**TERMS OF REFERENCE**

**Posting Title: Humanitarian Affairs Officer (exact title TBC, P3/P4)**

**Job Code Title: Humanitarian Affairs Officer**

**Duty Station: Geneva**

**Start Date: September 1, 2023**

**Organizational setting**

The position is based in Geneva, Switzerland and reports to the Chief of the Needs and Response Analysis Section (NARAS) of the Assessment, Planning and Monitoring Branch (APMB) of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA). The work conducted by this staff member is expected to be highly consultative. Because consultative enterprises require additional time, the expectation is that this position requires a 12-month contract at a minimum.

**Background**

NARAS supports Humanitarian Country Teams (HCT) elaborate Humanitarian Needs Overviews (HNOs) and Humanitarian Response Plans (HRPs), in line with the guidance set by the Inter-Agency Standing Committee (IASC) and the Humanitarian Programme Cycle Steering Group (HPC SG). In addition to being the main framework for interagency humanitarian planning, the HRPs serve as a collective fundraising and advocacy tool.

The most recent [guidance to field teams on how to establish the HRP financial requirements](https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/hrp_costing_methodology_options.pdf) dates back to 2017. Based on the IASC Principals’ decision, the guidance indicates that HCTs should choose by consensus the most appropriate costing method for the context, either unit-based costing (UBC) or project-based costing (PBC), or a combination of the two (hybrid), as the basis for estimating the HRPs’ financial requirements.[[1]](#footnote-1) Recognizing that the different methodologies bring both advantages and disadvantages, OCHA and partners initiated an independent HRP costing review in 2020.

As outlined in the [Terms of Reference](https://drive.google.com/file/d/10XjXk29JVxCzyq7G68wS7XYJ9KaWlKaA/view?usp=sharing) for phase 1 of the consultancy, the objective of the costing review was to take stock of how costing methodologies were applied and to identify the advantages and disadvantages of each methodology from different stakeholders’ perspectives. The review also documented wider impacts related to inter-agency humanitarian coordination, monitoring and financial tracking for each of the costing methodologies. The consultancy was asked to identify success factors, problems and gaps in the application of costing approaches and to suggest ways to overcome these problems. This review is now completed and the [report](https://reliefweb.int/report/world/hrp-costing-methodology-consultancy-report) is finalized.

The [TOR for the second phase](https://docs.google.com/document/d/1HvMG8yvNyVhnAxiuVzFOCTk65UcyfL7C/edit?usp=share_link&ouid=110798290204338701273&rtpof=true&sd=true) of the consultancy included learning from the field by documenting case studies that could be used to assist field offices in implementing UBC, PBC, or hybrid-costing for the HRP. The case studies can be found [here](https://apmb-hpc.live.strattic.io/2023/05/26/costing/). Part of that work included developing a roadmap with key milestones to the target state, and a detailed implementation plan, breaking down milestones into key tasks and activities required to be performed, by when and by whom, inclusive of the development of TOR for a staff position. The completed roadmap can be found [here](https://apmb-hpc.live.strattic.io/2023/05/26/costing/).

**Responsibilities**

Under the direct supervision of the Chief of the Needs and Response Analysis Section and within the limits of delegated authority, the Humanitarian Affairs Office will be responsible for the following duties:

1. Serve as the costing methodology focal point, focusing on the implementation of the roadmap for co-creating a new HRP costing methodology:
   1. Co-create a new approach to costing and project registration with OCHA and the Costing Focal Points Group.
   2. Determine with APMB the development required in HPC tools to support the new costing approach.
2. Lead the creation, revisions, and delivery of cost trainings and information sessions customized for stakeholders.
3. Coordinate the translation of costing methodology materials and trainings.
4. Collaborate with APMB staff to integrate all costing materials and videos of training sessions into a central knowledge management.
5. Create additional materials and trainings based on requests and need (e.g., helping donors better understand and measure the impact of their humanitarian funding investments, helping organizations set up internal costing processes and procedures if requested, etc.).
6. Provides guidance to and may supervise new/junior staff.
7. Performs other duties as required.

**Experience**  
A minimum of seven years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required;

Experience with humanitarian financing, costing tools and integration of costing into wider operational planning and processes is required;

Experience in country-level humanitarian project planning, including budgeting and cost estimations, project management and/or operations implementation in emergency response is required;

Experience in planning, organizing and/or delivering professional training is required;

Experience with conducting cost analysis is required;

Experience with donor coordination is desirable.

**Education**

Advanced university degree (Master’s degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Languages**

Fluency in English (written and spoken) is required. Knowledge of another UN language (French, Spanish, Arabic, Russian and Chinese) is an asset.

1. The agreed-upon methodology should reflect HCT consensus, so that the preferred methodology is actively supported by all clusters/agencies. [↑](#footnote-ref-1)