

A strategic partnership of European NGOs

Working **together** for a **just** and **sustainable** world **free** from poverty and hunger

### Terms of Reference for: Alliance2015 Emergency Preparedness and Response Officer

Alliance2015 is a strategic partnership of seven leading European INGOs initially constituted to increase contribution to the Millennium Development Goals, and now to the Sustainable Development Goals. Alliance2015 members cooperate in emergency preparedness and response, development programming, knowledge sharing and advocacy. Alliance2015 members work in 87 countries around the world with a combined total annual income of over €900 million, making Alliance2015 one of the largest European networks of development and humanitarian NGOs.

<b>Job title:</b>	<b>Alliance2015 Emergency Preparedness and Response Officer (EPRO)</b>
<b>Reports to:</b>	Alliance2015 Director
<b>Direct reports:</b>	None
<b>Job location:</b>	Brussels with frequent travel overseas
<b>Contract type:</b>	2-year contract – renewable TBC (pilot position)
<b>Background:</b>	This is a new function designed to increase the capacity of the Alliance2015 members to provide relevant and high quality joint humanitarian assistance to disaster affected populations.
<b>Job purpose:</b>	The overall purpose of the EPRO role is to support the delivery of the joint emergency positioning, preparedness and response aspects of the Alliance2015 Strategic Action Plan through field level support and strategic information management and sharing. The post is located in the small multifunctional hub team of the Alliance2015, consisting of the Director, Senior Programme Advisor, Communications Officer, intern(s) and hosted staff from Alliance2015 members.
<b>Main duties &amp; responsibilities:</b>	<p><b>Main responsibilities:</b> Consistent with the ambition outlined in the Strategic Action Plan, the EPRO will:</p> <p><b>a. Facilitate joint information sharing, learning, positioning, preparedness and response planning (c. 50%):</b> field-based support and facilitation (with some desk-based support) including, where requested, in the development of Joint Emergency Preparedness Plans (JEPPs) in the disaster-prone countries in which Alliance2015 organisations work. This may include:</p> <ul style="list-style-type: none"> <li>• collaboratively developing ToRs for support to specific countries of operation, taking into account all aspects of Alliance2015 collaboration to date in the context</li> <li>• ensuring smooth information flows between Alliance2015 members working in specific countries, the hub, the Emergency Group and all relevant Alliance2015 groups on all aspects of country engagements to feed into and increase joint learning</li> <li>• implementing ToRs and appropriate follow up and building in mechanisms to provide ongoing support for joint efforts at field level</li> </ul> <p><b>b. Support Alliance2015 field coordination in emergency response (c. 30%)</b> – short term (up to one month at a time) field assignments, typically during the early stages of emergency responses. This may include:</p>

	<ul style="list-style-type: none"> <li>• facilitating and supporting coordination among the responding Alliance2015 partners</li> <li>• coordinating joint representation efforts including at, but not limited to, cluster and sector meetings</li> <li>• supporting joint field needs assessments and produce reports and studies</li> <li>• supporting the lead agency or consortium lead agency in preparing joint Alliance2015 proposals for donors</li> <li>• supporting joint media communications and visibility efforts</li> <li>• coordinating and facilitating regional meetings to review progress on joint preparedness and response efforts to regional slow or rapid onset disasters of strategic importance to Alliance2015</li> <li>• ensuring smooth information flows between country teams, the Alliance2015 Emergency Group and the Hub, facilitating joint positioning and advocacy efforts at HQ, Brussels and country levels</li> <li>• other relevant Alliance2015 tasks as agreed between the Alliance2015 Director, the Emergency Group, the lead or facilitating agency in individual countries and relevant Alliance2015 groups</li> </ul> <p><b>c. Support the work of the Emergency Group (c. 10%)</b> – this may include:</p> <ul style="list-style-type: none"> <li>• participating in regular Emergency Group (EG) meetings via Skype or in person to the extent that his/her travel schedule allows, providing secretarial support, and ensuring links to the overall Alliance2015 Strategic Action Plan and work plan and helping tracking progress against it in close liaison with the Director and the Senior Programme Advisor</li> <li>• facilitating the organisation of EG-calls following the occurrence of new disasters; producing minutes</li> </ul> <p><b>d. Other forms of support of the Alliance2015 emergency programming (c. 10%)</b> – this might include various tasks, both desk and field based, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• preparing and supporting the preparation of joint (non-emergency) project proposals</li> <li>• facilitating the organisation of relevant meetings and conferences at field or Brussels level</li> <li>• adding value to existing members’ disaster forecasting and trend analysis</li> <li>• supporting the implementation of the multi-country responses where relevant</li> <li>• humanitarian networking and support to Alliance2015 member coordination, particularly in Brussels</li> <li>• support of the joint humanitarian advocacy efforts through gathering and sharing evidence</li> <li>• other relevant tasks as requested by the Alliance2015 Director or by the Chairs of the Emergency or Programme Group in close coordination with the Alliance2015 Director and Alliance2015 Senior Programme Advisor</li> </ul>
<p><b>Person specifications:</b></p>	<p><b>Main requirements:</b></p> <ul style="list-style-type: none"> <li>• relevant education – Bachelor’s and Master’s degree, with at least one in a relevant discipline</li> <li>• relevant multi-year and multi-country experience with humanitarian programming (at least 5 years in a field position with minimum 2 of those in a management role)</li> <li>• demonstrated experience of delivering emergency responses, engaging in humanitarian coordination mechanisms and working in</li> </ul>

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partnership settings

- strong understanding of management of programmes at country level
- understanding of humanitarian funding mechanisms
- excellent proposal writing skills
- flexibility, strong team spirit, excellent communication and diplomatic skills
- commitment to humanitarian values and principles
- excellent spoken and written English. Other languages, particularly French, are an advantage
- experience with Alliance2015 members in the field is an advantage
- willingness to travel extensively