

# **CARE International Roster for Emergency Deployment (CI RED)**

## TERMS OF REFERENCE – HEALTH

### **Purpose / Role**

This position will lead integration of health as part of CARE's emergency preparedness and/or response activities. S/he will ensure that health programming adheres to interagency standards for quality health response activities as outlined by Sphere and the Global Health Cluster and follows guidelines provided in the CARE Emergency Toolkit (CET). Health encompasses community, primary, secondary and tertiary health care in the areas of communicable diseases, nutrition, child health, non-communicable diseases, mental health, general clinical services, HIV/AIDS, and sexual reproductive and maternal health (SRMH). In order to implement quality programming, many of these areas such as nutrition, SRH, and HIV/AIDS require additional specialists.

The role of the health specialist is to either lead specific health sectoral responses or to provide general oversight to all health activities and to ensure gender is mainstreamed throughout the health sector. S/he will support or lead assessments, strategy development, project design, project management and implementation, development of monitoring and evaluation systems by contributing to proposal development, training and liaising with donors and interagency coordination groups such as the health cluster and RH working group.

### **Responsibilities and Tasks**

#### **1. Assessment**

- Collect secondary data on key health indicators and review existing assessment reports by the MOH, UN agencies, International NGOs, etc.
- In collaboration with the emergency response team, plan and conduct rapid assessments followed by more in-depth assessments. Coordinate and collaborate with the health cluster and local health authorities on all assessments. Share assessment findings with the health cluster and community members

#### **2. Strategy Development**

- Working with the country office development team including health staff and emergency response team members, develop a strategy for integrating health including health into emergency preparedness, response and transition to development including linkages with specific sectors. For example links with water, sanitation and hygiene (WASH) sector.
- Ensure SRH and specifically long-acting family planning methods and post abortion care are integrated into referral systems and clinical services.
- Establish priority health needs based upon the assessments; EPP; gaps identified; and the country office impact groups, capacity and strategic plans as outlined in the LRSP.
- Define required activities in the areas of communicable diseases, nutrition, child health, non-communicable diseases, general clinical services, HIV/AIDS, and sexual reproductive and maternal health (SRMH).

#### **3. Proposal Development**

- Contribute to proposal development for emergency response and work with the finance department to develop appropriate budgets.
- Liaise with donors such as OFDA, PRM, DFID, ECHO, WHO and UN agencies managing the Pooled Fund at cluster meetings.
- Submit proposals to the UN Flash Appeal.
- Develop programming that is in line with the country office long range strategy and that includes a strong community and civil society component. CARE usually works through local partners such as the local health care providers or local NGOs.

#### **4. Management and Implementation**

- Set up and/or support community-based primary health services, and devise appropriate organizational and coordination mechanisms with health professionals within these services.
- Identify staffing needs, launch recruitment with HR, orient and train staff.

- Ensure gender is integrated into all health activities; refer to the *IASC Gender Handbook in Humanitarian Action*.
- Develop and implement programming that is integrated with locally available health services and aimed at sustainability. Ensure services are available for all affected populations (refugees and displaced as well as host).
- Include health professionals from among the target population in assessment design and implementation wherever possible.
- Support or establish local Health Information Systems (HIS).

#### **5. Liaison and Coordination**

- Represent CARE's work in interagency coordination meetings such as the health cluster, RH working group, and other coordination groups led by donors or the Ministry of Health.
- Coordinate with other sector responses within CARE (WASH, Shelter, Food, Gender, DRR, etc...) to ensure a multi-sector approach to health.
- Coordinate with all appropriate CARE groups such as communications, CI health sector specialists, gender specialists and advocacy.

#### **6. Administration and Human Resources**

- Depending upon the country context, coordinate and/or implement staff training for HIV prevention (in the absence of an HIV/AIDS Advisor), including universal precautions for all health staff, safe blood supply, and HIV/AIDS IEC message appropriate for the population.
- As needed, work with HR to ensure that all staff are trained on prevention of sexual exploitation and abuse (PSEA) and are fully informed of the code of conduct and zero tolerance for SEA.
- In collaboration with M&E managers, design and develop supervisory, monitoring and evaluation systems for SRH interventions, ensure adequate data collection for decision making; and monitoring and reporting on activities to donors.

#### **Key Internal Contacts**

CI RED Team Leader and/or ACD Programme or CO Emergency Manager when appropriate; Logistics and Programme support Manager; Security Advisors/Officer; and CI Health Specialists.

#### **Key External Contacts**

Ministry of Health, Global Health Cluster led by WHO, Other UN agencies (UNFPA, UNICEF, UNHCR), other international NGOs such as IMC, Save the Children, IRC, American Refugee Committee, RHRC Consortium, local CBOs or associations and security personnel (UN, local police).

#### **Reporting Lines**

Report to the Team Leader or (Country Director in his/her absence)

#### **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** for this position are

- MPH, nursing or medical degree.
- Previous experience in medium – large scale emergencies (1 year minimum or a few short term deployments).
- Capacity to develop, implement and analyze health assessments.
- Capacity to develop and implement work plans in emergency settings.
- Experience in managing budgets.
- Skills in training, monitoring and evaluation of health interventions.
- Strong writing skills and report writing.
- Knowledge of the MISP and implementation requirements. Must have completed one of the following:
  - MISP Distance Learning Module, [www.rhrc.org](http://www.rhrc.org)
  - Participated in a MISP regional or country level training led by SPRINT or partners.