CARE International Roster for Emergency Deployment

(CI-RED) Terms of Reference - *Shelter*

**Purpose / Role**

These terms of reference are for the below roles; they should be adapted to meet the requirements of particular deployments that arise. Points below apply to all roles unless specifically stated otherwise.

* Emergency shelter and recovery specialists
* Site and urban planning specialists
* Housing, land and property (HLP) rights specialists
* Shelter and gender specialists
* Technical experts.

**Responsibilities**

**General Responsibilities**

* Assess, design and deliver CARE’s emergency shelter and recovery programmes in response to natural or man-made disasters and complex emergencies.
* Co-ordinate with other team members and CARE staff to ensure a rapid, proportionate, integrated and effective response.
* Ensure an effective response to immediate shelter needs whilst simultaneously considering longer-term shelter and recovery needs including the development of possible scenarios related to housing.
* Take an active role in co-ordination, support and advocacy with other stakeholders.
* Ensure gender-sensitive emergency responses, which can empower women.
* All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and/or abuse of children and vulnerable people via established internal referral mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.

### **Emergency shelter and recovery specialists:**

* Develop CARE’s overall shelter strategy through the emergency response and recovery.
* Develop operational plans and support CARE in delivery of high-quality programmes.
* Ensure adherence to CARE policies and donor requirements.

### **Site and urban planning specialists:**

* Develop CARE’s role in site or urban planning as a coherent part of the overall shelter strategy.
* Provide technical support, advice and oversight for programmes to support CARE in delivery of high-quality programmes, specifically those that adequately address the needs and capacities of men, women, boys and girls and the needs and capacities of vulnerable groups.

### **Housing, land and property (HLP) rights specialist:**

* Develop CARE’s strategy for addressing HLP in its shelter programmes, especially in urban responses.
* Support CARE in delivery of programmes that address housing, land and property rights, with specific consideration of how these can empower women and girls.
* Develop CARE’s strategy for HLP advocacy and support the production of strong advocacy messages and materials.

### **Shelter and gender specialist:**

* Develop CARE’s shelter strategy for gender sensitive and gender transformative programmes.
* Support CARE in delivery of high-quality integrated programming which address the needs of men, women, boys and girls and contribute to empowering women and girls.

### **Technical expert:**

* Provide specific, short-term expertise to CARE, including, but not limited to, structural design, materials selection and procurement, construction, environmental impact assessment and mitigation, needs assessment and evaluation.

**Specific Tasks**

These tasks are the type of activities any of the above specialists could be asked to lead or contribute to. It is not an exhaustive list but gives an indication of the kind of roles that the surge team members take on.

## **Assessments**

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

### **Programme Design**

* Define aims and objectives for programmes and projects.
* Select and design activities for programmes and projects.
* 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 populations and government ministries, ensuring the participation of women.
* Collaborate effectively with other CARE staff to ensure an integrated approach, specifically with staff in CARE’s Gender in Emergencies team and other core sector teams (sexual and reproductive health, WASH and food security).
* Ensure that cross-cutting issues, including 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.
* Identify and ensure the input of specialist technical advice where required.
* Develop letters of intent, concept papers, organograms, ToRs, budgets and proposals.

## **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.
* Ensure adequate logistic capacity and systems and ensure appropriate materials and support are available for all activities.
* Ensure regular monitoring and arrange evaluations.
* Ensure legal requirements are enforced where necessary.

## **Information and Co-ordination**

* Provide regular updates to the 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**

* Team Leader and other members of the team as appropriate.
* Country Directors, Assistant Country Directors, Sectoral Advisors, Programme Managers and Programme Support Managers.
* CARE Emergencies Group and CARE Member media and communications staff.

**Key External Contacts**

* Other agencies and groups responding to the emergency.
* Donors.
* Governmental representatives from the ministries tasked with shelter and recovery.
* Local professional bodies and private companies for the built environment.
* Media.

**Reporting Lines**

* Reports to the Team Leader or other designated manager.

**Selection Criteria**

**Core Competencies for all deployable positions**

* 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 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. Ability to work and live with a flexible, adaptable and resilient manner.
* Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Has experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high stress and high security contexts.
* Work style: Is well-planned and organised 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: Has knowledge of CARE policies and procedures, Sphere and the Red Cross / NGO Code of Conduct. Has general finance, administration, information management and telecommunication skills and proficiency in information technology / computer skills.
* Minimum 3 – 5 years’ humanitarian aid experience.
* Multiple language skills desirable.

**Technical Competencies**

All:

* Awareness of general 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.
* Knowledge of different modalities of shelter support, including cash, NFIs, construction and technical assistance.
* 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 the local language.
* Strong awareness of gender and protection issues in humanitarian interventions, including specifically in shelter programming.

### Emergency Shelter and Recovery Shelter specialist:

* A professional qualification in the built environment (architecture, engineering, planning etc). Experience can substitute for qualifications but not vice-versa.
* 5 - 7 years’ humanitarian aid experience with at least 4 years’ experience in shelter.
* Demonstrated competence in developing shelter strategy and implementing programmes through the emergency response and recovery phases.
* Ability to prepare construction documentation in accordance with the standards required by CARE and professional bodies.

### Site and Urban Planning specialist:

* A post-graduate or professional qualification in settlement or urban planning. Experience can substitute for qualifications but not vice-versa.
* 3 - 5 years’ humanitarian aid experience with at least 2 years’ experience in settlement planning or urban planning.
* Ability to prepare site planning documentation in accordance with the standards required by CARE and professional bodies.

### Housing, Land and Property Rights specialist:

* A degree or professional qualification in law or other, relevant field. Experience can substitute for qualifications but not vice-versa.
* 3 - 5 years’ humanitarian aid experience with at least 2 years’ experience in housing, land and property rights in humanitarian contexts.
* Demonstrated competence to develop HLP programme and advocacy strategies through the emergency response and recovery phases.
* Ability to plan and implement HLP programmes.

### Shelter and gender specialist:

* 3 – 5 years’ humanitarian aid experience.
* Demonstrated understanding of the different modalities and types of shelter programmes.
* Demonstrated competence in gender analysis and producing strategies for gender-sensitive programming. A strong understanding of gender and power dynamics within households and of how shelter programmes can address the needs of men, women, boys and girls and how programmes can empower women and girls.

### Technical expert:

* A thorough and demonstrated understanding of humanitarian contexts (including natural disasters, conflict and complex emergencies) and humanitarian principles.
* Relevant post-graduate or professional qualification in structural engineering, civil engineering, housing, land and property rights, materials science, construction management and logistics, or:
* Demonstrated professional expertise in structural engineering, civil engineering, housing, land and property rights, materials selection and procurement, environmental impact assessment in humanitarian contexts, design of sustainable recovery programmes, needs assessment and programme evaluations.