

Terms of Reference

Anticipatory Action Expert – P3/P4 – Geneva

MISSION LOCATION

UNHCR Geneva, Switzerland

DURATION

12 months

OPERATIONAL CONTEXT

The position is located in the Emergency Management Section of the Division of Emergency and Programme Support (DEPS). The Division of Emergency and Programme Support is UNHCR's lead entity for ensuring effective, coherent, and timely emergency preparedness and response across the organization. It provides strategic guidance, operational support, and oversight to country operations, regional bureaux, and headquarters, with a focus on risk analysis, contingency planning, surge deployments, supply chain and security management. DEPS plays a central role in enabling a whole-of-UNHCR response to crises, strengthening coordination, mobilizing emergency capacities, and ensuring that protection and life-saving assistance are delivered swiftly and effectively.

AIM OF THE MISSION

Acting early before the impact of an emergency is critical. In an increasingly volatile operational environment characterised by complex emergencies and funding constraints, DEPS plays a central role in strengthening UNHCR's anticipatory and early action capacities. UNHCR already works in coordination with a large number of organizations engaged in implementing anticipatory actions worldwide and is also a member of several Anticipatory Action Frameworks facilitated by OCHA and led by the RC/HC at a country level. UNHCR is working towards institutionalization and scaling up anticipatory action.

MISSION OBJECTIVES

DEPS seeks to develop a corporate framework/approach for institutionalization and scaling up of anticipatory action translating anticipatory risk analysis and early warning into actionable, protection-sensitive preparedness and early action measures across priority operations, while reinforcing organisational learning and coherence across anticipatory action initiatives.

RESPONSIBILITIES

The Anticipatory Action Expert will work under the overall supervision of the Chief of Emergency Management Section and under the direct supervision of the Senior Emergency Preparedness Officer to:

- Develop a road map for UNHCR to advance anticipatory action, identifying key entry points for UNHCR to implement anticipatory action including how UNHCR can embed itself into existing pre-arranged finance ecosystems;
- Support the implementation of a corporate approach for the scale up of anticipatory action, working with relevant UNHCR teams to link capacities for risk analysis, flexible financing and implementation;
- Support the integration of anticipatory action into emergency preparedness guidance, policy, tools, and develop training materials, with clear linkages to contingency planning;
- Develop guidance to support Country Offices in developing concept notes and proposals for new anticipatory action frameworks;

- Support Country Offices and Regional Offices with documentation and reporting on existing anticipatory action frameworks;
- Support capacity building efforts on anticipatory action, including through the design and implementation of normative guidance and training materials at country, regional and global level;
- Work closely with internal and external partners to enhance collaboration and partnerships.

PROFILE

Experience

- At least 5-8 years of experience in disaster risk reduction.
- Proven experience in early warning systems and/or anticipatory action programme design/implementation.

Essential requirements

- Advanced university degree in Disaster Risk Reduction, Climate Change, Environmental Sciences, Environment and Development, Environmental Economics, Social Protection, or a related field.
- Strong understanding of key DRR principles and frameworks.
- Strong stakeholder engagement and capacity-building skills.
- Excellent report writing, analytical and communication skills;
- Good understanding of the global and regional humanitarian context.
- Demonstrated ability to analyse problems, make appropriate recommendations;
- Fluency in English (oral and written).

Personal Characteristics

- Ability to plan and organize own work, deliver results, and meet deadlines, within a multi-disciplinary team.
- Excellent interpersonal and communication skills: the ability to effectively collaborate with and motivate a variety of people in a multi-cultural environment