

TERMS OF REFERENCE

Subject/purpose of mission:	SRC Country Coordinator
Country:	Haiti
Project code:	432357
Timeframe of mission:	1 ^{er} December 2018 – 30 th November 2020, with possibility of extension

1. BACKGROUND INFORMATION

Haiti is a country increasingly hit by major natural catastrophies. Lately, the major earthquake that struck Haiti in 2010, left more than 200'000 people died and the 2.2 million population affected in the capital Port-au-Prince and in the western provinces. Infrastructures (schools, hospitals, water supply, communication) were severely damaged and hundreds of thousand people lost their homes. In October 2016, a strong hurricane hit the same regions and generated huge humanitarian needs.

In this context, the Swiss Red Cross (SRC) decided to involve itself, thanks to its long standing experience in the realm of disaster relief and post-disaster reconstruction and rehabilitation activities. In the urgency phases, the SRC has been part of the emergency and relief activities coordinated by IFRC with its Logistic ERU and health staff and non-food items. Subsequently and considering the huge needs, the SRC has implemented several projects of housing (reconstruction & rehabilitation), reconstruction of temporary and durable medical and educational facilities, construction and rehabilitation of water and sanitation facilities. The urgency phase has been in both situations followed with projects oriented in a development perspective, in the fields of DRM (Disaster Risk Management), BTS (Blood Transfusion Services), WASH, and Community Health/Nutrition. The areas of intervention are Léogâne and Corail, both in the western part of the country.

2. PURPOSE OF MISSION

The Country Coordinator carries out the following main tasks:

- 1) The Country Coordinator is in charge of the overall coordination, supervision and follow-up of the entire programme in Haiti. As such s/he is responsible for the programme's operational and financial accountability. S/He is responsible to monitor the successful implementation of the projects as specified in the project documents, as well as to promote the formulation of new projects, which s/he will have to implement after agreement by the HQ.

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- 2) S/he has the overall responsibility for the management of the delegation and is supervising international and national staff working for the operations in Haiti. S/he represents SRC in the interaction with all national and international partners. The role includes the close liaison with the Haitian Red Cross (HRC).
 - 3) In case of an emergency (natural disaster, political conflicts or riots), s/he has the responsibility to ensure the necessary security for all the staff, to evaluate the situation, to propose to the HQ the possible actions to handle with the upcoming needs and to implement the agreed interventions in conformity with the established security procurements.

The Country Coordinator provides regular reporting to HQ on political, strategic, operational, financial and administrative issues as well as on management issues. S/he ensures that the SRC has the necessary capacity to support the implementation of the activities, particularly in view of administrative, financial and staffing capacities as well as in respect to cooperation with partner agencies.

3. SPECIFIC TASKS

The Country Coordinator:

- A) Represents SRC and its interests in Haiti and acts as overall responsible for the management and implementation of the SRC programme in Haiti.
- B) Promotes SRC's work in Haiti by
 - Implementing the current projects (Disaster Risk Management, Blood Transfusion Services, WASH and Community Health/Nutrition).
 - Giving a particular attention to the organizational development of the Haitian Red Cross (HRC) and the strengthening of its capacities as local implementing actor.
 - If new needs are to be identified, conceptualizing new projects (including writing of proposals and reports) and submitting them to the HQ.
 - Implementing, in coordination with the SRC HQ, any other relevant to secure and improve programme activities.
- C) Coordinates and liaises with local and international partner organizations, particularly with HRC, PNSs, IFRC, ICRC, SDC, Swiss and partner NGOs. Makes agreements with partner organizations in coordination with the SRC Programme Coordinator in Berne.
- D) Is responsible for security, for the operational management as well as for finance, HR and logistics.

Specifically, this means:

- Ensures security procedures for staff and resources, and links with Haitian Red Cross (HRC), IFRC, ICRC, PNS and if appropriate with UN agencies or other actors.

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- Manages and supervises national and international staff on strategic, operational, management, financial and administrative issues. Strengthen the capacities of middle management specifically in project and team leadership. Ensures capacity building and handing over of key responsibilities from international to national staff.
 - Controls and supervises financial transactions of the projects and ensure that the overall use of SRC assets and resources are conducted in accordance with laws and policies of the Haitian Government and the HRC as well as quality requirements policies and procedures of SRC and its donors.
 - Supervises periodic operational monitoring and reporting to the Haiti Programme Coordinator at HQ on key programme and management issues (see also Chapter 5). S/he evaluates findings and transforms these into action in coordination with the Programme Coordinator.
- E) Leads the operations in the urgency phase (see Chapter 4.). Ensure a seamless transition of the activities into a development approach by supporting the change management process and strengthening integration of the teams and effective ways of working.

4. ADDITIONAL TASKS

Responsibility for disaster management in the host country (Preparedness und Response):

The Country Coordinator

- Has the duty to be informed about the general principles, the structure, the tools and the procedures of disaster management within the Red Cross and Red Crescent Movement and to follow the general updates and development of disaster management worldwide.
- Shall know the structure and procedures in disaster response and disaster preparedness of the local partner organization and the governmental and non-governmental organizations in her/his host country.

In case of emergency in the host country:

- The Country Coordinator will first of all update the security guidelines.
- Subsequently, s/he leads the SRC Emergency Response Team (ERT) in case of a deployment for a first assessment.
- The Country Coordinator has the responsibility - next to the ongoing projects in rehabilitation or long-term development - to provide rapid information on the disaster situation and to facilitate coordination and first response of SRC emergency relief activities. These relief activities have to be treated with priority.
- If the commitment of SRC for this emergency takes longer than two weeks and if this additional task would affect the normal ongoing work and responsibilities to a considerable extent, additional specific relief delegates and/or local employees recruited by the Disaster Management Unit in Switzerland can be deployed to strengthen the SRC-team in the host country.
- If the Disaster Management Unit is in charge of the relief operation, SRC delegates will report to the emergency relief coordinator for these activities.

5. ADMINISTRATIVE MATTERS

A) Reporting:

- The Country Coordinator ensures timely submission of proposals and of narrative and financial reports which meet the quality standards of various donors according to defined templates. In case of funding provided by other than SRC's own sources, the reporting will follow the specific donor requirements.
- The Country Coordinator facilitates comprehensive quarterly narrative and financial reports concerning the projects under the responsibility of his team and integrate key programme and management issues (major achievements, financial situation and constraints including outlook) on his/her behalf.
- The Country Coordinator prepares an end of mission report and a final project document at the end of his/her mission according to SRC format and guidelines

B) The Country Coordinator is based in Léogâne.

6. ACCOUNTABILITY AND COMMUNICATION NETWORK

As leader of an interdisciplinary team the Country Coordinator will report directly to the Haiti Programme Coordinator in Berne or any person as indicated by the latter. He maintains regular communication with the SRC HQ on all matters of concern.

The Country Coordinator reports will keep utmost discretion in the dealing with third parties, especially with representatives of political parties, journalists etc.

The Country Coordinator exchanges transparently, regularly and frequently with his team members on all SRC projects and management issues which determine current and future decision-making. He maintains close and constructive relationship with the delegation staff through meetings, briefings, advice, reports and other communication.

For the purpose of fulfilling his mandate, the Country Coordinator will represent SRC in contacts with external partners, authorities and organizations. In this responsibility the Country Coordinator shall observe the necessary caution and seek the consent of the Haiti Programme Coordinator on important decisions having consequences for assumed responsibilities and liabilities of SRC.

7. RESPONSIBILITY AND COMPETENCE

The Country Coordinator bears the overall responsibility for the professional and timely execution of tasks according to these instructions. In all his professional tasks, the Country Coordinator will be subordinated to the Haiti Programme Coordinator in Berne.

As per his mandate the Country Coordinator represents SRC with the authorities of Haiti on the relevant levels, with the Haiti National Red Cross, the International Federation of Red Cross/Red Crescent Societies Delegation in the country and the National Red Cross Societies active there.

The Country Coordinator also represents SRC in Haiti vis-à-vis the community of international and national development and relief agencies and the beneficiaries and population at large. The Country Coordinator will give special attention to the Swiss community of aid agencies.

The Country Coordinator will at any time comply with the rules and regulations of the SRC and be subject to professional discretion concerning all information relating to this mandate.

In all his professional tasks the Country Coordinator will comply with the condition of employment for SRC delegates and the code of conduct as accepted by him with the signature of the contract.

These Terms of Reference are an integral part of the employment contract.

Berne, 27th of August 2018 (cg)

Swiss Red Cross
International Cooperation
Africa / Americas