



## Terms of Reference Assessment Expert

### **Background**

#### **ACAPS**

[ACAPS](#) is dedicated to improving assessments of humanitarian needs in complex emergencies and crisis through the provision of context-specific information and analysis. ACAPS delivers:

- Independent analysis to support evidence-based decision making for humanitarian operations: a weekly Global Emergency Overview of all ongoing humanitarian crisis and Disaster Needs Analysis that assess specific disasters and their impact.
- Deployment of experts to support assessments in crisis.
- Capacity development of humanitarian actors to carry out better needs assessments.
- Methodological tools: innovative approaches to collect more reliable and timely data.

### **Purpose of the position**

The purpose of the Assessment Expert's position will be to deploy to emergency contexts (natural disasters, conflict) and provide the humanitarian community and relevant stakeholders (including Government where relevant) with needs assessment expertise and/or humanitarian analysis support.

ACAPS Assessment Experts may be seconded to UN agencies, or other relevant stakeholders in crisis areas, tasked with performing their duties determined by the TOR of the requesting agency. Candidates will be expected to work under pressure - on occasions in a highly stressful environment, be able to cope in a competitive international environment and to manage conflicting priorities.

An ACAPS deployment typically lasts from 6 to 12 weeks and those accepted to the roster need to be prepared to take on missions of various lengths. Before deployment, ACAPS Roster members will be required to participate in one week of training covered by ACAPS.

**Reporting to:** If seconded to another organisation – reporting line to be agreed with the organisation. If not seconded to another organisation, reporting line is to Head of Operations, ACAPS Geneva.

**Duration of the contract:** *to be determined* (typically between 6 and 12 weeks)

**Location:** *to be determined*

## **Tasks and Responsibilities:**

### **Response:**

- Participate in, facilitate and support multi agency/sector assessments in country, on request from humanitarian stakeholders (multi sectors/multi-agencies)
- Support humanitarian stakeholders in the necessary assessment-related planning and preparation
- Develop, with relevant stakeholders, of an agreed assessment plans including a context-specific approach and methodology where appropriate
- Support the production of the coordinated needs assessment reports
- Support Secondary Data Review/Disaster Needs Analysis in the countries of operational focus
- Promote joint approaches and information sharing for needs and situation analyses.
- Ensure quality control, appropriate monitoring of data collection and on-going surveillance of developing humanitarian needs, response activities and gaps.

### **Preparedness:**

- Provide, develop and deliver/facilitate trainings on analysis and coordinated needs assessments methodologies, as required
- Provide technical support to the establishment and further development of assessment-related tools and databases where relevant
- Support assessment preparedness activities in high risk, disaster-prone countries

## **Qualifications, experience and competencies for the position**

### **Qualifications**

- Relevant university degree or higher education, preferably in management, social sciences or international development.

### **Experience**

- At least ten years of experience in humanitarian emergencies with increasing levels of management responsibility and extensive overseas experience.
- At least five years of operational experience in humanitarian emergencies, including experience leading multi-disciplinary, multinational teams in complex environments.
- Experience in undertaking and managing complex, large-scale humanitarian needs assessments. Experience leading multi-sectoral, multi-agency assessments is a plus.
- Proven analytical and communication abilities including drafting and negotiation skills
- Experience in representational roles, including engagement with IASC Country Teams, government officials, local civil society, donors
- High level of familiarity with assessment tools and coordination mechanisms
- Familiarity with the crisis-affected areas and populations is an advantage;
- Proven interpersonal and negotiating skills. Demonstrated ability to effectively work in emergency and/or complex operations within a multi-cultural environment;

- Extensive experience in representational roles, including engagement with IASC Country Teams, government officials, local civil society, donors.
- Experience with the UN cluster system
- Experience in administration and personnel management.
- Extensive experience of security management in insecure environments.
- Experience of managing, training and supporting staff.
- Valid international (manual) driver's licence

**Language**

- Fluent in written and spoken English. French, Spanish and Arabic are an advantage.

**Knowledge**

- Solid understanding of the principles of emergency preparedness, response and early recovery.
- In-depth knowledge and understanding of the institutional mandates of IASC agencies.
- Considerable experience in the workings of the humanitarian processes and systems (UN system, Red Cross movement and NGOs) and humanitarian operations across a variety of geographic areas.
- Knowledge of MIRA is an asset.