



Terms of Reference

Coordinator for the Humanitarian Standards Partnership (HSP)

Application deadline: Thursday 29 June

Background

The Humanitarian Standards Partnership (HSP) aims to improve the quality and accountability of humanitarian action through the increased knowledge, use and application of humanitarian standards.

The HSP includes the Sphere Handbook, the Child Protection Minimum Standards (CPMS), Minimum Standards in Education (INEE), Livestock Emergency Guidelines and Standards (LEGS), Minimum Economic Recovery Standards (MERS), the Cash Learning Partnership (CaLP) and soon Age and Disability inclusion standards (ADCAP).

It represents a fundamental framework for humanitarian work, based on the Humanitarian Charter, Protection Principles, and Core Humanitarian Standard, and including nine technical sectors, two cross-cutting themes and one standard on response modality.

The Humanitarian Standards Partnership brings together evidence, expert opinion and the best practice of thousands of global humanitarian actors. Through its members, it has extensive influence around the world and reaches organisations large and small, private and non-profit, governments, UN, Red Cross and Crescent and civil society.

Collectively, these standards are the reference point for all actors in crises, squarely placing affected populations at the centre of humanitarian action and promoting the right of all crisis-affected people to life with dignity.

HSP Coordinator responsibilities

The Humanitarian Standards Partnership has had a part time Coordinator position since April 2016. To date the partners have shown their commitment to collaboration by holding regular calls to share information and conduct joint planning; sharing platforms and messages for the promotion of humanitarian standards at global humanitarian events; developing joint materials and training courses for increasing awareness of the full set of humanitarian standards; and starting the development of a Humanitarian Standards App.

From governance to members, the humanitarian standards initiatives are committed to working together for increased effectiveness, supported by a Coordinator.

The Coordinator facilitates the collaboration of the partners in joint actions to promote coherence across humanitarian standards and to increase the application of humanitarian standards through effective outreach. The Coordinator will do this through:

- Consulting partners and analysing needs
- Initiating joint activities where appropriate and of added value
- Promoting the use of standards by representing the HSP as appropriate
- Developing learning tools and documentation
- Leading and facilitating meetings (virtual, in-person)
- Identifying funding opportunities with and through the partners
- Documenting case studies

The Coordinator will facilitate greater cooperation between partners in ways which increase the impact of their actions to promote humanitarian standards, with minimal increase to workloads.

Activities

Activities can include, but are not limited to, the following:

1. **Country Collaboration:** Support partners to identify priority countries (so far Ethiopia, Myanmar and Lebanon) and to contact partner trainers/focal points in those countries. Set up calls with these contact points and introduce the HSP and each of the standards partners. Facilitate a discussion on the standards context in that country and support the contact points and partners to set up a meeting or series of meetings in which standards can be discussed, awareness raised, and joint actions planned.
2. **Case Studies:** Identify and document examples of the use of more than one set of standards in a humanitarian response. Engage with the project or programme identified, collect and analyse reports and draft a case study which illustrates how certain standards from more than one partner handbook have been used together to inform the design, implementation or M&E of a programme.
3. **Partner board support:** Support partners to develop updates on the HSP for board meetings by liaising with partners to collect and collate information, with presentations or participation in meetings as required.
4. **Revisions:** Collect and disseminate information on the timeframe for standards revisions processes (e.g Sphere) and support partners to input at the appropriate stages, assisting with communications where necessary. Support learning between partners about revisions processes in order to inform future revisions, e.g. building on the HSP Guidance on Revisions document to keep it live and relevant. Review and comment on drafts with a view to coherence between standards.
5. **HSP Webinars:** Identify learning opportunities between partners based on their internal priorities and areas of institutional strength. Prepare material for the webinars, e.g. comparing standards and identifying differences, and invite partners to present on identified topics. Facilitate the webinar to draw out experiences, share learning and best practice, and document and share it with partners.
6. **New potential partners:** Engage with potential standards partners (such as the Age & Disability Inclusion standards) to understand the Humanitarian Standards Partnership, its advantages and requirements. Advise them, on behalf of partners, on how to make their standards coherent

with those already in the HSP. Liaise with them on behalf of the partners and support Sphere to manage the partnership application process.

7. **Document Management:** Consolidate learning and ongoing work through an adapted knowledge management system, built on a centralized Sphere site.
8. **Training Materials:** Contribute to training materials by providing information on the HSP or on partners and their standards for training courses.
9. **Advocacy:** Support partners to share information on upcoming global or regional humanitarian events and their plans for stands, roundtables or panel discussions. Promote joint planning of advocacy strategies for largescale events and collaboration through joint messages where one partner can speak on behalf of the HSP.
10. **Fundraising:** Track donors and identify opportunities for funding for the HSP with and through the partners. The HSP does not apply for funding directly, but rather through the partners in complementary or consolidated approaches. Draft or develop proposals and coordinate input from the partners.
11. **Facilitate Meetings:** Schedule, prepare and facilitate Steering Committee calls every two months and an annual face to face partner meeting. The agenda of the Steering Committee meeting will include information sharing (e.g. on advocacy), updates (e.g. on joint activities such as the app), a review of progress against the workplan.
12. **Survey of partners on use of standards:** Support partners to communicate with key board-member organisations to persuade and encourage them to complete a bi-annual on the progressive institutionalisation of humanitarian standards.
13. **Social Media:** Contribute if requested to partner newsletters, websites, blogs etc and promote humanitarian standards where appropriate through social media.

Skills and qualifications

Standards

- Through own work experience, understand the potential and challenges of working with humanitarian standards.

Project management

- Experience in managing complex multi-stakeholder processes, including remote and virtual teams, within fixed timeframes.
- Collaborative writing and materials development experience.
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Other skills and experience

- Outstanding written and verbal communication with ability to tailor style to audience and purpose.
- Excellent oral and written English skills required. Other working languages are an asset.
- Excellent interpersonal skills with diverse counterparts.
- Solid IT skills
- Experience using Sphere in training or operations an asset.
- Ability to travel (up to 20 percent).

Education

- *Masters degree in a relevant discipline.*

Supervision

The Coordinator will report to the HSP Steering Committee made up of representatives of each of the six humanitarian partners. The Coordinator will be supervised by the Sphere Director on behalf of the Humanitarian Standards Partnership. The Coordinator will develop workplans which will be approved by the Steering Committee and progress will be reviewed every two months in Steering Committee calls.

Recruitment Process

This is a 50% position. Start date of 1 August preferred.

Please note that this may be recruited worldwide. However, Sphere is registered in Geneva, Switzerland and candidates wishing to work in Switzerland must hold a valid Swiss work permit. A consultancy contract is possible in certain cases. If the consultant is based in Switzerland, (s)he must be registered as a consultant.

Please send your CV and letter of motivation to: recruitment@sphereproject.org

Application deadline: Thursday 29 June 2017.

Interviews will be conducted in the week of 3 July.

Applications will be considered as they are received. Only shortlisted candidates will be contacted directly by Sphere.

