

TERMS OF REFERENCE

Mapendo Resettlement Expert

TO BE COMPLETED BY SUPERVISING OFFICER

OFFICE: UNHCR Location
NAME OF SUPERVISOR:
DATE submitted to UNHCR:
DEPLOYMENT TO:
DURATION OF ASSIGNMENT:
EXPECTED START DATE:

BACKGROUND:

The backgrounder should:

- *present the overall context for the deployment and identify the refugee population(s) involved*
- *describe the specific profile of the resettlement caseload [e.g., nationality, ethnic group, urban-rural]*
- *describe the refugee status [e.g., prima facie, individually mandated, new caseload]*
- *give # of other resettlement staff and # of other deployees present*
- *indicate if a resettlement system is in place or whether the deployee will need to help establish one*

MINIMUM RESOURCES AVAILABLE TO SUPPORT DEPLOYMENT ARE IN PLACE:

Tick relevant boxes and add details as appropriate

- | | |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Office Space |
| <input type="checkbox"/> | Computer |
| <input type="checkbox"/> | Interpreters |
| <input type="checkbox"/> | Direct Supervision |
| <input type="checkbox"/> | On-site Briefing and Orientation |
| <input type="checkbox"/> | ProGres database |
| <input type="checkbox"/> | Case Identification Mechanisms |

THE DEPLOYEE WILL REPORT TO:

Identify by name and title the person directly responsible for supervision of the deployee.

Identify by name and title other persons to whom the deployee reports and in what chain of authority.

Resettlement Officer at Headquarters supervising the overall performance of the Resettlement Expert.

DESCRIPTION OF TASKS AND RESPONSIBILITIES:

- *List the specific responsibilities of the Resettlement Expert [i.e., administrative, training, supervision of casework]*
- *List targets for cases to be processed for resettlement & role in case identification, processing, management*
- *Identify any resource development or systems that the Resettlement Expert will be expected to produce*
- *List as required the primary resettlement country(ies) focus for this assignment*

Under the supervision of **Title of Supervisor**, the Resettlement Expert will:

1. Conduct deferral responses under Group Resettlement processing;
2. Conduct Resettlement Interviews;
3. Finalise and complete RRFs/produce about # cases per month;
4. Systematically update and maintain proGres in relation to resettlement events and results;
5. Ensure proper management of both physical and electronic data;
6. Ensure proper follow-up of pending cases and conclude them in a timely manner;
7. Revise and update self produced RRFs following the Hub and Resettlement Officer's recommendation;
8. Best interest of the Child Determination casework (both Separated Children and Unaccompanied Minors included in the US Group Submission);
9. Resettlement Counselling;
10. Undertake camp missions;
11. Represent the resettlement unit at meetings when required;
12. Liaise with implementing partners and interlocutors as and when required in relation to activities/issues relevant to the work of the resettlement unit;
13. Conduct any other activity that may be deemed important and necessary.

END OF ASSIGNMENT REPORTING:

The expert may be required to prepare interim reports as necessary. A final report covering the entire period of his/her assignment is compulsory. The report shall contain a description of activities and the data collected regarding: # of cases/persons referred. The report should be emailed to the **Title of UNHCR Office** in **Location**, with a completed copy signed by the supervisor sent by diplomatic pouch. Contract extensions and new deployments will not be considered if a final report has not been submitted.

LOCATION OF DEPLOYMENT (Include estimated number and location of regional missions)

The expert will be based in **Location** and travel on a daily/weekly basis to the refugee camps.

QUALIFICATIONS AND QUALITIES REQUIRED

education / knowledge

- university degree in relevant area (e.g. international law / refugee law, political science, social sciences – preferably in social work etc.);
- fluency in English language, or fluency in other relevant language (e.g. Arabic, French, Russian, Spanish);
- knowledge of and/or preparedness to become familiar with and abide by UNHCR's principles, code of conduct and humanitarian goals;
- knowledge of the international legal framework governing refugees, asylum seekers, internally displaced persons and statelessness;
- knowledge of UNHCR guidelines on refugee status determination / resettlement;
- awareness of gender issues and how to apply rights and community-based approach to identify and respond to specific needs;
- awareness of the importance of preventing fraud and ways to mitigate risks.

experience / demonstrable skills

- minimum two years work experience in relevant work area (e.g. profiling refugee populations, registration, conducting refugee status determinations, preparing resettlement submissions for prima-facie refugee populations etc.);
- excellent interviewing and counselling skills;
- excellent drafting and analytical skills;
- ability to conduct assessments and identify protection risks of individuals and groups;
- demonstrable leadership skills in developing communication strategies, negotiating and implementing large group activities within a multicultural / refugee and multi-sectoral setting;
- strong interpersonal skills (e.g. conflict resolution) and ability to work effectively in teams;
- ability to work in stressful situations and in hardship locations;
- experience with large-scale resettlement and/or evacuation programmes;
- specific experience giving advice on refugee resettlement – highly desirable;
- specific experience conducting refugee status determinations and resettlement assessments – highly desirable.

TO BE COMPLETED BY RESETTLEMENT SECTION GENEVA

CLASSIFICATION OF DEPLOYMENT (Level 1: caseworker, Level 2: caseworker with additional responsibilities; Level 3: Integration Expert):

TYPE OF STATION: