

Annex M

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.

Place/ Date:

Signature of direct supervisor:.....

Signature of technical supervisor... ..

Signature of Representative (Required if supervisor is not an international staff)

.....

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: Sub-Saharan Africa example
TYPE OF DUTY STATION (i.e. A, H, B, C, D, E)/ FAMILY/ NON-FAMILY: C/ Family (TBC)
R & R CYCLE: N/A - (Subject to change following UNHCR review of entitlements)
PROPOSED FUNCTIONAL TITLE: Resettlement/ RSD Expert
EXPECTED START DATE/ ENDING DATE:
FOCUS OF DEPLOYMENT: RSD/RST

QUALIFICATIONS AND SKILLS REQUIRED
<i>Qualifications, skills, expertise in a particular field (education / knowledge/ experience, demonstrated skills)</i>
<ul style="list-style-type: none"> • University degree in relevant area (e.g. law, political science, social sciences - preferably in social work etc.), preferably at the Masters level or above; • knowledge of and/or preparedness to become familiar with and abide by UNHCR's principles, code of conduct and humanitarian goals;

Annex M

- knowledge of the international legal framework governing refugees, asylum seekers, internally displaced and stateless persons;
- knowledge of UNHCR guidelines on registration, refugee status determination/resettlement;
- awareness of issues related to specific needs and vulnerabilities related to specific refugee groups (women, children/UASC, the older, minorities, the disabled) and how to apply rights and community-based approach to identify and respond to specific needs;
- awareness of the importance of preventing fraud and ways to mitigate risks.
- two or more years work experience in relevant work area (e.g. assisting refugees in a resettlement context, case advocacy, assisting with family reunification, identifying resettlement needs, preparing resettlement referrals/submissions, conducting RSD interviews and assessments, etc);
- experience in interviewing and counseling refugees and asylum seekers on case processing;
- excellent drafting and analytical skills;
- knowledge of methods for identifying individual refugees or refugee populations for resettlement;
- strong interpersonal skills and ability to work effectively in teams;
- ability to work in stressful situations and in hardship locations;
- experience in the area of refugee resettlement - conducting refugee resettlement assessments and submissions;
- cross-cultural interviewing experience;
- knowledge of or willingness to become familiar with methods for identifying individual refugees or refugee populations for resettlement;
- ability to work well in a multicultural team;
- resettlement management capacity building and resettlement training;
- previous working experience with above-mentioned refugee caseloads, will be an asset;
- working experience in Africa, and especially within the East African and Great Lakes regions, will be an asset;
- ability to work with proGres v4 (or rapidly learn it) and other computer and technological equipment

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

- Fluency in English written and spoken English required. Arabic is desirable.

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*

Annex M

- 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?

N/A

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?

Upon arrival, UNHCR will assist the deployee to know what different types of accommodation are available in the field location.

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

The deployee's accommodation should be approved by UNDSS and MORSS compliant. These guidelines will be shared with the deployee at the UNDSS security briefing and the UNHCR Field Safety Associate is available to provide support.

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

The deployee will be based at the Field Unit which is a level 1- security locations with low security risks. Hotel accommodation is available to staff while on mission. Travels to other camp locations for relevant work responsibilities might happen.

SECURITY

Security level in country/ duty station/ at the mission location: Level 1

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).

N/A

Annex M

ACCOUNTABILITY AND SUPERVISION

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

Resettlement Officer – Field Unit

Head of Field Office – Field Unit

Senior Protection Officer

Representative

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

N/A

PART B:

BACKGROUND

Target Population

Given the deteriorating security situation, UNHCR seeks to collaborate with the authorities of the African Union (AU) in the immediate establishment of an Emergency Transfer Mechanism (ETM). The establishment of the ETM is aimed at responding to the emergency protection needs of refugees, asylum-seekers, children and youth-at-risk, and others of concern. Through this ETM, the individuals concerned would be transferred, on a voluntary basis. The selection of those to be transferred would be made based upon an agreed procedure and in line with relevant framework including a tripartite Memorandum of Understanding. From the ETM, a durable solution for the individuals' situation would be pursued based on an informed decision, including voluntary return to the country of origin, legal pathways for a third country solution or third country resettlement to States that are willing to offer admission, family reunion in a third country, readmission to previous countries of asylum, etc.

UNHCR plans to support the authorities in biometric joint registration and Refugee Status Determination (RSD) under the Mandate of evacuated persons, in accordance with applicable standards. A durable solution for their situation would be pursued, including return to the country of origin for those who voluntarily choose to do so, or third country resettlement to States that are willing to offer admission. This deployment is critical in ensuring this is achieved.

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

- Carry out interviews and assessments in line with the individual case-processing policies and standards relating to registration, RSD, and resettlement of the operation ensuring productivity of five completed cases per full working week (pro rata) at a minimum, depending on the profiles of evacuated individuals and processing modalities (re regular RSD and Resettlement, merged RSD/Resettlement).
- Provide appropriate counseling to persons of concern in relation to the ETM process as necessary including in the context of the notification of decisions on individual cases.
- Participate in training/briefing UNHCR staff and partners on RSD/ resettlement categories/procedures, as required

Annex M

- Stay abreast of legal, political, security and other developments which impact on the protection environment, and in particular, on protection delivery through registration, RSD, resettlement.
- Make referrals to other UNHCR staff/units, based on identified vulnerabilities and specific needs.
- Ensure adherence to and contribute to continual review of operation-specific SOPs.
- Maintain accurate processing statistics and provide statistical reports on a regular basis.
- Keep systematic, accurate records of all cases considered including ensuring compliance with proGres v4 data entry requirement and filing of all documents and correspondence in physical files.
- Assist in preventing and identifying fraud in individual case-processing through oversight, advice and guidance to UNHCR staff, partners and persons of concern.
- Assist in development of a protection strategy for registration and/or RSD, and/or resettlement for the operation.
- Reviewing special cases and following up on status of cases from resettlement submission to departure.
- Systematically apply an age, gender and diversity (AGD) perspective in the performance of assigned functions.
- Assist in monitoring individual case processing trends and in compiling and analysing statistics related to individual case processing.
- Assist in developing and maintaining processes to ensure that persons of concern have accurate information on the UNHCR individual case-processing policies and procedures.
- Act as interpreter and translator, where applicable.
- Perform other related duties as required.

REPORTING REQUIREMENTS

OTHER INFORMATION (optional)

UNHCR assists deployees with obtaining visas. The following documents are needed to process the visa: UN Certificate, visa application, 2 passport photos, police clearance, notarized copies of diplomas, and updated CV. Some deployees may need to request visas before their arrival while other nationalities can receive visas upon arrival.

Rental houses and apartments are available in most locations, though can be competitive to find in field locations.