

# CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

## TERMS OF REFERENCE

- SHELTER SPECIALIST
- SITE PLANNING SPECIALIST
- RECONSTRUCTION SPECIALIST

## Introduction

These terms of reference are for the above three posts; they will be adapted to meet the requirement of particular posts which become vacant. Requirements apply to all three posts unless specifically stated otherwise.

## Purpose / Role

- Assess, design and deliver CARE's shelter response.
- Co-ordinate with other CI RED team members and CARE staff, to ensure a rapid, proportionate and effective response.
- Ensure an effective response to immediate shelter needs while simultaneously considering longer-term shelter needs including the development of possible scenarios.
- Take a very active role in co-ordination, support and advocacy with other stakeholders.
  - **Shelter specialist:** develop CARE's overall shelter strategy through the emergency response, transitional and reconstruction phases.
  - **Site planning specialist:** develop CARE's role in site planning as a coherent part of the overall shelter strategy.
  - **Reconstruction specialist:** develop CARE's role in reconstruction as a coherent part of the overall shelter strategy.

## Responsibilities and tasks

### 1. Assessment

- Provide sectoral leadership and expertise in the assessment.
- Conduct initial rapid assessment of current situation in collaboration with local specialists and affected population; determine priorities, immediate activities and resources.
- Assess potential recovery activities that CARE can be involved in.
- Represent CARE to stakeholders Governmental and non-Governmental agencies (and military where present) in relation to the shelter aspect of the assessment.
- Assess in-country resources, human, material and financial for response with relevant staff and agencies.

### 2. Program Design

- Define aims and objectives.
- Select and design activities.
- Select and specify any additional inputs needed, such as staff, equipment, materials or funding.
- Develop design, legal and financial documents where appropriate in consultation with displaced families, host population and government ministries ensuring the participation of women.
- Collaborate effectively with other CARE staff involved in WASH to ensure an integrated approach.
- Ensure that issues of protection, gender, livelihoods, DRR and environmental impact, operation, maintenance and sustainability are factored into the programme design.
- Ensure Sphere minimum standards are met or exceeded where appropriate.
- Ensure the input of specialist technical advice where required.
- Develop letters of intent, concept papers, organograms, TORs, budgets and proposals.

### 3. Management and Implementation

- Plan and manage the programme in a phased and prioritised manner with full consultation and co-ordination with CARE staff and other stakeholders.
- Ensure gender is fully considered throughout the project cycle with women being enabled to influence decision-making around shelter issues.
- Organise with the Logistics materials and support needed for all activities.
- Ensure regular monitoring and arrange evaluation.
- Ensure legal requirements are enforced where necessary.

#### 4. Information and Co-ordination

- Provide regular updates to CI RED Team leader and CARE team on progress, priorities and constraints – verbally and in writing on an agreed frequency.
- Represent CARE to stakeholder groups as needed and agreed with the Team Leader.
- Train and brief CARE staff and stakeholders on shelter issues.

#### Key Internal Contacts

CI RED Team Leader and other members of the CI RED team as appropriate.  
CD, ACDs, sectoral advisers, and program support managers.

#### Key External Contacts

Other agencies and groups responding to the emergency, in particular those working in shelter, WASH and Logistics.

Governmental representatives from the ministry tasked with shelter and recovery

Local professional bodies and private companies for the built environment

#### Reporting

Reports to CI RED Team Leader or designate.

#### 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

##### All:

- A suitable qualification in Architecture, Planning, Structural or Civil Engineering. Experience can substitute for qualifications but not vice versa.
- Awareness of public health issues as applied to emergency settings, with special attention to the needs of women and children.
- Knowledge of transitional shelter and settlements options including host family support, collective centres and camps.
- Ability to prepare concept papers and project proposals in accordance with the standards required by CARE and Donors.
- Good communication skills in English and ideally local language.
- Computer and finance skills.

##### Shelter specialist

- 5 - 7 years humanitarian aid experience with at least 4 years experience in shelter.
- Demonstrated competence to develop shelter strategy through the emergency response, transitional and reconstruction phases.

**Site planning specialist**

- 3 - 5 years humanitarian aid experience with at least 2 years experience in shelter.
- Ability to prepare site planning documentation in accordance with the standards required by CARE and professional bodies.

**Reconstruction specialist**

- 3 - 5 years humanitarian aid experience with at least 2 years experience in shelter.
- Ability to prepare construction documentation in accordance with the standards required by CARE and professional bodies.