**CHRISTIAN AID CONSULTANCY ASSIGNMENT**

**TERMS OF REFERENCE**

**of**

**Consortium Manager**

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| **Christian Aid manager responsible** | Emergency Response Manager |
| **Full description of Services to be provided** | **INTRODUCTION**  Since violence broke out in Myanmar’s northern Rakhine state last month, an estimated of 507,000 people have crossed the border into Bangladesh as of October 2, 2017 resulting in an increasingly chaotic, unpredictable condition and humanitarian emergency. The new arrivals brought little with them and are dependent on humanitarian assistance for food and other lifesaving basic needs. The makeshift settlements and refugee camps are expanding significantly and are scrambling for food, clean drinking water, health service, latrines, bathing space and hygiene material.  Christian Aid’s has received grants from UNOPS/ DFID to respond to the needs of affected population, this grant will be implemented though 2 consortium partners (DCA and World Vision) and 2 CA implementing partners (DAM and GUK). Consortium Manager will work closely with CA Emergency Response Manager and consortium partners to deliver the agreed project deliverables. CM will also oversee the response with consortium and implementing partners and be responsible for reporting to donor. It will serve as a standing member of the Response team capable of deployment to field sites for emergency program management and support.  Responsibilities include:  **Planning and Strategy Development**   * Coordinate / develop / update agreed project related activities with consortium members and partners action plans for the cluster/sector * Involve all relevant partners in site needs assessment and analysis * Identify gaps and duplications – assess, verify, and map emerging assistance needs and protection issues * Develop exit/transition strategy for communal settings * Conduct contingency planning based and most likely scenarios of population movements * Enact environment protection and mitigation of negative impacts on ecological habitats * Where possible, support the national government/authorities in implementing their activities and upholding them to their obligations that meet the identified priority needs * Ensure integration of agreed priority cross-cutting issues in needs assessment, analysis, planning, monitoring and response. * Ensure gender sensitive programming. * Ensure the CCCM Cluster/sector maps out the operational requirements for a CCCM response; and identify and establish standards and guidelines that facilitate interoperability.   **Application of standards**   * Adapt relevant policies and guidelines and technical standards to context of crisis * Ensure that cluster/sector members are aware of policy guidelines and technical standards * Ensure that responses are in line with existing policy guidance and technical standards and relevant government, human rights, and legal obligations   **Monitoring and Reporting**   * Ensure adequate monitoring mechanisms are in place to review impact of the sector and progress against implementation plans * Ensure adequate reporting and effective information sharing amongst all partners and clusters disaggregating data by age & gender   **Protection Capacity**   * Organize affected population’s participation in communal setting governance and community mobilization, with particular emphasis on women’s decision-making role and on persons with specific needs (such as the elderly and disabled) * Ensure transparent governance of communal settings and effective access to justice for residents that conforms to relevant human rights standards.   **Preparedness and Training Capacity**   * Promote and support relevant training for partners, local government officials, camp managers and members of displaced and host communities * Support efforts to strengthen the capacity of the national authorities and civil society;   **Coordination**   * Ensure appropriate coordination with all humanitarian partners as well as with national authorities and local structures. * Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level * Define the nature and extent of overlap and coordination between CCCM and other clusters/sectors particularly Shelter, Protection and WASH.   **Essential qualification**   * Education: University Degree in one of the following field: social sciences, Public administration, humanitarian sector and other any development sector. * Languages: Proficiency in English is required. |
| **Location** | The services will be performed primarily at Christian Aid Bangladesh field office in Cox’s Bazar and any other areas suggested by the Emergency Response Manager.  Duration of the contract is from 11th March to 10th May 2018. |
| **Consultant’s fee** | Christian Aid will pay a consolidated fee of BDT 2,50,000 (Tax and VATwill be deducted as per government of Bangladesh law into your designated account, this will include all allowances and CA will not pay additional cost for daily living. CA will cover your actual expenses bases on CA travel policy. CA will provide free of cost accommodation in the guest house. |
| **Payment timetable** | Payment will be credited to your account on the after completion every calendar month on submission on an official invoice. |
| **Are expenses payable?** | Christian Aid will cover you travel to Bangladesh at the time of joining and any other travel as deemed necessary. |
| **Is subcontracting permitted?** | No. |
| **Is specific insurance required?** | No insurance would be provided by CA, the consultant is expected to cover his own insurance. |
| **Intellectual property** | Christian Aid’s standard consultancy terms as set out below shall apply to this Agreement.  (Clause 7.1) The intellectual property in all works created by the Consultant pursuant to this Agreement shall be owned by Christian Aid. The Consultant hereby grants Christian Aid a non-exclusive perpetual royalty-free licence to use all intellectual property rights to be created by them pursuant to this Agreement. |
| **Exceptional changes to Christian Aid’s standard consultancy terms** | None. |
| **Any other important**  **matters?** | None. |