

**UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
VACANCY ANNOUNCEMENT
Vacancy Notice No. UNHCR/WAS/005**

Title of Post	Individual Contractor Border Shelter Best Practices Toolkit	Type of contract	Individual contractor contract
Location	Washington D.C., USA	Date of Issue	9 September 2019
Effective date of assignment	ASAP	Closing Date	30 September 2019

UNHCR is recruiting for an Individual Contractor function in the UNHCR Regional Office for the United States and the Caribbean. The successful candidate will report to our Washington D.C., Office and is eligible to work remotely.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance like shelter, food and water, and develop solutions that ensure people have a safe place to call home where they can build a better future. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Operational Context:

In recent years, rising violence and forced displacement in Central America and elsewhere has led to hundreds of thousands of asylum-seekers—including a growing percentage of family units —arriving at the U.S. southern border seeking protection and refuge.

As the number of families arriving at the U.S. southern border has soared at the end of 2018 and the beginning of 2019, while there are helpful resources to guide both new and established border shelters in the basic work of emergency sheltering, there is no comprehensive resource available to address all facets of the border shelters’ work that is tailored to this specific context. As such, UNHCR seeks to fund the development of a best practices toolkit designed to foster best practices and ensure the sustainability and resilience of the border shelters. It will help strengthen existing shelter operations and serve as a useful guide for new groups looking to provide immediate respite to arriving asylum-seekers.

Functional Statement:

The incumbent is responsible for the production of a best practices toolkit for border shelters receiving arriving asylum-seekers released from U.S. officials’ custody. The best practices toolkit project will be a cooperative effort, engaging multiple stakeholders across disciplines, that seeks to present various models of shelter operation and provide practical tools able to be adopted with limited resources. The toolkit will draw from 1) international and domestic humanitarian standards, 2) the practice of border shelters and other supporting organizations with operational shelter and disaster response expertise, and 3) organizations with expertise in addressing the immigration and psychosocial needs of asylum-seekers. The incumbent will conduct outreach to the relevant stakeholders to engage them in the project. In particular, the incumbent will visit in person with key border shelters across the U.S. southern border and document good practices and

tools that have been developed (such as templates, protocols, and standard operating procedures), and identify subject areas to be addressed in the toolkit.

The incubment is responsible for collecting and organizing existing resources, drafting new content, and editing the toolkit to ensure accurate information and a final, polished written product ready for publication (except for final formatting and design). The process should include regular consultations with UNHCR and a core group of stakeholders on the content and organization. The toolkit will be submitted to UNHCR in Microsoft Word format and will be later formatted for web presentation by another vendor.

Monitoring and Progress Controls:

- **October 11** – literature review on existing standards, guidance, and related materials on best practices in emergency and medium-to-long term shelter.
- **October 18-** draft outline of the toolkit.
- **November 15-** draft toolkit.
- **December 15-** final draft toolkit (not including design and formatting).

Essential Minimum Qualifications, Experience and Requirements:

- Advanced degree (minimum Bachelors, graduate degree preferred) required;
- Minimum of 3-5 years of experience working with refugee, asylum-seeker, or immigrant populations. Demonstrated experience in humanitarian or disaster shelter response, preferably in the context of refugee and mixed migratory flows;
- Excellent skills in writing, organization, and outreach and stakeholder engagement;
- Willingness to travel;
- Fluency in English required

Legal Status:

- Applicants must have legal residence with valid work permit in the US.

Submission of Applications:

If you wish to be considered for this vacancy, please submit your signed 1) Personal History Form available at: www.unhcr.org/recruit/unhcr-phf.docm and if needed Supplementary Sheet available at: www.unhcr.org/recruit/unhcr-phf-sup.docm, and 2) a letter of motivation by e-mail to usawaadm@unhcr.org quoting “*Individual Contractor USA*” in the subject line of the email.

Late or incomplete application will not be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.