CARE International Roster for Emergency Deployment

Terms of Reference**–***Gender-Based Violence and Protection*

Purpose / Role

Protection broadly encompasses activities aimed at obtaining full respect for the rights of all individuals in accordance with international law – international humanitarian, human rights, and refugee law – regardless of their age, gender, social ethnic, national, religious, or other background (IASC-endorsed definition).

During a crisis, such as armed conflict or natural disaster, institutions and systems for physical and social protection may be weakened or destroyed, community support systems and protection mechanisms are disrupted; many people flee, and those who remain may not have the capacity or the equipment to work; families and communities are often separated, sexual and gender-based violence (SGBV) increased.

In such situations, humanitarian organizations play key roles to help protect civilian’s through Protection of children; protection from sexual and gender-based violence (SGBV) and protection of displaced people (IDPs). Specific protection activities depend on the nature of the emergency, the humanitarian needs that arise, and particular sub-groups of beneficiaries including women, girls, boys and men.

CARE International’s Humanitarian Mandate is to meet the immediate needs of disaster-affected women and girls and their families in the poorest communities in the world in a way that also addresses the underlying causes of people’s vulnerability. CARE recognizes the link between poverty and gender inequality and the need for humanitarian organizations to design, plan and respond to the needs of affected women, girls, men and boys in ways that promote gender equality. In order to address the systemic and structural practices that create barriers to the realization of women’s rights and gender equality; including prevention of and response to gender based violence and sexual exploitation and abuse, Care recognizes the importance of working with girls and women in a way that supports their empowerment and of actively engaging men and boys as allies in the prevention of GBV.

The position of Protection &GBV in emergencies facilitates coordinates and advocates for the mainstreaming of Protection and GBV mitigation in CARE’s key sectors (WASH, Shelter, SRH & Food Security) in a humanitarian emergency setting in accordance to the CI mandate, policies and guidelines and the *IASC Gender Handbook* and the *IASC Guidelines for GBV Interventions in Humanitarian Settings*.

The aim of the GBV & Protection Adviser is to establish sustainable mechanisms in collaboration with the Sector Specialists and build capacity to continue and replicate her/his work after the deployment has ended. The mentoring of local staff is strongly encouraged. Where appropriate, the GBV & Protection Advisor will also have the responsibility to identify opportunities for GBV/Protection specific projects or evaluate ongoing GBV/Protection projects if relevant.

CARE is therefore committed to ensuring the respect of the following **Protection Principles and programming** stated in the Sphere Project:

* Avoid exposing people to further harm as a result of its actions;
* Ensure people’s access to impartial assistance – in proportion to need and without discrimination;
* Protect people from physical and psychological harm arising from violence and coercion;
* Assist people to claim their rights, access available remedies and recover from the effects of abuse.

These TOR are comprehensive and the Protection and GBV Adviser will revise them with the Country Director, Assistant Country Director and/or Emergency Team Leader upon arrival to agree on priorities based on initial assessment, and will inform the country office team accordingly. The main responsibilities and tasks are outlined below.

Responsibilities

**Pre-Arrival:** Get briefed and preposition capacity in the areas of Protection and GBV prevention & response.

* Contact team leader for general briefing and initial response framework.
* Prepare key social relations background notes for team: include known Protection and GBV features of the population and guidance on Protection and GBV issues in this type of context (e.g. different physical needs & capabilities to access aid, gendered roles & responsibilities of affected communities, issues around displacement, family separation, security & exploitation).

**On Arrival:** Set priorities, establish key internal and external contacts to understand local gender issues, ensure that CI systems and structures are gender-sensitive and review HR and Administration issues.

* Revise TOR with Country Director, Assistant Country Director for Programs and/or Emergency Team Leader to agree on priorities based on an initial assessment, and inform the country office team accordingly.
* Establish key internal and external contacts including CO staff with understanding of the main issues related to Protection and GBV dynamics and trends in the affected population, GBV and Protection focal points in humanitarian agencies, Cluster Leads of the Protection Cluster and GBV sub-clusters wherever operational, Ministry of gender or as appropriate, local leaders and organizations/networks known to promote the interests of women, security & protection officers.
* Ensure that registries, assessment methods & other sources of information about affected people are respectful of the GBV and protection principles
* 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.
* Review PSEA policies and codes of conduct duly signed by staff and implementing partners; personal needs as well as security & risk considerations of staff
* If relevant, meet with implementing partner staff to identify key protection concerns and activities.

**Information, Analysis and Program Support**

* Support the collection and analysis of sex- and age- disaggregated data (quantitative, qualitative and anecdotal) as well as streamlining the needs assessment, collection and analysis so that it can be more effective in meeting beneficiary needs.
* Facilitate and support the integration of Protection and GBV perspectives including including the [Operational Guidelines on the Protection of Persons in Situations of Natural Disasters](http://www.globalprotectioncluster.org/_assets/files/tools_and_guidance/IASC_Guidelines_Natural_Disasters_EN.pdf) and the IASC Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Action in the programming across sectors.
* Assist sectors in setting up or adapting existing systems to monitor progress in mainstreaming Protection and GBV by using inter alia the IASC frameworks and checklists and adapting them.
* Advise sectors on the setting of accessible, efficient, confidential, and safe feedback and complaints mechanisms
* Ensure that issues of GBV and SEA are explored in sensitive ways, and that services and follow-up are provided in keeping with CARE’s guidelines. If necessary, provide training to CARE staff on PSEA/Child Protection policies and relevant codes of conduct. Review project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors.

## **Capacity Building**

* As timing permits, in manageable blocks, review basic concepts and principles of gender/Protection/GBV/PSEA/Child Protection for all team members, fostering a culture of reporting any suspicions of exploitation and abuse. Also, provide specialized sector/logistical briefings to each respective specialist/team as appropriate.
* Provide training/orientation to CARE staff and implementing partner on promoting available e-learning courses, the use of [Operational Guidelines on the Protection of Persons in Situations of Natural Disasters](http://www.globalprotectioncluster.org/_assets/files/tools_and_guidance/IASC_Guidelines_Natural_Disasters_EN.pdf) and the IASC Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Action and related checklists in all CARE focus areas. Capacity building can include training, ToT, mentoring and one-on-one support.

**Coordination and Advocacy**

* Build strategic alliances with other key actors internally and externally to advocate for Protection and GBV programming.
* Provide technical support to and identify opportunities for the development of relevant advocacy and communication/information materials to address GBV and protection issues.

**Administrative and Miscellaneous Duties**

* Collect and promote good practices and lessons learned, contributing to a collection of replicable good practices for Protection and GBV programming.

Key Internal Contacts

Team Leader and/or ACD Program or CO Emergency Coordinator when appropriate; Sector Specialists; Security Advisors / Officers.

Key External Contacts

Protection and GBV in-country coordination mechanisms and focal points in humanitarian agencies, local leaders and organizations/networks known to promote the interests of women, security & protection officers.

Reporting Lines

Reports to the Team Leader.

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. Is committed to working for girls’ and women’s empowerment, to engaging boys and men in the prevention of gender-based violence and to ensuring that GBV and protection services are equally accessible to female and to male survivors.
* 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.
* Multiple language skills desirable.

Required Technical Competencies

* Previous experience in medium-large scale emergencies (3 years minimum);
* Familiar with humanitarian programming and inter-agency coordination systems;
* Proven experience combining formal expertise on Protection and GBV mainstreaming and gender equality with experience of applying these concretely to specific humanitarian program sectors, plans, policies and processes. In particular, demonstrated experience in mainstreaming GBV and protection in at least one of CARE’s key sectors (WASH, Shelter, SRH & Food Security)
* Proven experience in managing GBV/Protection specific projects
* Masters or advanced degree in a relevant subject area;
* Knowledge of training tools and methods and proven experience delivering training on Protection and GBV responsive programs;
* Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application;
* Experience in budget development and management;
* Strong knowledge on the [Operational Guidelines on the Protection of Persons in Situations of Natural Disasters](http://www.globalprotectioncluster.org/_assets/files/tools_and_guidance/IASC_Guidelines_Natural_Disasters_EN.pdf) and the IASC Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Action