

Standby Partnership Network Coordinator

Terms of Reference



Introduction

Founded in 1991, The Standby Partnership Programme mechanism (SBP mechanism) provides surge capacity support to UN Agencies responding to humanitarian emergencies through the secondment of gratis/in-kind personnel (“experts on mission”) by external partner organisations. The SBP mechanism functions through a series of bilateral agreements between participating agencies, funds and programmes of the UN and a number of surge providing organisations (Standby Partners) that are composed of a diverse group of NGOs, donors, private sector actors, foundations and government agencies.

Over the last three decades, the SBP mechanism has expanded considerably by gaining new participating members that covers over 400 expert profiles.

The Standby Partnership Network (SBP Network) began in 2013 as an initiative of organisations from the SBP mechanism. The aim was to improve the provision of “high quality personnel consistently available for support to humanitarian action through organisational engagement and collective preparedness.” A SBP secretariat was created to support the network initiative and currently consists of two support functions (a Network Coordinator and a Monitoring Evaluation and Learning (MEAL) Coordinator).

In the SBP Network, we currently have 15 participating UN Agencies and 56 Standby Partners that regularly use the SBP mechanism for deployment of personnel. Most of these organisations also are part of and contribute to the SBP Network initiatives, through in-kind and financial support, and/or through their participation in the Working Groups, the Steering Committee, and engagement with the SBP Secretariat.

The purpose of the SBP Network is to foster the implementation of best practices and new solutions to improve preparedness and response capacity and the care of the deployment personnel through collectively engaging the knowledge, skills, experience and unified voice of the network.

Role

Job Title:	Standby Partnership Network Coordinator (NC)
Country and Duty Station:	Working Remotely / Working from home
Host Organisation	Only applicable for in-country modalities
Proposed Start Date:	ASAP
Proposed Duration of Deployment:	6 months (with possibility of extension)
Supervisor/s:	SBP Steering Committee Chair/s
Employer:	RedR Australia
Remuneration / Salary:	USD \$90,000 gross p/a

Reporting directly to the Chair/s of the SBP Steering Committee, the Network Coordinator (NC) will have a coordination, capacity building, facilitating and administrative function representing all parties in the network and working closely with the SBP Steering Committee, Working Groups, and members of the network, as well as the MEAL Coordinator. The NC will work in coordination with the MEAL Coordinator; the roles will be complementary to each other.

Responsibilities

Support to the SBP Steering Committee (SC) and Working Groups (WG)

- Establish, review and monitor Work Plans of the Secretariat and the Steering Committee to ensure implementation against the objectives of the Strategic Framework and agreed timeframes.
- Lead on secretariat support for the Steering Committee and Working Groups to ensure the development of agendas and the drafting of actionable minutes. Monitor and report on the implementation of recommendations as required.
- Provide advice on the improvement of the network, working modes etc. to advance the work of the network. Identify challenges, gaps, opportunities within the network and amongst its members, and prepare, organise and facilitate the advance the work of the SBP network and matters of common concern, in line with the Strategic Framework.
- In coordination with the Chairs of the Steering Committee and the MEAL Coordinator, contribute to setting the direction and working mode of the Steering Committee, including planning, setting of necessary meeting structures, ensure relevant documentations, facilitation of meetings for SBP Steering Committee meetings.
- Support the monitoring and coordination of in-kind support to the Secretariat.
- Support the MEAL Coordinator in performing data collection and verifying of data.
- Any other secretariat support duties as required in order to support the functioning of the Steering Committee and the Working Groups.

Coordination and Collaboration

- Ensure that the Secretariat encompasses a service-oriented approach towards the members of the network.
- Identify, prepare for and facilitate necessary coordination with the SBP members, e.g. emergency coordination meetings, thematic coordination meetings, as necessary and relevant.
- Build and nurture relationships with members and contribute to enhanced relationships amongst the members, e.g. through the identification of matters of common interest.
- Coordinate the development of enhanced common standards and approaches across the Network, and ensure adherence to standards through the review and development of common templates.
- Work with the MEAL Coordinator to coordinate, compile and map existing SBP resources and capacities.

Training and capacity building

- The NC will be available to support induction training for SBP roster agencies in particular as this contributes to consistency and standards.
- In direct support of the Chair of the Working Groups and within the limits of delegated authority, support the management and supervise the overall organization of the Training Working Group in line with the 2020-2022 Work Plan. Support a more targeted and focused investment of standby partners and UN agencies in roster management and capacity development.
- In collaboration with the Chair of the Training Working Group, raise awareness of the capacity building opportunities available through the SBP Network, and draw these together and share with the network members.

Communications, Information Sharing & Advocacy

- In coordination with the SBP Steering Committee, develop an advocacy and communications strategy targeting existing and potential donors and existing and potential SBP members to articulate the added-value and impact of the SBP Network.
- Work with the SBP Steering Committee, MEAL Coordinator and SBP members to compile and disseminate information products on behalf of the Network.
- In coordination with the SBP Steering Committee, engage in targeted outreach to maintain, strengthen and incentivise participation in the SBP Network. This should also include direct outreach in support of the Chair of the Steering Committee in terms of physically meeting with existing and potential partners to advocate and promote the work of the SBP network and the role of the Steering Committee.
- Maintain and regularly update the SBP website.

Administrative and Logistics Support

- Act as the main focal point in the organization of SBP Network events (such as the Annual and Mid-Year Consultations) and other, ad hoc meetings (i.e. After-Action Review for emergencies) (either virtual or in person).
- Lead on secretariat support and information continuity for and between the Steering Committee and Working Groups.

Expected outcomes

The overarching expected outcome is to support the SBP network in its path to improved effectiveness, efficiency and predictability in the SBP, in accordance with the strategic direction of the network, through:

- Increased targeted and focused investment of SBPs and UN agencies in roster management and capacity building in order to improve access to the right person, at the right time, in the right place;
- Stronger evidence base on the benefits of the SBP mechanism, resulting in increased donor support;
- Growth of the network in terms of new members, membership engagement, contribution, and quality of outputs.

- Enhanced lessons learning and monitoring capability from discussions and consultations, resulting in improved ways of working and ability to demonstrate results.
- Enhanced interoperability and collaboration amongst the members of the network and of the SBP network with other relevant networks, humanitarian actors and initiatives.
- Efficiency gains in the standardization of materials including standby partner agreements, training standardization etc.
- Key SBP events, such as the Annual Consultation (AC) and Mid-Annual Consultation (MAC) are successfully planned and delivered.
- A yearly Report is shared to the members and other relevant stakeholders, alongside regular communication updates to the broader network.

Experience

Minimum five years of professional work experience in the field with either the UN and/or NGO in HR, personnel administration, programme management or operational support functions. Work experience in humanitarian or development field operations is highly desirable. Experience in learning/training and facilitation is also highly desirable.

Education

Level Post Graduate Qualification is highly desirable.

Languages

Written and spoken Fluency in English is required

Competencies and Behaviours

Forward looking who actively seeks opportunities and proposes solutions; able to influence and support others to meet objectives; ability to build relationships, networks and credibility; Strong collaboration and teamwork skills; Excellent communication skills.

