

ANNEX M: TERMS OF REFERENCE & REQUEST TEMPLATE

The following format should be used as a minimum requirement to outline the Terms of Reference (TOR) for each deployment. The Terms of Reference are a key element in assisting the recruitment and contracting process as well as providing benchmarks for evaluation and reporting. Use additional space if necessary.

I have read and understood the obligation of the UNHCR office vis-à-vis the Deployee as per the Deployment Partnership Agreement, in particular with regards to security.

Place/ Date Tel Aviv, Israel 5/3/2020

Signature of direct supervisor... [Signature]

Signature of technical supervisor.....

Signature of Representative (Required if supervisor is not an international staff)

.....

TO BE COMPLETED BY SUPERVISOR/S

PART A

BASIC INFORMATION AND ACCOUNTABLE OFFICERS
UNHCR OFFICE: Tel Aviv, Israel
NAME AND E-MAIL ADDRESS OF REPRESENTATIVE: Damtew Dessalegne, Dessaied@unhcr.org
NAME/TITLE AND E-MAIL ADDRESS OF DIRECT SUPERVISOR: Lawrence Bottinick, Senior Resettlement Officer, Tel Aviv, bottinick@unhcr.org
NAME/TITLE AND E-MAIL ADDRESS OF TECHNICAL SUPERVISOR: Larry Bottinick, Senior Resettlement Officer, Tel Aviv, bottinick@unhcr.org
NAME/ TITLE AND E-MAIL ADDRESS OF HR/ADMIN FOCAL POINT Sigal Costo, Senior Admin./Finance Officer, Tel Aviv, costo@unhcr.org,
DATE submitted for review to the HQs / Regional UNHCR Office/ HUB: 5 March 2020 (if applicable; indicate names and signatures if cleared / where clearance required)
DEPLOYMENT TO (Place/ Country): Tel Aviv, Israel
TYPE OF DUTY STATION
A / Family

PROPOSED FUNCTIONAL TITLE: Complementary Pathways Specialist
EXPECTED START DATE/ ENDING DATE: 03 May 2020 – 31 December 2020
FOCUS OF DEPLOYMENT: Complementary pathways (i.e. registration, refugee status determination, data collection, education, vocational training, systems development, relevant SOPs, and so on, Level 1/ 2 where applicable)

QUALIFICATIONS AND SKILLS REQUIRED
<i>Qualifications, skills, expertise in a particular field (education / knowledge/ experience, demonstrated skills)</i> <ul style="list-style-type: none">▪ University degree in relevant area (e.g. international law / refugee law, political science, international development, social work or related field);▪ Thorough understanding of the principles of refugee protection and UNHCR’s Mandate;▪ Thorough understanding of complementary pathways in the context of UNHCR, resettlement submission categories and processing requirements of the major resettlement countries (Canada, Australia, France and Nordic countries);• Previous experience or exposure to complementary pathways for admission to third countries (family reunification, private sponsorship, work visa, scholarships, etc.);• Knowledge of the international legal framework governing refugees and asylum seekers;;• Knowledge of UNHCR guidelines on refugee status determination (RSD), resettlement and complementary pathways;• Experience in data collection and analysis• Awareness of issues related to vulnerable refugee categories (women and girls at risk, elderly refugees, minorities, disabled) and how to apply rights- and community-based approaches to identify and respond to specific needs;• Cross-cultural communication and interviewing experience;• Awareness of the importance of preventing fraud and ways to mitigate risks;• Experience in and knowledge regarding conducting family re-unification interviews and assessments, processing of private sponsorship applications, scholarships and study or work visa applications;• Working experience in an urban refugee context would be an asset;• Familiarity with or willingness to learn the <i>proGres</i> registration database (V4) and using it in line with UNHCR guidance on registration and case management in case of complementary pathways.
<i>Languages required, spoken and/or written, and level of fluency</i> <p>Fluency and excellent drafting skills in English required. Knowledge of Hebrew an asset.</p>

RESOURCES AVAILABLE TO SUPPORT DELOYMENT

<input checked="" type="checkbox"/> <i>Office Space, including sufficient interviewing rooms</i> <input checked="" type="checkbox"/> <i>Computer/Laptop (including in the camps, if applicable); digital cameras, flash disks and other necessary computer equipment</i> <input checked="" type="checkbox"/> <i>Access to proGres database, Internet, email, and other necessary software</i> <input checked="" type="checkbox"/> <i>Interpreters</i> <input type="checkbox"/> <i>Transportation from temporary housing to office, at start of deployment</i> <input type="checkbox"/> <i>Transportation from office to interview site, where necessary</i> <input type="checkbox"/> <i>Cell phone, radio, and/or any other necessary communications equipment</i> <input type="checkbox"/> <i>Clerical support</i> <input checked="" type="checkbox"/> <i>Direct Supervision</i> <input checked="" type="checkbox"/> <i>Operational and administrative on-site briefing and orientation</i> <input checked="" type="checkbox"/> <i>Briefing with relevant partners, where necessary</i> <input checked="" type="checkbox"/> <i>Standard Operating Procedures and other guidelines</i> <input checked="" type="checkbox"/> <i>Administrative support to obtain work permit and, where applicable, resident visa</i> <input type="checkbox"/> <i>UNHCR identification badge, UNHCR ID card</i> <input type="checkbox"/> <i>Transportation upon arrival in capital city to office/ duty station outside the capital</i>

<p>ACCOMMODATION</p> <p><i>If the deployment is in a duty station where international staff customarily reside in UNHCR housing, will housing be provided to the Deployee?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/a (n/a is for locations ,where international staff do not reside in UNHCR housing)</p> <p>Accommodation in Tel Aviv includes flats, houses and hotels. Overall, accommodation in Tel Aviv is generally costly.</p> <p><i>If the deployment is in a duty station where international staff customarily reside in independent housing, what support is UNHCR able to provide the Deployee in finding and obtaining housing?</i></p> <p>UNHCR will provide orientation to the area and support with hotels if wished.</p> <p><i>If the Deployee is to reside in independent housing, are there any MORSS or other restrictions on the type or location of housing? Yes, there are Residential Security Measures for international staff</i></p> <p><i>Is the Deployee expected to go on Mission? If so, where, how frequently? What accommodation is available at the mission location?</i></p> <p>The Deployee might be expected to undertake short in-country missions to carry out assessments and meet partners or persons of concern.</p>

<p>SECURITY</p>

Security level in country/ duty station/ at the mission location: Tel Aviv is at security level 2 (low).

Name and title of security officer and contact details (telephone, email address):

Olga Mokrova

Chief Security Adviser

United Nations Department of Safety and Security

Israel/West Bank and Gaza

+972 2589 0759 (Office)

+972 54 284 2056 (Cell Israel-Jerusalem/West Bank)

+972 59 952 2319 (Cell Gaza)

Email: olga.mokrova@undss.org

Confirm that the UNHCR Security Officer or UNDSS provide a security briefing to the Deployee upon arrival.

Yes

No

Please indicate whether there are any specific security measures that need to be taken into consideration for this deployment (e.g., curfew, travel restrictions, recent security incidents).

Tel Aviv is peaceful with minimal security threats. There have been no reported cases of serious incidents involving UNHCR staff members in the past. Security threats from rocket attacks emanating from Gaza are possible but rare.

ACCOUNTABILITY AND SUPERVISION

Chain of authority of all staff to whom the Deployee is expected to report to in order of authority

Damtew Dessalegne, Representative, dessaled@unhcr.org

Lawrence Bottinick, Senior Protection Officer, UNHCR Tel Aviv, bottinic@unhcr.org.

Name, title and contact details of responsible person at HQ, the Regional office/ Hub level – where applicable

PART B:

BACKGROUND (max. 1 page)

- *Present the overall operational and protection context for the deployment and identify the target population(s) involved*
- *Describe the specific profile of the target population (e.g., nationality, ethnic group, urban-rural)*
- *Set out what standards / procedures (e.g. SOPs) may be in place with respect to the sector of activity.*
- *Describe the need/ rationale for the Deployment. How does the work of the Deployee fit into the overall protection strategy?*
- *How does the work of the Deployee fit into the overall staffing capacity and plans? Provide a brief overview/ number of other UNHCR staff and Deployees in the operation.*

Israel is a State Party to the 1951 Convention relating to the Status of Refugees and its 1967 Protocol, but does not have refugee legislation. The asylum procedures are governed instead by departmental instructions issued by the Population, Immigration and Borders Authority (PIBA) of the Ministry of Interior. Persons arriving with proper documentation and required entry visa who wish to seek asylum normally have access to the asylum procedure, though this can only be done at a limited number of places in the country. Those who arrive irregularly to Israel fall under the 1954 Law on the Prevention of Infiltration and are defined as “infiltrators.” According to the Ministry of Interior, a total of 32,090 individuals are found in this category as at 30 September 2019, mainly Eritrean and Sudanese nationals who arrived between 2006-2012. This group includes approximately 4,000 survivors of torture, SGBV, and enslavement in the hands of traffickers in the Sinai.

There are many protection and livelihood challenges asylum-seekers and refugees in Israel have to contend with, including livelihoods, affordable housing, health services, tertiary education, skills development, language training, childcare, legal assistance and support for self-employment. Most are not able to meet these needs on their own and the support provided by the government and NGOs is very limited. Against this background, UNHCR Israel developed a solutions strategy that is centred around both the strategic use of resettlement and other humanitarian pathways for some, in conjunction with the regularization of the status and conditions of stay in Israel for others. Under an Agreement of Common Understanding signed on 2 April 2018 between UNHCR and the Government, UNHCR was to assist with the departure of some 16,000 Eritreans and Sudanese in western countries in exchange for a regularized status in Israel for the same number of persons. The strategy also foresees efforts to decongest South Tel-Aviv through positive incentives in the periphery (job allocations, training, health services). However, the agreement was rescinded one day after its announcement. Robust complementary pathways will be integral to the Government agreeing to revive the agreement.

Complementary pathways have indeed become a critical tool of protection and durable solution given the very small resettlement places available. Complementary pathways include private sponsorship programmes, humanitarian visas, family reunification, education scholarships and labour mobility programs. Together, these significantly contribute in offering secure and safe

alternative solutions for refugees who are unable to return to their countries of origin and are not offered local integration in Israel.

As of January 2020, the Resettlement Unit in UNHCR Israel consists of 1 Resettlement and Complementary Pathways Expert (DRC) and 1 Senior Resettlement Assistant.

DESCRIPTION OF TASKS, RESPONSIBILITIES AND DELIVERABLES WITHIN THE OVERALL PROTECTION STRATEGY

Under the overall supervision/reporting mechanisms described above, the Deployee will perform the following tasks:

1. Seek new and strengthen existing partnerships including with the private sector, development actors, government institutions and specialized agencies to advance complementary pathways for third-country admission of refugees in the context of UNHCR's comprehensive durable solutions strategy.
2. Collect and disseminate information concerning complementary pathways to refugees, embassies, consulates, partners and other stakeholders.
3. Map refugee profiles (skills, family composition, work experience, education, etc.) and develop and implement registration strategy to ensure this data is correctly and systematically updated in proGres v4 and/or partner databases;
4. Identify, interview, and refer accordingly persons identified with potential to access complementary pathways for admission following established procedures;
5. In collaboration with the relevant units at HQs and in the Bureau, explore further learning opportunities for high achieving refugee students.
6. Assist in mitigating fraud related to resettlement and complementary pathways.
7. Assist in communication with the population of concern to ensure that they are made aware of UNHCR's resettlement and complementary pathways procedures and have fair and transparent access to and participation in these processes.
8. Systematically apply UNHCR's Policy on Age, Gender and Diversity in all aspects of the complementary pathways for admission; Build networks and systems to ensure that all refugees with complementary pathways prospects are supported to access the opportunities for solutions, including with respect to identification and matching methodology and training IP staff on facilitating such pathways, such as resume building, interview techniques and SOPs;
9. Assist in the development and strengthening of digital communication tools to disseminate to persons of concern and partners up-to-date and accurate information on complementary pathways for admission opportunities and procedures and regarding UNHCR's resettlement policies and practices;
10. Prepare and regularly update statistics, reports, briefing notes and needs assessments related to complementary pathways;
11. Perform other related duties as required.

REPORTING REQUIREMENTS

The Deployee will be required to prepare reports following standard forms and deadlines:

- *An Initial Report within the first 6 weeks of assignment - optional*
- *A Final Report (at the end of the assignment or end of the year)*
- *A Performance Appraisal Report (PAR) as per Annex N*
- *The quarterly reports and the Performance Appraisal Report (PAR) must be signed by the direct UNHCR supervisor, the technical supervisor and by the regional entity, where applicable and sent to the NGO employer.*

OTHER INFORMATION (optional)

For example, information about visa requirements, the banking facilities in-country, estimated monthly cost of living, including housing.

Rental for one-room apartment is around NIS 8,000; two-room apartment ranges from NIS 8,000 to NIS 15,000 (depending also on neighbourhood).

