



TERMS OF REFERENCE:

COVID 19 RESPONSE MANAGER - CONSULTANCY

Title: CARE Vanuatu COVID 19 Response Consultancy
Reports to: Program Director
Duration: 1st of May – 30 September 2022 - renewable
Location/Duty station: Port-Vila, Efate

Background: CARE Vanuatu and it's Portfolio

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief.

CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and to advance gender equality. CARE Vanuatu has a long term program strategy which seeks to contribute to resilience and equality in Vanuatu where men, women, boys and girls enjoy equal rights and opportunities.

CARE has worked in Vanuatu for over a decade delivering impactful disaster risk reduction, resilience and gender equality programs. CARE International in Vanuatu has recently been implementing an emergency response program for Tropical Cyclone Harold.

More recently COVID cases of community transmission have been reported necessitating a scale up of response efforts. Options are being considered across CAREs program portfolio. CARE is also supporting supporting the Ministry of Health in Tafea Province to expand the NVRP to reach adolescents, remote and vulnerable populations, and areas of low immunisation rates in Tafea (risk communication outreach to combat vaccine hesitancy, and direct logistic and HR support to the MoH for vaccine roll out in Tafea Province).

CARE Vanuatu Organizational Context and Priorities

CARE is committed to strengthening local capacity and local leadership and is actively investing in mentoring and support for local staff in leadership positions through accompaniment and counterpart arrangements as well as partnership development. This consultancy will play a key role in supporting the COVID 19 Response Project Manager.

Purpose:

The COVID 19 Response consultant will play a key role leading CARE response to COVID 19 in Vanuatu. The role ensures that CARE's COVID 19 programs are implemented effectively, to a high standard, on time and that risks are appropriately managed. The consultant reports to the CARE Vanuatu Program Director. The consultant will also act as a counterpart to the Emergency Manager, based in Tanna.

The assignment objective is to ensure quality results and strong internal capacity:

- program management support to the COVID 19 Response Project manager, including oversight of all aspects of project management including donor management, activity implementation, quality control, monitoring and evaluation, reporting and budget management.
- supporting the COVID 19 Response Project manager to engage with priority strategic partners and key actors associated with the project including the Ministry of Health, Tafea provincial and Area Council representatives, INGOs, Vanuatu Red Cross Society, CSOs and donors

Key responsibilities:

Assessment, Program Design and Planning

- In collaboration with the Program Director and other program team members, monitor the evolving context as relates to COVID19 as well as other potential new emergencies (eg cyclone season) and ensure that CARE's programming is appropriate, relevant and responsive to needs and always ensure a gender lens
- Coordinate the development of needs assessment processes that allow in depth understanding on barriers to vaccine take-up and understanding of potential enabling factors to support the implementation of the program. This also includes a mapping of vaccination needs per area to support definition of appropriate communications approach and planning strategy.

Project Compliance Management and Implementation

- Support programming planning and implementation of the DFAT funded emergency response, including ensuring project planning, budgeting, implementation oversight and direction, monitoring and program quality is in line with donor compliance requirements
- Support the teams to have a sound understanding of the project goals and develop appropriate and effective work plans and implementation schedules
- Oversight of management project budgets, costed work plans and expenditure in compliance with CARE's financial manual and DFAT donor requirements
- Coordinate closely with the Finance and Operations Director and team to ensure timely and effective coordination between program and procurement, logistics and finance teams to enable timely and effective delivery of the DFAT AHP programs
- Coordinate and monitor implementation to ensure projects are on track, on time and meeting deliverables
- Support managers to actively manage risks and adapt programs plans as needed to changes in the operating context and emerging issues
- Ensure high quality and on time donor reporting against this program

Program Quality

- Coordinate with the CARE Vanuatu Program Quality Team to ensure effective Monitoring, Evaluation, Accountability and Learning processes are implemented for CARE's COVID 19 program
- Ensure CARE's programs effectively integrate gender equality approaches
- Ensure program related data is accurate, up to date and accessible
- Ensure CARE's programs are of a high quality and meet technical standards.
- Work with the Program Quality Team to facilitate reflection and learning processes including an After Action Review.
- Ensure that different sectoral activities are implemented in a coordinated and integrated manner to ensure an efficient and effective response.

General Management and Leadership

- Effectively support a national counterpart to manage the response, ensuring effective lines of supervision are in place at all levels, that CARE's values are modeled and adhered to by all team members and effective HR processes are followed.
- Working closely with the Country Director, Safety and Security Focal Point, and emergency response counterpart, ensure all response team members are fully briefed on all aspects of security, social and cultural norms and local conditions and behaviour, all safety and security rules are followed and any issues are reported and handled appropriately.
- Together with the CD and Program Director, establish and maintain constructive working relationships with other NGOs (in particular within the AHP Consortium), UN agencies, government (both national and at provincial levels), bilateral and multilateral donors, and other principle stakeholders
- Keep the Senior Management Team informed on any risks or issues arising.

CARE in Vanuatu support: CARE Vanuatu will provide a workstation for this assignment and a laptop.

Reporting line: The consultant will report to the Program Director.

Team coordination and management: The consultant will manage the COVID 19 Response Manager.

Payment: Payment will be made on a monthly basis upon submission of a signed timesheet aligned to an agreed workplan, indicating hours worked in accordance with the intent of the assignment.

Selection criteria

- Minimum of 5 years humanitarian aid experience in complex and / or natural disasters
- Good program management experience
- Demonstrated experience delivery high quality programs including familiarity with MEAL and reporting requirements
- Demonstrated leadership skills and ability to coach, mentor, manage and lead including experience in capacity building and skills-transfer to local organizations and staff
- Demonstrated proactive, flexible approach and ability to manage competing priorities and to organize and manage workload to meet deadlines
- Demonstrated high level of communication and interpersonal skills including the ability to create and foster collaborative and productive relationships with internal clients and external organizations
- Effective team management skills
- Strong understanding of the humanitarian emergency operating context, including SPHERE, the humanitarian system, donors, security, and program management
- Strong understanding of gender issues in the Pacific context and of designing programs in a gender-sensitive, and where feasible gender transformative, way

Approved by: Bridgette Thorold, Country Director