

Terms of Reference

Shelter Officer, P3,

MISSION LOCATION

DURATION

6 months

OPERATIONAL CONTEXT

The situation remains the world's largest humanitarian crisis and aid operation. The crisis is the result of a brutal armed conflict that escalated six years ago, which remains unresolved to date. The continued military confrontations have killed and injured tens of thousands of civilians, causing immense suffering. In 2020, the conflict intensified, the number of frontlines increased from 33 to 49, bringing the number of Internally Displaced People (IDPs) to over 4 million. Based on the 2021 HNO analysis, 20.7 million people – 66 percent of the entire population – are estimated to be in need of humanitarian assistance, while 12.1 million people are estimated to be in acute need of assistance. These people are facing crisis or worse levels of severity of needs, in obtaining the necessities of life, maintaining their health and wellbeing, and the coping strategies employed just to stay alive. IDPs, refugees, asylum-seekers, migrants and people with disabilities are likely to remain in extremely vulnerable situations. The situation is expected to deteriorate further, and the severity of needs is expected to increase unless there is conflict de-escalation and an improvement in the economy and funding.

UNHCR has a strong operational footprint across the country with the Country Office in the capital and three field offices in the North, as well as in the Sub-Office in the South of the country. UNHCR's IDP programmes are guided by its global leadership in Protection, Shelter/NFI and CCCM clusters. The interventions include cash assistance programme, which is one of the largest within UNHCR globally. Within its budgetary parameters for 2021, UNHCR is in the process of setting a robust presence in one of the large cities that hosts one-fourth of all IDPs and reinforcing its field offices in the North that hosts more than two-third of all IDPs in the country. UNHCR will also continue to exercise its refugee mandate, in particular in assisting de-facto authorities in resuming the registration process in the North and exploring a limited set of durable solutions.

AIM OF THE MISSION

UNHCR implements large-scale Shelter/NFI interventions for IDPs in 22 governorates in the country. The COP for 2021 foresees provision of over USD 18 million worth Shelter support and NFI assistance to more than four million IDPs through Core-Relief Items, Emergency Shelter Kits (ESK), Enhanced Emergency Shelter Kits and Transitional shelters. UNHCR also implements infrastructure related projects under its Community-Based Protection through Quick-Impact Projects (QIP) including but not limited to solar-powered lights and water sources at IDP sites for GBV prevention, modular-based architecture structures (stoves, fences, etc) and CCCM interventions (site management, site infrastructure and maintenance) that require technical expertise in design, engineering, monitoring and reporting.

As these interventions are primarily undertaken through national NGO partners, but also under direct implementation, the operation is in urgent need of dedicated Shelter Officer to help manage, supervise and ensure adequate planning, implementation and monitoring of the shelter, settlement and infrastructure projects in line with international best practice and standards. The incumbent shall also represent UNHCR in the National Shelter/NFI Cluster and relevant local humanitarian coordination fora.

MISSION OBJECTIVES

- The incumbent will help plan, design, implement, monitor, and report on the implementation of UNHCR's Shelter/NFI and infrastructure projects in line with UNHCR's and Global Shelter Cluster standards. In so doing, s/he will be directly responsible for planning, implementing, monitoring and reporting on shelter support and NFI assistance to vulnerable IDPs and host communities through Core-Relief Items, Emergency Shelter Kits (ESK), Enhanced Emergency Shelter Kits and Transitional shelters.
- S/he will support implementation of infrastructure related projects under the Community-Based Protection through Quick-Impact Projects (QIP) including but not limited to solar-powered lights and water sources at IDP sites for GBV prevention, mod-based architecture structures (stoves, fences, etc) and CCCM interventions (site planning, site infrastructure and maintenance) that require technical expertise in design, engineering, monitoring and reporting.
- Ensure design, planning and implementation of Shelter and settlement interventions in line with international best practice and standards.
- S/he shall represent UNHCR in the National Shelter/NFI Cluster and relevant local humanitarian coordination fora.

RESPONSIBILITIES

Technical Guidance

- Develop and periodically update a suitable shelter approach for the operation, taking into consideration area-based multi-sectoral approaches, age and gender, culture, climate, environmental protection and the availability of local resources, including materials, capacities and existing infrastructure.
- Carry out comprehensive sectoral needs assessments while liaising with other relevant sectors such as protection, programme, community services, CCCM, WASH, administration and supply. Engage with the relevant stakeholders to ensure that the beneficiary selection process prioritises the shelter needs of the most vulnerable Persons of Concern (POC) are addressed.
- Contribute to the development of shelter strategies and periodically review them to reflect evolving situations and ensure alignment with national and global level policies and guidelines including: the Global Compact on Refugees, Sustainable Development Goals, Relevant Global Strategies and Policies.
- Provide shelter and settlement responses that are developed in line with the Master Planning approach to settlement planning and designed to adapt to an area-based approach in implementation.
- Review, identify and monitor shelter programmes and initiate responses to address the gaps in collaboration and coordination with key UNHCR technical staff, operational partners and authorities as required.
- When planning shelter solutions, ensure that due consideration is given to standards in other relevant sectors such as water and sanitation, infrastructure for reception, education and health so that implementation is synchronised and coordinated.
- Enforce the adherence of technical elements to standards that reflect UNHCR and other international minimum standards and implementation within budgetary requirements for all shelter and infrastructure works.
- Establish clear guidance and detailed standards for coordinated shelter assessments, specific to the operational context in line with emergency standards and long-term durable shelter solutions.
- Monitor and follow up the design and construction work to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BOQs and specifications.
- Advise UNHCR's implementing partners on sound technical shelter and settlement issues while ensuring compliance with global, national and operational strategies and guidance.
- Disseminate and ensure compliance with appropriate internationally accepted shelter standards, best practice and guidelines within UNHCR and among partners to meet quality and oversight expectations.

Coordination and Leadership

- Ensure that UNHCR’s operation is technically sound in the field of shelter & settlement, construction and infrastructure development within the AoR to best meet the needs of POC.
- Coordinate and manage UNHCR’s shelter, settlement and infrastructure interventions in a timely, cost-effective, inter-sectoral manner providing adequate delivery of technical interventions and services to support operational needs. Liaise with the government, line ministries and relevant authorities and counterparts to ensure strong coordination and partnership.
- Where activated, ensure a close and operational leading role in the Shelter Cluster so that UNHCR’s operational footprint is aligned with the agency goals. In refugee operations, take on the role of the coordination of shelter and settlement activities in line with the Refugee Coordination Model.
- Participate, as technical focal point for shelter/infrastructure, in coordination meetings with various stakeholders including Government counterparts to ensure UNHCR’s interests and those of the POCs are adequately reflected and disseminate information to all stakeholders in a timely, efficient manner.
- Coordinate with partners to assess, analyse and map available information on shelter options in country considering relevant policies, guidelines and plans adopted by the Government.

Collaboration

- Collaborate with Programme and emphasise the importance of reviewing technical components of the Project Partnership Agreements that contain any construction and infrastructure projects. Provide advice to Programme during Implementing Partner Selection of shelter sector partners.
- Work with Programme as an active member of the Multi-Functional Team in the Operation and regularly participate in multi-sectoral activities to ensure protection and assistance needs of the population are met.
- Work with the Supply team to advise on matters related to the procurement of construction, infrastructure and other sector related works and services, including the development of technical specifications, BoQs and drawings for bid documents.
- Carry out technical evaluation of the received bids as well as review/inspect the quality of shelter and infrastructure products/works during implementation and at completion.
- Work in close collaboration with all relevant stakeholders including local authorities, implementing and operational partners and affected communities on issues related to the shelter and settlement programme, while ensuring the full participation of them in all work in order to achieve optimum levels of adequacy in the shelter response for enhancement of skills development and income generating opportunities.
- Perform other related duties as required.

PROFILE

Experience

- Prior experience of implementing shelter, settlement and infrastructure projects in humanitarian context and large-scale emergencies coordinating with operational partners governmental technical departments.
- Prior experience in designing and implementing a shelter strategy, including host family situations, collective shelter and camp settings, in emergency while considering the transition to more sustainable solutions.
- Project formulation, and planning skills.
- Previous involvement in implementation processes (including development of bill of quantities, analysis of local capacity and local markets, cost estimations, etc.).
- Experience of construction management (including monitoring, quality control, evaluation etc.) including application of participatory approaches to facilitate active participation of communities into the project cycle and into the construction process.
- Experience in developing shelter and settlement need assessments and undertaking gap analysis for development of shelter programmes.
- Experience in building on existing local capacity and transfer knowledge as appropriate.

Personal Characteristics

- Knowledge of UNHCR shelter standards, as well as standards related to protection, WASH, environment and land use.
- Knowledge of a range of shelter assistance options, humanitarian infrastructure, including sensitivity to cultural and gender specific needs to ensure that the social and cultural background of the refugees is taken into account while designing, developing and implementing shelter options. Proficient in basic computer software's, including engineering (AutoCAD) and basic geo-spatial analysis tools (GPS).
- Familiarity with and considerable Field exposure to UNHCR programme planning and implementation and on humanitarian operations.
- Ability making the linkages to rehabilitation and development programmes will be an added advantage.