

# **CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)**

## TERMS OF REFERENCE – ADVOCACY AND POLICY

### **Purpose / Role**

To develop and deliver CARE International's policy analysis and advocacy during a humanitarian crisis.

### **Responsibilities**

Responsible for the development and implementation of an advocacy strategy aimed at establishing and consolidating peace, safeguarding human rights, and/or improving security and humanitarian access for beneficiaries and the humanitarian community...

S/he will be responsible for advising the country office on which national and international legal frameworks, policies or resolutions are applicable to the crisis (examples may include national laws, International Humanitarian Law, UN Resolutions on Women, Peace & Security, Good Humanitarian Donorship Principles, the Red Cross Code of Conduct, Protocols on Forced Return, etc.). S/he will lead analysis on how these standards are being respected by relevant authorities, intervening agencies, and (if applicable) parties to the conflict. S/he will ensure that senior staff are briefed on the legal environment and that pertinent information is rolled out to field staff as necessary.

S/he will develop strategic policy positions; undertake policy influence activities with decision makers; and arrange regular consultation meetings and briefings with key stakeholders e.g donors, government officials, UN representatives.

S/he will be responsible for overseeing the design and implementation of the advocacy strategy and to ensure that aims and objectives of the programme are implemented according to agreed plans.

Where applicable, s/he will lead or support the Country Office in monitoring human rights infractions in CARE's operating areas.

### **Specific Tasks**

#### **1. Research and policy formulation**

- Quickly determine the applicable policy context related to the crisis.
- Monitor and analyse humanitarian and political developments in country.
- Assist in the writing and publication of research and policy papers based on shared analysis.
- Formulate policy positions linked to key conflict, human rights and humanitarian themes.
- Develop strategies which enhance the impact of CARE's immediate humanitarian assistance programme, as well as informing future work.
- Represent and advocate with policy makers and decision takers at national and international levels.

#### **2. Communication**

- Produce regular briefings, updates, policy documents and discussion papers on developments in the political and humanitarian sphere for both external and internal audiences.
- Assist in the establishment of effective policy/communication links with the humanitarian community in country.
- Share information on upcoming events, visits and strategic meetings in a timely and effective manner.
- Attend meetings and events and ensure clear reporting of recommendations and action points.
- Assist in the development and implementation of a media strategy.

#### **3. Co-ordination/Liaison of activities**

- Plan and contribute to policy/communication and strategy meetings.
- On request, to represent policy positions at external meetings, conferences and in consultations and report back on same.

- Direct liaison with policy makers, information officers and media representatives working on humanitarian and policy issues.

### **Key Internal Contacts**

Country Director, CO Emergency Response Team, Emergency Response Director, CI RED team particularly sector specialists and the media and information manager, CI Advocacy Coordinator, Regional Management Units, CARE International members.

### **Key External Contacts**

Peers, policy makers, information officers and other officials of host government, donors and donor governments, other agencies and groups, and media representatives responding to the emergency.

### **Reporting Lines**

This position reports to the CI RED Team Leader. Where this is the only CI RED deployment they will report to the Country Director or ACD Programme as agreed.

### **Selection Criteria**

#### **Core Competencies**

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

#### **Technical Competencies** required for this position

- Appropriate Bachelors degree or Diploma.
- 5 years experience in policy development with a humanitarian aid organization.
- Considerable and demonstrable experience in policy development, influence and advocacy planning; with a proven understanding of diplomatic practices and experience in conveying complex messages in a politically sensitive environment.
- Discretion and sound reasoning in dealing with sensitive matters; ability to independently solve complex and challenging problems.
- Proven experience and highly developed skills in policy influence at national and international levels with a range of audiences.
- Demonstrable and substantive knowledge of the political and humanitarian situation of the issues facing countries in transition.