

Terms of Reference

Development of Emergency Handbook (Phase 2)

Duration of the project:	2023	Duration of the consultancy	To be determined from 15/07 to 15/12 2023
Place(s) of work :	ACF HQ and Remotly	Collaboration:	All departments & Field

1. BACKGROUND

Emergency response is at the heart of ACF operations. In a changing and increasingly complex environment, there is need to continue to adapt and provide humanitarian assistance as close as possible to population in need. To maintain its commitment, ACF has set up an Emergency Preparedness and Response Unit (ERRU), which aims to strengthen the team’s capacity to ensure they remain efficient and agile in regards to responding to emergencies.

ACF has a wide variety of technical tools and guidelines needed to implement activities in all the sectors related to the organisation’s expertise. As part of improving our approach, it is essential to ensure we have comprehensive, up to date and accessible sector-specialist toolboxes/ minimum standards ready to go for emergency responders, in order to enable the implementation of a quality response.

Dealing with an emergency is time consuming and potentially stressful and frustrating (given the complexity of institutional frameworks in most operational settings). Following up on all necessary steps requires diverse expertise, experience and skills, which the emergency team might only partially have. Therefore, the ERRU recognizes that its very important to have a **handbook which aims to support emergency responders**, starting from the decision to launch an exploratory mission/emergency assessment and moving through the first stages of an emergency (the first 3 months), with practical recommendations and links to existing emergency toolboxes or to other existing departmental tools (kit log...).

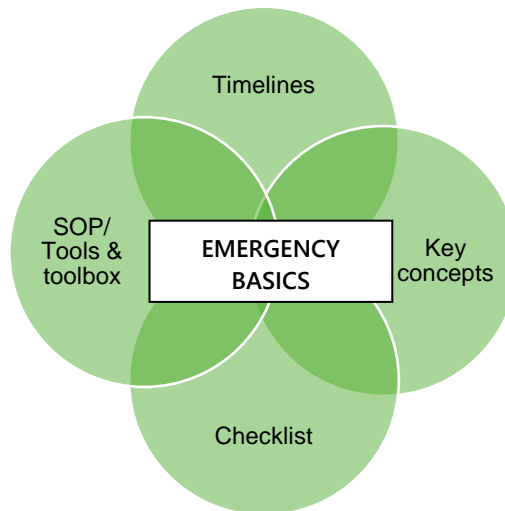
The future handbook, renamed: the *Essential Guide for Emergency Response* is developed for everyone within ACF. The *Essential Guide for Emergency Response* should target aid workers who are new to either ACF or to emergency response, so that they **can better understand the internal ACF logic, and the bigger picture of what’s at stake across the various elements of a response**, as well as have easy access to relevant tools, standards and templates. The *Essential Guide for Emergency Response* should also serve as a guide to **better understand the field realities of emergency response, an easy way to transmit new donor requirements, and perhaps a discussion tool for further development of emergency operations.**

2. OBJECTIVE OF THE CONSULTANCY

The purpose of this consultancy is to help the ERRU **team to develop the first chapter of the Emergency Essential manual**, in terms of both content and structure. With the support of the Emergency Systems Advisor, the content of the first chapter will be developed by defining the building blocks or ‘basics’ to emergency response. **It will be developed following the emergency cycle management and other key concepts related to emergencies that help to understand the different emergency phases, the key steps to take during an emergency, and the indicators used to move from one phase to another.**

This chapter should be extremely practical, pragmatic, and concrete. It is not the place for extensive discussions as to the *why*, but should instead focus on the basics of *what* and *how*, with the accompanying templates, tools, checklists, Standard Operating Procedures (SoPs) and time constraints.

Emergency Basics Links - Overview



The first chapter of the *Essential Guide for Emergency Response* will be built in conjunction with existing tools and other key ACF manuals, such as the project management manual and the ACF handbook. Close coordination with the focal points for this project should be maintained in order to ensure that the *Essential Guide for Emergency Response* is appropriately linked and referred to, making it simple to move from one tool to another.

The First chapter should also consider the overall structure of the the *Essential Guide for Emergency Response* to support the continuation of the project and other chapters which will be finalised at a later stage.

Format

The guide should therefore be seen as a living document for action as well as reflection. The “ACF Essential Guide to Emergency Response” will be available online (intranet) for easy updates, as well as in paper form, in English and French.

3. EXPECTED DELIVERABLES (for the present consultancy)

- One short report summarizing the activities completed during the consultancy
- At least, the framework and as much as possible of the contents to be included in the first Chapter of the “Essential for Emergency Response”: The Emergency Basics, with links to toolkits, SOPs, etc.
- Review of the draft Emergency Response Timelines (diagram) which have already been developed to support our teams in planning and organizing their response (content and way to organize information)
- Development of a diagram on communication channels in emergencies

4. AGENDA

The consultancy will be carried out collaboratively with the Emergency Systems Advisor. Please note that the baseline work already exists, and so the first part of the consultancy work will be to plan the next steps in content review and creation, through the development of a consultancy calendar, which includes how collective work will be completed with other members of the ERRU.

5. PROVIDED BY THE CONSULTANT

- The consultant will be responsible for providing his/her own functioning IT equipment- laptop, mobile phone, etc.
- The consultant should have excellent knowledge in the science of the emergency management system
- Extensive experience in humanitarian sectors and emergency response and preparedness

All applications should be sent to [Virginie Brisson at vbrision@actioncontrelafaim.org](mailto:vbrision@actioncontrelafaim.org) with a copy to [Esther Umulisa eumulisagakumba@actioncontrelafaim.org](mailto:eumulisagakumba@actioncontrelafaim.org) by **15 august 2023**