

### 3REQUEST FOR SUPPORT FROM STANDBY PARTNERS

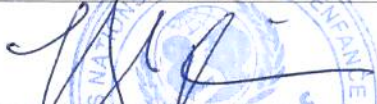

To : Julien Temple  
 Project coordinator  
 Standby Arrangements  
[jtemple@unicef.org](mailto:jtemple@unicef.org)  
 fax: +41-22-909 5902

CC : Grith Norgaard  
[gnorgaard@unicef.org](mailto:gnorgaard@unicef.org)  
 CC : Claire Morton  
[cmorton@unicef.org](mailto:cmorton@unicef.org)  
 CC : [standby@unicef.org](mailto:standby@unicef.org)

Date:

1.	<b>Name and position of Requesting Officer:</b>	Pierre Bry - Chief Field Operations
2.	<b>Title and level of post for which a standby personnel is requested:</b>	Cluster WASH Coordinator P4
3.	<b>Country:</b>	DRC
4.	<b>Duty Station:</b>	Kinshasa
5.	<b>Starting date and time-frame of assignment:</b>	November 1 <sup>st</sup> , 3 months
6.	<b>Will office space be provided?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
7.	<b>Will the secondee work under MOSS compliance and be included in UNICEF's security arrangements?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
8.	<b>Is the Terms of Reference attached to this request? (please send electronically)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
9.	<b>Surge need justification (explain why post is urgent and why current UNICEF capacity cannot cope)</b>	<p>The humanitarian situation remains adverse and increasingly complex in DRC. The situation in Eastern DRC which was bad in 2017 and has deteriorated in early 2018 is experiencing an unprecedented Ebola outbreak which is complex and has not seen as of yet its conclusion. In areas already affected by multiple conflicts and humanitarian crisis, not forgetting about cholera which is spreading fast in multiple provinces.</p> <p>DRC is also facing major changes in the Humanitarian Coordination with a new structure proposed including a National Cluster Coordination in Kinshasa and 4 Sub-National Coordination in Goma, Kalemie, Bukavu and Kananga grouping different Provinces. These major changes are followed by a new structure in the UNICEF in country office and policy related to HR. The Wash Cluster, both at national level and sub-national level have impacted by these changes.</p> <p>As the profile of the crisis is getting more attention from international community, expectations are growing in terms of assistance delivery, wash emergency coordination and capacity to quickly respond to current and future crisis.</p> <p>In this context UNICEF is facing a critical (temporary) gap in the area of wash cluster coordination, awaiting for the return of the post incumbent early 1019.</p>
10.	<b>What is the longer term staffing plan after SBP temporary support period ( where relevant) ?</b>	The post incumbent should resume his position in February 019
11.	<b>UN Security Phase in-country/duty station:</b>	Level 3
12.	<b>Special medical requirements (vaccinations etc):</b>	Yellow fever compulsory

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13. <b>Manager of secondee:</b>	Pierre Bry Chief Field Operations Tel : + 243 817 045 473 Mail : pbry@unicef.org
14. <b>Point of contact for practical arrangements related to deployment (security clearance, pick-up at airport, booking of hotel, briefing etc)</b>	Gerard Mc Donnell Human Resources Manager, UNICEF RDO Tel +243 828 500 609 Mail : gmcdonnell@unicef.org
15. <b>Point of contact in Regional Office:</b>	Joachim Peeters WASH Specialist (Emergencies) for West and Central Africa UNICEF Regional Office for West & Central Africa Mob: + 221 77 740 35 70 E-mail: jpeeters@unicef.org
16. <b>Approval and Signature by UNICEF Country Representative:</b>	  Dr Giuseppe Rotigliano

*Gerard Mc Donnell*  
17/10/2018

17/10/2018

<p><b>JOB TITLE:</b> WASH Cluster/ Coordinator</p> <p><b>JOB LEVEL:</b> Level - 4</p> <p><b>REPORTS TO:</b> UNICEF Chief Field Operations</p> <p><b>LOCATION:</b> Kinshasa - DRC</p>	<p><b>DURATION:</b> 3 MONTHS</p> <p><b>STARTING DATE:</b> ASAP (End October 2018)</p>
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**Context**

The humanitarian situation remains adverse and increasingly complex in DRC. The situation in Eastern DRC has deteriorating with High Internal displacements since the begin if 2018 months while an Ebola Outbreak is opening a new Health Crisis in areas already affected by multiple conflicts and epidemics (Cholera).

DRC is also facing major changes in the Humanitarian Coordination with a new structure proposed including a National Cluster Coordination in Kinshasa and 4 Sub-National Coordination in Goma, Kalemie, Bukavu and Kananga grouping different Provinces. These major changes are followed by a new structure in the UNICEF in country office and policy related to HR. The Wash Cluster, both at national level and sub-national level have impacted by these changes.

As the profile of the crisis is getting more attention from international community, expectations are growing in terms of assistance delivery, wash emergency coordination and capacity to quickly respond to current and future crisis.

**PURPOSE OF THE JOB**

UNICEF is the Cluster Lead Agency for the WASH Cluster, the Nutrition Cluster, Child Protection Working Group, and co-lead for the Education Cluster and GBV AoR. UNICEF is establishing a talent pool of Cluster/AoR Coordinators across the five sectors.

On behalf of UNICEF, and in support of the Government, the purpose of these posts is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by participants at country level for one of the abovementioned Clusters and/or AoR.

**RESPONSIBILITIES**

The post holder has joint responsibility with the Cluster Lead Agency, resourcing partners and all cluster participants at the national and sub-national level for the efficient management and functioning of the Child Protection Area of Responsibility encompassing the following:

- Establish and maintain an appropriate humanitarian coordination mechanism;
- Strengthen pre-existing sectoral coordination through increased predictability and accountability;
- Build complementarity of partner actions: avoiding duplication and gaps;
- Ensure adequate resources are mobilized and are equitably allocated for the effective functioning of the cluster and its response;
- Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment and HIV/AIDs;
- Maintain flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation;
- Effectively use and transfer information to, from and between cluster participants and other stakeholders;

- Interact with other clusters (including through inter-cluster coordination fora), humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement and active contribution of operational partners;
- Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms.
- Monitor performance of the core cluster functions.
- Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement and coordination between the two levels

## **ACCOUNTABILITIES and DUTIES & TASKS**

The post holder is accountable to:

- The WASH, Education, Nutrition Cluster, GBV AoR, Child Protection Working Group Coordinators are accountable by the UNICEF Representative in country and will be managed by the Representative or other delegated manager as appropriate.
- Participants of the country led clusters/AoRs, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)
- Inter-cluster coordination bodies established by the HCT/UNOCHA
- Affected populations through agreed mechanisms

### **Core cluster functions:**

Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

Informing strategic decision-making of the HC/HCT for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

Planning and strategy development

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster participants and the affected population
- Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
- Accountability to affected populations

## **JOB GRADE FACTORS**

**L4/NOD**

- Provides leadership, guidance and direction for a Cluster/AoR in a large-medium sized response
- Holds primary responsibility leading development of cluster goals and objectives and the development of strategies and innovative approaches
- Responsible for managing sub national cluster coordinators and/or information management staff
- Assume primary responsibility for effective management of the sectoral section, including

*JMO*

oversight/supervision of teams of project staff, financial accountability of funds and human resources management and development.

## COMPETENCIES

### Core competencies:

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.
- Understands, uses, and adapts the tools, mechanisms, and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles:  
[https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\\_eng\\_June12.pdf](https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf)
- Demonstrates commitment to Principles of Partnership:  
<http://www.globalhumanitarianplatform.org/doc00003804.doc>
- Communicates, works, and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organisation
- Builds, motivates, and leads the cluster coordination team
- Successful track-record in presenting complex issues to various stake holders effectively, sensitively, and within professional poise

### Professional Skills

- Ability to build trust, develop, and maintain effective working relationships with respect for diversity
- Commitment to the UNICEF's values and guiding principles
- Communicates effectively including: tailoring languages, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and respond appropriately; speaking and writing clearly and efficient; and makes presentations in public with confidence
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results
- Fosters innovation and empowers management
- Excellent oral and written communications skills, as well as analytical skills, with an exemplary ability to identify problems and propose solutions
- Strategic thinking and decision-making skills, with a commitment to excellence
- Strong interpersonal, team work, and self-management skills, as well as mature judgment
- Ability to perform under pressure while maintaining a sense of humor

### Technical competences

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues

### Languages

The post holder will have at least CEFR level B1 in the following languages:

- English and French

## QUALIFICATIONS & EXPERIENCE



**Qualifications**

University degree, preferably at an advanced level, in a subject area relevant to the cluster

Extensive work experience relevant to this post may be considered as a replacement for formal qualifications.

Formal training in cluster coordination an advantage

**Experience**

At least 5/7 years progressively responsible humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster

Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.



*Jean-Michel*  
*HR Manager*  
*17/10/2018*