



## **TERMS OF REFERENCE**

**Position:** Deputy Humanitarian Program Manager/ National Emergency Focal Point

**Location:** Tehran, Iran (with regular travel to areas within Iran where RI operates when requested by supervisor)

**Duration:** one year (3 months' probation)

**Reports to:** Humanitarian Program Manager

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

**RI in Iran:** Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response

### **Position Summary:**

#### **Position Responsibilities and Duties:**

##### **1) Implementation of ER response.**

- Adhere to RI policies, tools, handbooks and guidelines
- Prepare and develop status reports as required
- Ensure proper filing of documents
- Ensure the emergency response teams' compliance with all RI administrative and operational procedures and policies
- Ensure capacity building of field staff, volunteers and implementing partners' staff on RI policies, procedures and SOPs for implementation, in line with donor requirements
- Liaise with and collaborate with relevant local authorities and other key stakeholders at the field level
- Ensure adherence to RI's security plan (including on staff movement) during all humanitarian field operations
- Actively participate in monthly planning for humanitarian/emergency activities and weekly reviews of achievements and constraints; and provide feedback accordingly
- Carry out emergency activities in the target locations in line with implementation plans.

- Lead on beneficiary selection and verification ensuring that beneficiary selection is done correctly and in line with RI selection criteria
- Organize and lead emergency distributions (registration, verification, data entry, distribution); make sure all distributions are done in a timely and effective manner, ensure the safety and protection of beneficiaries
- Make sure registration/ verification lists, distributions lists and other project documents are safely kept and archived
- In charge of the day to day guidance of the volunteers/partner staff
- Actively participate in needs assessments
- Work together with the MEL team to develop and implement Monitoring and Evaluation tools, including at field level
- Contribute to the analysis of MEL data
- Closely coordinate program activities with all other sectors

## **2) Coordinate the Preparedness actions under the leadership of HPM**

- Draft the alerts in case of any crisis reaching the thresholds identified in the ER Iran policy and share those with HPM
- Monitor the developments of emergency situations and provide timely updates to HPM and other team member
- Support the HPM in the organization of the yearly Emergency Preparedness Plan workshop
- Ensure that all the preparedness action are carried out
- Follow-up with all concerned departments (HR, Finance, Operations, Security and Safety) are ready in case of Emergency
- Review policies and SOPs from an emergency preparedness perspective and flag any gaps/challenges with the HPM
- Contribute to the identification of a roster of team members volunteering in case of ER
- Identify the training needs for the roster of team members involved in ER, coordinate training with relevant departments and HR
- Ensure the whole team is aware of protocols and measures to be taken in case of emergencies. All team needs to be trained on the basics for emergency responses.
- Prepare the necessary forms in case of emergency and make sure that those forms are ready to be used, with all the necessary external and internal approvals
- Participate in coordination meetings with other agencies, take minutes and follow-up common action plan
- Involve Heads of Office and other field offices in the preparedness action at provincial level
- Co-Facilitate After Action Review with the HPM to better prepare future responses.
- In case of prepositioning, monitor the stocks in collaboration with Operations
- Liaise with security department of RI to ensure that all staff part of the roster receive the necessary security briefing
- Liaise with Protection team to ensure that all safeguarding policies are respected.

## **3) Support the Humanitarian Program Manager in:**

- Hiring any program Officer at field level to implement Emergency Response
- Preparing Request for Funds every month
- Reviewing monthly BVA
- Preparing Financial projection towards the end of projects
- Budgeting new projects
- Drafting activity reports for donors
- Developing a new strategy on emergency response & preparedness by conducting
- Authorizing of field related documents
- Developing SOPs for the humanitarian program
- Identifying capacity building needs in the program team
- Meetings at government level or with partners and attend meetings on behalf of HPM
- Monitoring activities for all Humanitarian Programs
- Drafting letters to BAFIA
- Promote adherence of standards and best practices, promoting local adaptation.

- Regular Communication with Heads of Office to discuss activity planning and implementation.
- Ensuring overall technical quality and standards of ECHO grants across operational areas, in line with budgets and work-plans, focusing on producing required deliverables
- Ensuring overall supervising and support for timely and effective implementation of ECHO and emergency response projects and activities, including achieving set indicator targets and objectives, and grant management
- Ensuring RI-Iran projects and activities are coherent with RI's country strategy, international standards (including Sphere and Core Humanitarian standards) and related donor contractual obligations
- Conducting field visits to monitor implementation and consult with key stakeholders and provide support to program coordinators to ensure timely and effective project implementation, determining gaps and needs and taking corrective measures within appropriate timelines.
- Coordination with all RI-Iran sectors to integrate activities/indicators, especially through mainstreaming Protection and Cash
- Coordinating smoothly with the Liaison department to ensure all authorizations are in place to implement project activities and MEL processes
- Any other tasks assigned by HPM on ad hoc basis

#### **Qualifications & requirements:**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Bachelor's degree in with major course work in emergency planning, public administration, public safety or a related field or Three (3) full-time years of increasingly responsible emergency management or response work experience with proven ability in a position requiring the technical, planning, organizational and communications skills necessary to accomplish the job
- Excellent verbal and written skills for communication and reporting in both Farsi and English
- Ability to work flexible hours
- Ability to plan and organize work and establish priorities
- Supports and encourages open communication in the team and facilitates team work
- Proven experience working in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Ability and willingness to travel extensively to the field
- Knowledge of the flood context
- Proven experience and knowledge in emergency response and food security (beneficiary targeting, community mobilization and distribution of cash, voucher or in-kind) , skills related to participatory methods.
- Strong organizational skills and ability to manage multiple tasks simultaneously and attention to details.
- Ability to work independently and creatively
- Excellent computer skills, i.e. Microsoft Office
- Planning and delivering results.
- Empowering and building trust
- Communicating with impact and respect.

#### ***Relief International's Values:***

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

***We value:***

Inclusiveness

Transparency and accountability

Agility and innovation

Collaboration

Sustainability

**If you are interested in this job, please email your cover letter and CV along with RI application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.**

**Applications close on 30 September 2020.**

**Only short-listed candidates will be contacted for interview.**