

REQUEST FOR SUPPORT FROM STANDBY PARTNERS



To: Ms. Yodit Amdeselassie
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To: hgdeploy@unhcr.org
Emergency Deployments Functional Mailbox

Date: **21/05/2026**

- Tick the boxes where applicable

1. Title and grade	Title: Anticipatory Action Expert Grade: P3/P4						
2. Duty Station and Country ¹	Duty Station: Geneva Country: Switzerland						
3. Expected start date	01/07/2026						
4. Expected duration in months	12 months						
5. Operational context	<p>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.</p>						
6. Justification for request of a SBP expert (please check only one of the categories):	<p><input type="checkbox"/> Emergency staffing to support the response in one or more of the following situations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Under UNHCR's declared emergencies (Level 1/2/3) <input type="checkbox"/> Rated at high or medium risk of emergencies (ERM risk register) <input type="checkbox"/> Covered by <u>IASC systemwide Scale-Up</u> <p><input checked="" type="checkbox"/> Operation or HQ Division requires specific profile or expertise that is not internally available to pursue organizational strategic priorities.</p> <p>Explain Strategic Priorities:</p> <p>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.</p>						
7. What is the longer-term staffing plan after SBP temporary support period and exit strategy	<p>UNHCR aims to develop a corporate framework/approach for institutionalization and scaling up of anticipatory action. The role of the deployed expert will be key in identifying key entry points for UNHCR to advance anticipatory action and also to undertake capacity development efforts aimed at enhancing the knowledge of UNHCR staff. At the end of the deployment, the anticipatory activities will be mainstreamed within the existing emergency preparedness team within DEPS.</p>						
8. Language requirement(s)	Fluency in English (oral and written).						
9. Deployee's direct supervisor/Performance Evaluation focal point:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name of Supervisor</th> <th style="width: 30%;">Email</th> <th style="width: 30%;">Contact Number</th> </tr> </thead> <tbody> <tr> <td>Angela Murru</td> <td>murru@unhcr.org</td> <td>+41797939103</td> </tr> </tbody> </table>	Name of Supervisor	Email	Contact Number	Angela Murru	murru@unhcr.org	+41797939103
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10. Duty Station category & whether family duty station	<p><input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> HQ</p> <p><input checked="" type="checkbox"/> Family <input type="checkbox"/> Non-Family</p>						
11. Danger Pay applicable?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						

15. Visa requirements	<p>➤ Type of visa required:</p> <p><input type="checkbox"/> Visa prior arrival <input type="checkbox"/> Visa on arrival <input type="checkbox"/> N/A (visa not required)</p> <p>➤ Letter of Invitation required:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>➤ Indicate Timeframe for obtaining visa: _____ days</p> <p>➤ Any other useful inf:</p>																								
16. Special medical requirements (vaccinations, etc.) <i>If yes, kindly tick the yes box and list/indicate them</i>	<p><input type="checkbox"/> YES _____ <input checked="" type="checkbox"/> NO</p>																								
17. Will office space and working tools be provided? <i>If yes, kindly tick the yes box and list/indicate them</i>	<p><input checked="" type="checkbox"/> YES _____ <input type="checkbox"/> NO</p>																								
18. Complete street address of UNHCR Office in capital	Rue de Montbrillant 94, 1202 Geneva																								
19. Name of focal Point, email and contact numbers for practical arrangements	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>Contact Number</th> </tr> </thead> <tbody> <tr> <td>Security clearance</td> <td>n/a</td> <td></td> <td></td> </tr> <tr> <td>Airport pickup</td> <td>n/a</td> <td></td> <td></td> </tr> <tr> <td>Hotel booking</td> <td>n/a</td> <td></td> <td></td> </tr> <tr> <td>Admin Briefing</td> <td>Christopher Gamble</td> <td>gamble@unhcr.org</td> <td>+41 22 739 8001</td> </tr> <tr> <td>Workday recording</td> <td>Christopher Gamble</td> <td>gamble@unhcr.org</td> <td>+41 22 739 8001</td> </tr> </tbody> </table>		Name	Email	Contact Number	Security clearance	n/a			Airport pickup	n/a			Hotel booking	n/a			Admin Briefing	Christopher Gamble	gamble@unhcr.org	+41 22 739 8001	Workday recording	Christopher Gamble	gamble@unhcr.org	+41 22 739 8001
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<p>20. UNHCR is deeply committed to its vision of providing a work environment that is respectful, inclusive, and based on trust, where forcibly displaced and stateless persons as well as UNHCR personnel feel safe, heard, equipped, and empowered to speak up for themselves and others, and to take strong and visible action, as appropriate, to eradicate sexual misconduct. The term sexual misconduct is used to refer to all forms of conduct characterized as sexual exploitation, sexual abuse, and/or sexual harassment.</p> <p>Name of focal point, email and contact number for Prevention of Sexual Exploitation and Abuse (PSEA) in the operation:</p>	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>Contact Number</th> </tr> </thead> <tbody> <tr> <td>PSEA</td> <td>Zuhura Mahamed</td> <td>hqpseash@unhcr.org</td> <td>+41793377940</td> </tr> </tbody> </table>		Name	Email	Contact Number	PSEA	Zuhura Mahamed	hqpseash@unhcr.org	+41793377940																
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21. For Internal UNHCR use only: Requesting Country Office please indicate the PTEO to record the value of the deployment in the OP of your operation. NOTE: Do not fill this box in case you are requesting a deployment through the Reimbursable Loan Agreement (RLA).	<table border="1"> <tr> <td>Budget Year</td> <td>2026</td> </tr> <tr> <td>Project Number</td> <td>E13560 - 2026-DESS ABC-OPS-95101</td> </tr> <tr> <td>Task Number</td> <td>VD3G00210I</td> </tr> <tr> <td>Expenditure Type</td> <td>B64J Other contractual services</td> </tr> <tr> <td>Expenditure Organization</td> <td>DESS Emergency Services - OTS (95101)</td> </tr> </table>	Budget Year	2026	Project Number	E13560 - 2026-DESS ABC-OPS-95101	Task Number	VD3G00210I	Expenditure Type	B64J Other contractual services	Expenditure Organization	DESS Emergency Services - OTS (95101)														
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22. Name and position of requesting Officer	Bertrand Blanc, Chief of Emergency Management Section 																								
23. UNHCR Head of Office / Representative Approval and signature	Ayaki Ito, Director DEPS 																								

DEPS/Deployment and Partnerships Unit – January 2026

¹ A deployment in person can be requested but there are also the following possibilities:

- 1) Home-based / Teleworking for the entire duration of the deployment.
- 2) Home-based / Teleworking deployment to start, and to become field-based once the situation allows and travel restrictions are lifted.
- 3) Deployments “in situ”, or residents or nationals of a given country, deployed in the country where they are currently located. Please specify location.

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Anticipatory Action Expert – P3/P4 – Geneva (TBC)

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;