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 crisis-specific advocacy strategy aimed at ensuring access to humanitarian assistance for affected populations, and addressing underlying issues that may be preventing this.
* 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 Grand Bargain, 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 influencing activities with decision makers; and arrange regular consultation meetings and briefings with key stakeholders such as donors, partners, government officials UN representatives and representatives of affected people.
* 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.
* 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 abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.

Specific Tasks

**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, in line with CARE’s Humanitarian Advocacy Strategy (HASt).
* Develop influencing 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.

**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 the Country Director and senior team 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/communications strategy.

**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, Surge 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

Reports to the Team Leader. Where this is the only 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.

**Required Technical Competencies**

* Appropriate Bachelor’s degree or Diploma.
* 3 years of experience in policy and/or advocacy roles with a humanitarian aid organization. Note that CARE recognises that roles without a specific policy/Advocacy job titles may nonetheless include substantial policy or advocacy work. Practical field experience with an agency delivering humanitarian response. 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 affected by crisis or in transition.