

Terms of Reference for Individual Contracts

(Individual Contractors, Consultants and Fellows)

(This work assignment description forms an integral part of the individual contract)

Project Title:	TECHNICAL WRITESHOP ON PROTECTION MAINSTREAMING, PROTECTION COORDINATION, AND DURABLE SOLUTIONS
Organisation:	UNHCR
Job Title:	Consultant for Technical Writeshop
Duty Station:	Davao City
Duration:	3 writeshops distributed across 2 months from 01 July 2022 to 31 August 2022
Contract Type:	Individual Consultant

Background:

As its protection mandate, UNHCR upholds the centrality of protection in all phases of humanitarian responses. In Mindanao, it has expanded its presence and operational capacity in recent years to strengthen protection and facilitate attainment of durable solutions for those internally displaced. Being the protection lead, it has played a critical role in ensuring that the protection of IDPs based on their rights are properly recognized, mainstreamed, and addressed in government responses. While UNHCR has fully implemented protection initiatives, interventions and programs geared towards the attainment of durable solutions for the internally displaced populations in Mindanao, operational gaps and challenges remain. In a protracted crisis such as displacement, addressing the plight of the IDPs is still elusive, until the Government and other stakeholders provide long-term solutions for displaced populations leading to durable solutions.

In view of its planned disengagement from its IDP operations in Mindanao by the end of 2022, UNHCR is embarking on providing an avenue for its partners and stakeholders to share lessons and experiences in best practices which forms part of its support to the Government's initiative in implementing effective protection responses and creating enabling conditions to address primary causes of displacement.

A series of writeshops will be organized to facilitate knowledge generation and sharing of practical protection strategies and approaches in the areas of Protection Mainstreaming, Cluster Coordination, and Durable Solutions among key stakeholders working in Mindanao. These writeshops also aim to provide an opportunity to build stronger alliances and facilitate effective ways to identify priority areas and highlight innovative solutions to reduce, prevent, and respond to displacement.

Overall Purpose and Scope of Assignment:

The consultant will be coordinating and working closely with the writeshop focal and the Protection Unit of UNHCR. The consultant will be responsible for carrying out the following tasks:

Pre-writeshop activities

1. Develop a facilitation plan in consultation with UNHCR focal points;
2. Lead the preparation of a detailed toolkit containing guidance and handouts for use of the participants;
3. Lead the preparation of presentation and other writeshop materials in consultation with UNHCR focal points;

Writeshop proper

1. Facilitate a series of three-days writeshops for each of the following thematic areas: Protection Mainstreaming, Cluster Coordination, and Durable Solutions;
2. Apply multi-dimensional approaches and utilize diverse tools to tackle the key concepts and topics for each thematic area;
3. Provide technical inputs and analysis on various aspects of the writeshops;
4. Document key recommendations, agreements, and action points during the workshop;

Post-writeshop

5. Develop technical briefs and other knowledge products based on the outcomes of the writeshops.

Qualifications and Professional Experience Required:

Education

1. Completion of post-secondary education, certificate/training in International Relations, Business Management, Economics, Political Science, Development Studies or related social sciences or other relevant field.

Work Experience and Technical Competencies

2. Minimum 5 years of work experience in related field of work or relevant experience in either public sector (national or multilateral, including UN), private (academia, non-governmental sector, corporate), with increasing level of responsibility with strong relevant field experience on development/durable solutions;
3. Experience working with UN or other international organizations is beneficial;
4. Knowledgeable of IDP protection and solutions, international standards, policies, and framework, including familiarity in the areas of humanitarian protection, prevention and solutions;
5. Relevant experience of management and leadership roles;
6. Relevant experience of programming and partnership development;
7. Excellent coordination, negotiating and communication skills and ability to mobilize support from a wide range of partners (public, private, academic, civil society, business community leaders);
8. Excellent workshop/training facilitation skills

Language requirement

9. Proficient in English and local dialects

Occupational Safety and Health Considerations

To view occupational safety and health considerations for specific duty stations, please visit this link: <https://wwwnc.cdc.gov/travel>

Specific Occupational Safety and Health Considerations to this assignment (if applicable):
N/A

Monitoring and Progress Controls (report requirements, periodicity, format, deadlines):

The Consultant is expected to deliver the following outputs within the corresponding due dates subject to review and clearance by the approving authority:

Note: Schedules in the table are tentative and subject to further review with the consultant in consultation with the writeshop focal point.

Deliverables	Schedule/ details	Due date
Development of a facilitation plan	1 week prior to schedule of writeshops	Week 1 July
Preparation of detailed toolkit	1 week prior to schedule of writeshops	Week 1 July
Preparation of presentation and other writeshop materials	1 week prior to schedule of writeshops	Week 1 July
Overall facilitation and documentation of the writeshops	3 separate sessions for the 3 thematic areas (maximum of 3 days for each session)	Week 2-4 July
Submission of documentation reports/session highlights	2 days after each session	Based on schedule of each session
Develop technical briefs and other knowledge products based on the outcomes of the writeshops	Initial draft report to be submitted 15 working days after the completion of the writeshops Final output to be submitted 5 days following receipt of prescribed revisions by UNHCR on the initial draft	31 August 2022

Location:

The consultant will be home based in the Philippines but required presence during workshops. The consultant should be available for conference calls or face-to-face meetings with UNHCR Philippines and/or occasionally with UNHCR colleagues in Regional Bureau of Asia and the Pacific Time Zones.

To Apply:

Interested applicants should submit their letter of motivation, updated CV, financial proposal (consultancy rates), and [UN Personal History Form](#) to PHIMAVAC@unhcr.org indicating **IDP Durable Solutions** in the subject of the email. Please note that incomplete applications will not be considered.

The deadline for applications is COB, **13 June 2022** and is open to Filipino nationals only.