

Terms of Reference: Emergency Response Consultant, Syria

Mines Advisory Group (MAG) is a humanitarian disarmament organization established in 1989. Since then, MAG has worked in more than 70 countries globally, including in the Middle East, the Asia-Pacific region, Southern, Western, and Eastern Africa, Latin America, the Caribbean, and Eastern Europe. In line with humanitarian disarmament principles, MAG aims to address and prevent the harmful effects of conventional weapons on people's and communities' lives and livelihood, including those caused by landmine, cluster munition, and explosive remnants of war contaminations, unplanned explosions at munition sites, and illicit trafficking of small arms and light weapons.

Location: Damascus (Syria)

The Consultancy

The Emergency Response Consultant's role is to coordinate MAG's Syria emergency response. This role involves supporting rapid assessments, response coordination, monitoring, and reporting. The consultant will also be responsible for registering the organisation with the relevant authorities and staying informed about contextual changes for effective emergency deployments in Syria. Additionally, the role involves stakeholder representation, deploying an assessment team, and supporting MAG's efforts in resource mobilisation to ensure sustained operational success through collaboration with local authorities and partner organisations.

Duration and Key deliverables:

The consultant will accomplish the following deliverables, which are detailed further in the Terms of Reference below:

- Oversee and ensure the smooth development of MAG's Emergency Response and future operations in Syria.
- Managing the registration and setup of MAG's response in Syria/complete the preliminary setup and registration of MAG in Syria (Damascus).
- Liaise with local authorities, legal advisors, and relevant stakeholders to obtain all required permits (visas) and approvals.
- Support the deployment of a team for an initial scoping mission.
- Actively seek and establish partnerships with key networks, donors, stakeholders, governments, and coordination bodies at the national level.

Objectives of the consultancy

Assessment and Planning:

- Assist in deploying a team to conduct a rapid assessment of the emergency situation in collaboration with relevant stakeholders.
- Support the development and implementation of emergency response plans in coordination with local authorities, partner organisations, and affected communities.
- Coordinate the deployment of personnel and resources to ensure a timely and effective response.

Preliminary Setup and registration:

- Lead the process of registering MAG's operation in Damascus within the relevant authorities, ensuring adherence to local laws and regulations.
- Conduct a comprehensive assessment of the regulatory and legal requirements for establishing an office for MAG in Syria.
- Liaise with local authorities, legal advisors, and relevant stakeholders to obtain all required permits and approvals.

Stakeholder Engagement/Partnerships:

- Establish relationships with stakeholders and networks including government officials, UN agencies (UNMAS, OCHA), mine action authorities, partner organisations (INGOs, Humanitarian Mine Action (HMA) organisations) and other stakeholders involved in emergency response.
- Identify coordination meetings in order to support MAG Team to participate in relevant clusters to ensure a cohesive and collaborative response.
- Represent MAG in meetings and events relevant to our mission and activities inside Syria.
- Support the Regional Director (RD) and Country Director (CD), in representation of MAG's coordination meetings across wide range of stakeholders and ensure communication with stakeholders is well recorded and shared.
- Support the RD and CD in identifying and pursuing opportunities to expand MAG activities in new locations beyond Northeast Syria within the country through engagement with relevant stakeholders.
- Responsible for national partner project development, implementation and management.

Team Support:

- Collaborate with the RD and CD to recruit and onboard staff as required for initial operations.
- Provide support and guidance to the team during the initial setup phase.
- Provide support to ensure the team operates efficiently in challenging and dynamic environments.

Logistical Coordination:

- Oversee the logistical aspects of setting up the office, including securing office space, utilities, and necessary infrastructure.
- Establish and manage logistics systems for the procurement and transport items for MAG emergency response.
- Coordinate the procurement of office supplies, equipment, and any other operational requirements.

Documentation and Reporting:

- Ensure accurate and timely documentation of all activities related to the setup process.
- Prepare regular reports for senior management, updating them on progress and potential challenges.

Consultant Requirements

Essential Experience

- Relevant and strong experience in a similar professional capacity.
- Proven track record in developing and implementing emergency response plans in collaboration with local authorities, partner organisations, UN Agencies, and communities.
- Substantial experience in project management, including setting up a new operation/mission, overseeing emergency response projects and coordinating multifaceted teams.
- Demonstrate ability to establish and maintain positive relationships with diverse stakeholders, including local authorities, government officials, partner organisations, and affected communities.
- Arabic language

Essential Skills and Knowledge

- Excellent communication and interpersonal skills for effective collaboration at all levels internally and externally.
- Experience in coordinating and managing effective relationships with national partners.
- Strong representation, communication, and negotiation skills.
- Excellent organisational skills, managing multiple activities with conflicting deadlines.

Essential Aptitude

- Excellent communication and interpersonal skills with the ability to establish effective working relationships at all levels internally and externally.

- Ability to represent and promote MAG.
- Ability and willingness to work with uncertainty and demonstrate good judgment.
- Ability to work independently and operate alone.

Desirable

- A comprehensive understanding of regulatory and legal requirements for establishing and registering organisations in Syria, with a proven ability to ensure adherence to local laws and regulations.
- Experience of working in a humanitarian emergency response situation
- Experience in Humanitarian Mine Action

Additional Information

- The consultancy will be for an initial period of three months.
- This consultancy will be based in Damascus, and MAG expects that the consultant will be currently present in Damascus, or will relocate there to perform the terms of the consultancy. MAG will not provide support related to entry into Syria, travel to Damascus or accommodation/living costs in Damascus. Any costs related to this should be included in the expected fee that the consultant proposes, per the below section on budget / application process.
- During this period, MAG expects that the consultant will be available throughout and will not be undertaking any other substantive assignments. Where the consultant would also be engaged with any other organisation for paid work or consultancy services, MAG would require that this is declared within the expression of interest.
- MAG will provide accident/incident insurance to the postholder. Further information will be provided as part of the selection process.
- All consultancy findings and information will remain the property of MAG.
- MAG expects that the consultant will provide their own IT equipment and telephone. MAG will provide an organisational email address.

Available Budget

MAG is willing to consider expressions of interest up to a total value of \$7500 for the three month period, including any and all costs related to the work.

Selection

Selection of the consultant will be based on review of their expression of interest and performance at interview. This will be conducted by a panel of MAG managers. When selecting candidates for interview, and when selecting the final candidate, consideration will be given to both technical competencies and value for money.

OTHER TERMS

Working Hours: There are no fixed hours of work.

APPOINTMENT AND BACKGROUND CHECKS

MAG is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of the communities with whom MAG engages. MAG expects all staff to share this commitment through our Policy on Personal Conduct. We place a high priority on ensuring that only those who share and demonstrate our commitment to Safeguarding are recruited to work for us.

All post holders with MAG will undertake the appropriate level of training and are responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of consultancy will be subject to satisfactory references and appropriate screening checks, which can include police / criminal record and anti- terrorism checks.



You can access a copy of MAG's Background Checks Policy [here](#). You can find out more about our commitment to Safeguarding [here](#).

References: All offers of consultancy will be subject to the receipt of professional references which cover your last five years of experience, and are satisfactory to MAG (and where appropriate for the role, verification of your professional membership and qualifications). MAG requires references from your two most recent organisations, and which cover the entirety of the last five years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. Further information on MAG's reference checking process will be provided to the successful candidate.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a Police/Criminal Records check. This role has been identified as requiring such a check on appointment. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining contracted.

Anti-Terrorism: To ensure compliance with donor requirements, all offers of consultancy will be subject to satisfactory screening through MAG's anti-terrorism software.

OUR EQUITY, DIVERSITY AND INCLUSION COMMITMENT

MAG is committed to the principles of equity, diversity and inclusion. If you think you would be suited to one of our roles we would welcome your application regardless of your background. We strive to provide an inclusive and supportive working environment where everyone feel respected and supported in fulfilling their potential.

APPLICATION AND SELECTION

Data Protection: MAG is an international organisation with programmes worldwide, many outside the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for consultancy with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection of personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for consultancy. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Application Process

Expression of interest in this work is via submission of a CV, and covering letter setting out how you meet the requirements of this terms of reference. The letter should also confirm the following:

- Current location – if an application is not currently based in Damascus, confirmation should also be provided that they are able to travel to Damascus and be based there for the duration of this consultancy.
- Availability to start the consultancy project



- Expected fee. This should be set out on either a per month basis. MAG will accept invoices from the consultant on a monthly basis. Where the consultant's fee includes consideration for other costs (e.g., transport, communications etc., this should be clearly broken down within the expression of interest).

Application documents should be sent to humanresources@maginternational.org by the closing date of 12th January 2025.

Interview Arrangements: Interviews may be held using MS Teams. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.