

Annexes



eprhandbook.actionaid.org/annexes

Section



Photos

With each submission of this sitrep, please provide NEW photos. Photos should be attached to the email that accompanies this sitrep. Photos should also be submitted to your communications officer.

Please provide, as outlined in the Quick guide to collecting photos, film and interviews in emergencies:

- photos of people impacted by the emergency
- photos of ALL interviewees.

For each photo, please provide the following information:

Photo file name/ number	Location (village/ district/ region)	Name(s) and age(s) of person/ people featured	Context/activity happening	Photographer name & organisation	Date taken

Weekly situation report (day 8+) template
is available at: <http://goo.gl/asTkFk>

Annex 6 : example Tor for Emergency Response Manager

JOB TITLE: Emergency Response Manager
REPORTING TO: Country Director
RESPONSIBLE FOR: Emergency response team (field coordinators, field mobilisers and other staff recruited for the response)
CO-ORDINATES WITH: Partner organisations, programme advisors, ActionAid International Humanitarian Action and Resilience Team
LOCATION: ActionAid office in [specify location], with frequent travel to programme locations: [List programme locations]

The Emergency Response Manager is responsible for implementing and managing the work of the Emergency Response Programme. The Emergency Response Programme is an ActionAid funded programme addressing [include brief description of programme components]. The Emergency Response Manager will manage ActionAid's response to the crisis, with responsibility for building capacity of partner organisations and team, representing the programme and ensuring its sound and effective implementation, as well as monitoring and reporting on its implementation. The main responsibilities of this position are:

1. Ensuring timely and effective programme implementation
2. Providing technical guidance to the programme, partners and team
3. Representing the programme at all levels
4. Managing and appropriately allocate programme resources
5. Supervising programme M&E processes

The main **activities** of this position are:

1. Timely and effective programme implementation

- Ensure timely and quality delivery of the Emergency Response Plan, including immediate needs component, capacity building component and policy/advocacy component
- Develop and monitor detailed operational plans in accordance with the overall Emergency Response Plan
- Supervise and manage programme staff and volunteers working on the emergency response, including providing on the ground support and guidance
- Ensure ActionAid's principles and approaches to emergencies are integrated into the response
- Follow the humanitarian principles, standards and guidelines that ActionAid is committed to, and ensure these are adhered to by ActionAid staff, partner staff and volunteers
- Ensure transparency and accountability tools, processes and mechanisms to affected communities are in place

- Provide regular updates to the national team, ActionAid International Oversight Group and International Humanitarian Action and Resilience Team

2. Technical guidance to the programme, partners and team

- Provide technical guidance to the programme and incorporate key aspects of ActionAid's work in emergencies (including HRBA, women's leadership, accountability, links to longer term development, etc.)
- Provide capacity building and induction for local partner organisations and volunteers engaged in the emergency response programme
- Identify intervention opportunities and support programme advisors to develop further funding proposals

3. Programme representation

- Represent the Emergency Response Programme with external stakeholders (including government, UN agencies, NGOs) and seek to build appropriate partnerships
- Provide regular updates to Oversight Group which guides the Emergency Response implementation

4. Appropriately allocation of programme resources

- Work with finance and administration colleagues to programme budgets including setting monthly forecasts and ensuring that line items are appropriately spent
- Identify areas where additional resources may be needed and work with ActionAid management to re-allocate funds within the budget and identify additional funding sources as necessary

- Qualifications and qualities**
- A Master degree in a relevant field, or equivalent working experience
 - At least 5 years technical experience, including substantial field based experience in emergencies and working with refugees and vulnerable groups
 - Deep understanding of the regional context, including substantial working experience in the region
 - Commitment to women's rights, human rights based approach and accountability to affected communities
 - Experience and high competence in liaising with government authorities, NGOs and UN staff
 - Demonstrated ability to plan and manage complex programmes
 - Excellent team support and supervision skills
 - Proven management skills with effective personal communication skills
 - Flexibility and ability to take initiative to adapt to changing circumstances
 - Financial management skills and accountability
 - Excellent verbal and written communication skills with fluency in XX languages
 - Positive attitude towards work and ability to work effectively within a team
 - Discreet and able to make good judgments about the flow of information
 - Ability and willingness to work in challenging programme locations

5. Supervising programme

- M&E processes**
- Work with relevant staff to ensure M&E plan is being implemented, data is being collected from the field and regular reports are being produced
 - Conduct regular field visits to support staff and monitor implementation of the response
 - Use M&E data to regularly review and modify programme approaches and activities to achieve expected results
 - Prepare quarterly reports and other documents for the programme