

## Membership<sup>1</sup>

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The individual wishes to become an active UNDAC member and is available to be deployed on UNDAC missions for a period of at least two years

## Availability

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The individual – and their sponsoring country/organization – can guarantee their availability and release for:

- At least one UNDAC response mission per year for up to four weeks;
- Field exercises, preparedness initiatives or specialized training activities (at least once every two years)

## Financial Support/Sponsorship

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### ➤ For individuals from self-financing UNDAC Member Countries/Organizations:

- Funds are held in an UNDAC Mission Account with OCHA to cover mission deployment costs
- The National/Organizational Focal Point guarantees to cover costs of participation in training activities for a period of two years.

### ➤ For individuals from non-self-financing Countries/Organizations:

- Special sponsorship arrangements for missions and training have been agreed in advance with OCHA/ERSB

## Skills and experience

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The individual should possess a range of skills and experience in one or more of the following areas:

- Undertaking Damage and Needs Assessments;
- Providing expertise in assessment and survey methodologies (MIRA and Coordinated Assessment);
- Coordination of disaster management and/or humanitarian response activities;
- Operational coordination of urban search and rescue activities;
- Support to Disaster Management, through optimising the use of available resources to ensure maximum impact through the establishment of priorities for response activities;
- Support to humanitarian response, through the establishment of an accountable humanitarian framework, principals and standards, including capacities in advising on clusters and humanitarian financing mechanisms;
- International humanitarian response architecture, including the role of OCHA and the IASC Transformative Agenda;
- Reporting & Information Management;
- Safety/Security Management;
- Environmental Assessment;
- Liaison, either:
  - ✓ Civil-Military
  - ✓ Between national and international response mechanisms
- Management of Support Teams;

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<sup>1</sup> Based on the UNDAC Review 2011: Report of the Working Group on Membership, January 2013

- Public Information;
- Team Administration & Logistics;
- Communications/IT.

## Languages

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The individual is able to work effectively in Spanish and English in the Americas region. Knowledge of other languages, such as French or Portuguese is an advantage.

## Competencies

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The individual subscribes to:

- The UN Core Values (Integrity, Professionalism and Respect for Diversity) and Core Competencies<sup>2</sup>
- The Code of Conduct for the Red Cross/Red Crescent Movement and NGOs in Disaster Relief<sup>3</sup>
- The UNDAC Cornerstones (see Annex) including the Humanitarian Principles<sup>4</sup>

In addition, the individual is able to demonstrate the general competencies listed in the Annex.

## Practical & other requirements

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- Ideally aged between 30 and 50, in good health and physically fit;
- Able to live/operate in a field environment for up to three weeks;
- Psychologically prepared to witness extreme human suffering;
- Basic first aid training;
- Possess a valid driving licence, with 4 x 4 driving experience;
- Able to swim;
- Fully ICT competent and computer literate, including use of satellite communications, operation of VHF radios, GPS, Google Earth, etc.

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<sup>2</sup> <http://www.un.org/staffdevelopment/viewPage.asp?selMenu=unc.asp>

<sup>3</sup> <http://www.ifrc.org/Global/Publications/disasters/code-of-conduct/code-english.pdf>

<sup>4</sup> General Assembly Resolution 46/182 (1991) and Resolution 58/114 (2004)

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## Annex - UNDAC Required Competencies<sup>5</sup>

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Reflecting the multiple demands placed on deployed UNDAC members and their role as representatives of the United Nations while on mission, particular focus is given to competencies. Below are the UNDAC Cornerstones which form the basis of the UNDAC methodology, together with additional UNDAC required competencies:

### UNDAC Cornerstones

The UNDAC methodology is based on four cornerstones to guide UNDAC teams, achieve mission objectives and bind together team functions on mission. These four cornerstones comprise:

- **Core Values:** The UNDAC methodology is based on the following core values which guide teams on mission: Equal, Committed, Competent, Flexible, Inclusive, Operational and Supportive.
- **Disaster Management:** The UNDAC concept bridges the gap between disaster manager and humanitarian coordination and thus provides a unique interface for disaster-affected governments, RC/HCs, HCTs and OCHA in the immediate phase following a disaster.
- **Humanitarian Principles:** UN General Assembly Resolution 46/182 adopted in December 1991 underpins OCHA's mandate and recognizes that: "humanitarian assistance must be provided in accordance with the principles of humanity, neutrality, impartiality and independence of operation." This is also fundamental for the UNDAC concept.
- **Leadership:** The UNDAC concept may support or provide leadership on operational and tactical levels but only supports leadership at the strategic level. UNDAC teams establish systems for decision-making and coordination in the immediate phase following a disaster that form the base for more complex structures.

UNDAC members require a set of overall competencies in addition to the often quite specific skillsets which they can provide. These core competencies are grouped around the areas in the following pages.

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<sup>5</sup> UNDAC Review 2011: Report of the Working Group on Membership, January 2013

# CORE UNDAC COMPETENCIES

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## **Understanding the humanitarian and disaster management context**

- Demonstrates understanding of the phases of humanitarian response and disaster management parameters
- Applies understanding of the political and cultural context and underlying causes of the humanitarian crisis
- Demonstrates understanding of the gender and diversity dimensions of humanitarian situations
- Takes into account the needs, capacities and experience of crisis-affected people and apply these in the response

## **Managing personal safety and security**

- Builds and sustains acceptance for UNDAC's work in line with humanitarian principles and standards
- Reduces vulnerability by complying with UN safety and security protocols and adapts them to the local context
- Champions the importance of safety and keeps the safety of colleagues and team members in mind at all times

## **Minimizing risk to communities, partners and stakeholders**

- Pays attention to the safety of crisis-affected people and other key stakeholders
- Identifies and communicates risks and threats and mitigates these for partners
- Takes measures to "do not harm" and to minimise risks for implementing agencies and crisis-affected people

## **Ensuring quality and impact of response**

- Demonstrates understanding of UNDAC cornerstones and methodology
- Actively participates in the design and implementation of effective response activities
- Maintains focus on delivery of timely and appropriate results using available resources

## **Applying humanitarian standards and principles and disaster management standards and norms**

- Uses power responsibly, in line with accountability principles and standards
- Ensures that programme goals, activities and staff behavior uphold key national and international humanitarian and disaster management frameworks, standards, principles and codes
- Demonstrates understanding of role in team and UNDAC's role within the humanitarian and disaster management system and the understanding of coordination mechanisms

## **Working accountably**

- Remains answerable to crisis affected people for his/her actions and decisions
- Collects, analyses and disseminates relevant and useful information and feedback with crisis-affected people and other stakeholders

## **Making decisions**

- Demonstrates flexibility to adapt in situations of rapid change, always informed by a focus on crisis-affected people
- Demonstrates understanding of when a decision can be taken and when to involve others
- Considers the wider impact of his/her decisions in order to achieve results

## **Adapting and coping**

- Remains focused on UNDAC's objectives and goals in a rapid changing environment
- Identifies and communicates risks and threats and mitigates these for partners
- Adapts calmly to changing situations and constraints
- Recognizes personal stress and takes steps to reduce it
- Remains constructive and positive under stress to be able to tolerate difficult and challenging environments

## **Maintain professionalism**

- Takes responsibility for own work and its impact on others
- Plans, prioritizes and performs tasks well under pressure
- Maintains ethical and professional behavior in accordance with relevant codes of conduct

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- Demonstrates personal integrity by using his/her position responsibly and fairly
  - Remains aware of internal and external influences that affect his/her performance

**Listening and creating dialogue**

- Actively listens to new and different perspectives and experiences of crisis- affected people, stakeholders and team members
- Establishes and maintains clear dialogue with crisis -affected people or other stakeholders

**Working with others/Team player**

- Contributes positively in the team to achieve UNDAC objectives
- Shares useful information and knowledge with colleagues, partners and crisis-affected people as and when appropriate
- Actively participates in networks to access and contribute to good practice
- Challenges decisions and behavior which breach the UNOCHA and International Red Cross and Red Crescent and NGOs Codes of Conduct

**Self-awareness**

- Shows awareness of own strength and limitations and their impact on others
- Demonstrates understanding of own skills and how they complement those of others to build team effectiveness
- Seeks and reflects on feedbacks to improve performance

**Motivating and influencing others**

- Communicates humanitarian values and encourages others to share them
- Inspires confidence in others
- Speaks out clearly for UN/OCHA/UNDAC organizational beliefs and values
- Demonstrates active listening to encourage team collaboration
- Influence others positively to achieve programme goals

**Critical judgement**

- Analyses and exercises judgement in challenging situations in the absence of specific guidance
- Demonstrates initiatives and suggests creative improvements and better ways of working
- Demonstrates tenacity to achieve results