Gedaref refugee emergency preparedness and response. The specialist is responsible for the development, planning, implementation, monitoring and evaluation of the emergency interventions to ensure the survival and well-being of children and mothers, and the affected communities in an emergency situation. This includes information management and reporting.

**MAIN DUTIES AND RESPONSIBILITIES**

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

**Emergency Preparedness**

**1.** Adopts adequate emergency preparedness measures through the development and updating of country contingency plans and establishment of early warning mechanisms, to ensure effective preparedness and response to specific emergencies.

**2.** Participates in the formulation and development of plans of action in preparation and response to emergencies, monitors compliance of all sectors with emergency plans of action, including financial resources. Ensures coordination of the management of emergency preparedness and response.

**3.** Provides technical advice related to emergency preparedness and response, including on programme management related issues. Provides advice to the country office in the implementation of emergency preparedness measures in the field to strengthen preparedness and response mechanisms in the country faced with impending emergencies.

**4.** Develops and maintains databases on country/regional information, and ensure the flow of information and communication crucial for the planning and implementation of emergency preparedness and response management. Identifies availability of resources in emergency prone areas and establish logistics plans to be implemented during an emergency operation, to ensure a timely and effective emergency response.

**5.** Plans, organizes and conducts training for the office’s staff capacity building in emergencies preparedness and response. Assists in developing and conducting emergency training courses. Provides training and/or briefing, as required. Participates in other emergency training workshops in the region, andbuilds upthe emergency preparedness and response capability of UNICEF staff as well as implementing partners.

**Emergency Response**

**6.** In the event of an emergency, takes prompt action as a member of the Emergency Response Team which is deployed immediately to establish UNICEF's presence and implement the initial operational tasks relating to emergency assistance. Immediately verifies the nature and extend of the emergency with staff, government officials, other UN agencies or local organizations and media. Ensures that the office is provided with effective telecommunications facility and staff security assistance in an emergency, as necessary. In coordination with the programme and operations groups, establishes contact with all UNICEF staff, their dependants and visitors to ensure their safety and whereabouts, and informs OPSCEN and the Regional Director of their status.

**7.**  Participates and assists with assessment of local emergency and security situation affecting children and mothers in the locality, in conjunction with the Regional Office, the HQ Divisions, and field staff. Visits the location to conduct an initial rough assessment of the magnitude of the crisis and its implications for children and its impact on the community. Assesses the validity of the office preparedness plan and ability of the office vis-à-vis the current crisis as well as immediate and additional needs. Determines corporate priorities and an appropriate intervention (supply procurement, fund-raising and staff development) by UNICEF. Coordinates with other partners to make a rapid assessment covering priority areas as defined by the Core Commitment for Children in Emergencies. Establishes contact with community groups, government, UN agencies, media and other partners to keep abreast of emergency situations.

**8.** Applies the emergency preparedness and response plan as necessary, and identifies urgent staffing requirements and redeploys country office staff as required. Executes the timely delivery of assistance and procurement of supplies, monitors the appropriate and effective use of UNICEF resources/inputs. Iidentifies problems and constraints in order to ensure effective project delivery. Certifies the disbursement of funds, monitors expenditures and submits financial status reports. Sets up a reporting system and sends daily situation reports to concerned parties.

**Emergency Project**

**9.** Participates in the implementation of plans of action and workplans for emergency projects. Implements and manages project activities. Undertakes field visits to emergency project areas, to assess local conditions and monitor project progress. Makes technical decisions on project administration (e.g., activates, requests or reprogrammes allocation of emergency funds). Prepares inputs for appeals and updates related to emergencies. Works with program sections and senior management to mobilize donor response and recovery/rehabilitation-related funding, including annual or multi-annual humanitarian appeals and documents (e.g., pitch documents). Communicates and advocates on the situation and needs of children through local and international media, as appropriate.

**10.** Identifies longer-term requirements of the emergency operation/interventions. Proposes a more regular operational and staffing structure to take over from the Emergency Response Team.

 **11.** Maintains continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies, NGOs, donors and allies to appeal for aid for children and women with special needs resulting from the emergency situation requiring an effective emergency response in all sectors. Identifies implementing/operational partners and establishes implementing arrangements. Ensures that the UNICEF support is effectively provided to the government with respect to sectoral coordination within the framework of the cluster approach and based on the Core Commitment for Children.

**12.** Participates in all humanitarian and recovery related forum and keeps management informed of all humanitarian developments in the country in terms of policies, strategy, situation developments, potential threats and opportunities/issues in partnership.

**13.** Promotes that disaster prevention, mitigation, preparedness and response strategies are mainstreamed in the country office's workplans. Prepares sectoral input for the country programme documents, plan of action, annual work plans, and all related documents of the office’s Emergency Preparedness and Response. Contributes towards the preparation of the Situation Analysis and the Country Programme Document.

**Expected background and Experience**

|  |
| --- |
|  **4. UNICEF values and competency Required (based on the updated Framework)****i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability

**ii) Core Competencies (For Staff with Supervisory Responsibilities) \**** Nurtures, Leads and Manages People (1)
* Demonstrates Self Awareness and Ethical Awareness (2)
* Works Collaboratively with others (2)
* Builds and Maintains Partnerships (2)
* Innovates and Embraces Change (2)
* Thinks and Acts Strategically (2)
* Drive to achieve impactful results (2)
* Manages ambiguity and complexity (2)

**\***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

|  |
| --- |
| **VI. Recruitment Qualifications** |
| Education: | Bachelor’s degree in one of the following fields: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields. |
| Experience: | Two years of progressively responsible professional work experience. Specialized training/experience in emergency response management highly desirable. |
| Language Requirements: | Fluency in English and Arabic is required.  |

**Duty Station and Travel**

Gedaref, Sudan

***Prepared by:***

Date:

***Reviewed by:***

Date:

***Certified by:***

Date:

***Approved by:***

Date: