

Annex M (version 2)

ANNEX M: TERMS OF REFERENCE & REQUEST TEMPLATE

The following format should be used as a minimum requirement to outline the Terms of Reference (TOR) for each deployment. The Terms of Reference are a key element in assisting the recruitment and contracting process as well as providing benchmarks for evaluation and reporting. Use additional space if necessary.

I have read and understood the obligation of the UNHCR office vis-a-vis the Deployee as per the Deployment Partnership Agreement, in particular with regards to security.

BE COMPLETED BY SUPERVISOR/S

PART A

BASIC INFORMATION AND ACCOUNTABLE OFFICERS
UNHCR OFFICE:
NAME AND E-MAIL ADDRESS OF REPRESENTATIVE:
NAME/TITLE AND E-MAIL ADDRESS OF DIRECT SUPERVISOR:
NAME/TITLE AND E-MAIL ADDRESS OF TECHNICAL SUPERVISOR:
NAME/ TITLE AND E-MAIL ADDRESS OF HR/ADMIN FOCAL POINT:
DATE submitted for review to the HQs / Regional UNHCR Office/ HUB: n/a (if applicable; indicate names and signatures if cleared / where clearance required)
DEPLOYMENT TO (Place/ Country): the North of Central America
TYPE OF DUTY STATION (i.e. A, H, B, C, D, E)/ FAMILY/ NON-FAMILY:
R & R CYCLE: (Subject to change following UNHCR review of entitlements) A/FAMILY DUTY STATION
PROPOSED FUNCTIONAL TITLE: Resettlement Expert Level 1
EXPECTED START DATE/ ENDING DATE:
FOCUS OF DEPLOYMENT: Resettlement case work. Level 1. (i.e. Resettlement, Registration, Refugee Status Determination, Child Protection and so on, Level 1/ 2 where applicable)

QUALIFICATIONS AND SKILLS REQUIRED
<i>Qualifications, skills, expertise in a particular field (education / knowledge/ experience, demonstrated skills)</i>
Education: <ul style="list-style-type: none">- University degree in international law, international relations, political science, social sciences or related fields of discipline
Experience:

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- Advanced University Degree in Law/International Law, Political Science, Social Science, and Development, International Relations or related field
- Minimum of 2 years of relevant professional experience in refugee protection / resettlement
- Demonstrated experience in case work, preferably in a resettlement or RSD context
- Solid understanding of international refugee protection principles
- Strong knowledge of RSD and RST principles
- Excellent drafting and editing skills in English as well as the ability to work and interview in Spanish
- Strong communication and interpersonal skills
- Ability to meet tight deadlines and to work under pressure-with little supervision

Languages required, spoken and/or written, and level of fluency

- Excellent English language skills, including drafting and editing capabilities
- Fluency in Spanish (the region's working language) and the ability to undertake complex resettlement interviews in Spanish

RESOURCES AVAILABLE TO SUPPORT DELOYMENT

- Office Space, including sufficient interviewing rooms*
- Computer/Laptop (including in the camps, if applicable); digital cameras, flash disks and other necessary computer equipment*
- Access to proGres data base system, internet, email, and other necessary software*
- Interpreters*
- Transportation from temporary housing to office, at start of deployment*
- Transportation from office to interview site, where necessary*
- Cell phone, radio, and/or any other necessary communications equipment*
- Clerical support*
- Direct Supervision*
- Operational and administrative on-site briefing and orientation*
- Briefing with relevant partners, where necessary*
- Standard Operating Procedures and other guidelines*
- Administrative support to obtain work permit and, where applicable, resident visa*
- UNHCR identification badge, UNHCR ID card*
- Transportation upon arrival in capital city to office/ duty station outside the capital*

ACCOMMODATION

If the deployment is in a duty station where international staff customarily reside in UNHCR housing, will housing be provided to the Deployee?

Yes No N/a (n/a is for locations where international staff do not reside in UNHCR housing)

If the deployment is in a duty station where international staff customarily reside in independent housing, what support is UNHCR able to provide the Deployee in finding and obtaining housing?

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If the Deployee is to reside in independent housing, are there any MORSS or other restrictions on the type or location of housing?

*Is the Deployee expected to go on **Mission**? If so, where, how frequently? What accommodation is available at the mission location?*

The Deployee is expected to go on mission to other parts of the country as required by operational needs in order to interview cases there and, possibly, also to other countries in the region in order to attend training sessions and meetings.

SECURITY

Security level in country/ duty station/ at the mission location: Level 3

Name and title of security officer and contact details (telephone, email address):

Confirm that the UNHCR Security Officer or UNDSS provide a security briefing to the Deployee upon arrival.

Yes

No

Please indicate whether there are any specific security measures that need to be taken into consideration for this deployment (e.g., curfew, travel restrictions, recent security incidents).

ACCOUNTABILITY AND SUPERVISION

Chain of authority of all staff to whom the Deployee is expected to report to in order of authority

Name, title and contact details of responsible person at HQ, the Regional office/ Hub level – where applicable

PART B:

BACKGROUND (max. 1 page)

In recent years, the North of Central America — El Salvador, Honduras and Guatemala — has seen a dramatic escalation in the acute violence of street gangs and organized criminal groups that is driving increased forced displacement both within and from these countries. The NCA countries are experiencing some of the highest homicide rates ever recorded, and sexual violence, forced disappearances, forced recruitment into gangs, forced prostitution and trafficking of girls and women for sexual exploitation have also been reported as part of the violence pattern.

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The persons of concern to UNHCR in the NCA countries are both people still in their countries of origin, as well as refugees and asylum seekers from neighbouring countries. Resettlement is one of the durable solutions offered to persons of concern in the NCA countries. Moreover, UNHCR also has a resettlement programme called the Protection Transfer Agreement (PTA) for persons of concern who are still in their countries of origin.

The PTA is one of the elements of the regional protection and solutions strategy and represents an innovative life-saving mechanism that provide individuals facing severe protection risks within their countries of origin or habitual residence with a safe and legal access to another country where they can enjoy effective protection. The programme is coordinated by UNHCR, IOM and with the Governments of the countries of origin and participating resettlement countries.

UNHCR works with civil society partners to identify cases at high risk in the country of origin, who also provide humanitarian assistance to identified cases and, where needed, provisional protection in safe houses. UNHCR interviews eligible cases and refers the PTA forms with an assessment of the individuals' protection needs. Upon desk review by the receiving country, the case may be accepted for further consideration and UNHCR liaises with the transit country to ensure a smooth transfer. UNHCR partners in the transit country receive the individuals and ensure access to protection and assistance until finalization of case processing by the receiving country. IOM is currently supporting the transfers with logistical and administrative arrangements.

The RST Expert is needed to interview persons of concern in view of possible resettlement by means of the traditional resettlement mechanisms or through the PTA programme, to complete Resettlement Referral Forms (RRF) or PTA RFs (the forms used for PTA cases), complete any changes requested by the case reviewers and ensure that all necessary documentation is sent to the reviewer together with the RST forms in view of submission to a resettlement country. When needed, the RST Expert will also support in providing training on resettlement to partner organisations and facilitate the identification of RST and PTA cases.

DESCRIPTION OF TASKS, RESPONSIBILITIES AND DELIVERABLES WITHIN THE OVERALL PROTECTION STRATEGY

Include specific terms of the assignment. A menu of possible examples is provided below (select only as relevant, be realistic and revise appropriately)

The incumbent will work under the overall supervision of the Regional Representative. Tasks will include:

- Interview and complete RRFs / PTA RFs of Resettlement and PTA cases (4 cases per week), and make all necessary changes requested by case reviewers on referred cases;
- Collect, scan and send all necessary documentation linked to the RST and PTA cases;
- Participate in relevant meetings concerning RST, PTA and protection issues;
- Support with the training of partner organizations on issues relevant to RST / PTA;
- Undertake field missions to conduct interviews when required.

REPORTING REQUIREMENTS

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The Deployee will be required to prepare reports following standard forms and deadlines:

- *An Initial Report within the first 6 weeks of assignment - optional*
- *Quarterly statistical and narrative reports for resettlement*
- *A Final Report (at the end of the assignment or end of the year)*
- *A Performance Appraisal Report (PAR) as per **Annex N***
- *The quarterly reports and the Performance Appraisal Report (PAR) must be signed by the direct UNHCR supervisor, the technical supervisor and by the regional entity, where applicable and sent to the NGO employer.*

OTHER INFORMATION (optional)

For example information about visa requirements, the banking facilities in-country, estimated monthly cost of living, including housing.

Vaccinations: It is strongly recommended to check with a travel doctor and/or CDC regarding vaccinations. Yellow Fever is required upon entry for countries that have been determined to have Yellow Fever.