

<b>UNITED NATIONS</b>  <b>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</b>  <b>Occupied Palestinian Territory</b>		<b>الامم المتحدة</b>  <b>مكتب تنسيق الشؤون الانسانية</b>  <b>في الأراضي الفلسطينية المحتلة</b>
--	---	--

P.O. Box 38712 East Jerusalem  
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

---

## **Terms of Reference Consultant for CAP Assessment Jerusalem, OCHA oPt**

### **Background**

The UN and partners (The Humanitarian community) in oPt have produced a Consolidated Appeals Process (CAP) in oPt since 2003. The CAP has supported a major humanitarian operation in both Gaza and the West Bank, with significant resources having been channeled to assist the Palestinian people.

OCHA, in coordination with UNSCO and the Palestinian Authority, has decided to conduct an assessment of the CAP in oPt to provide information and lessons learned on the strategic choices and the funding trends that have shaped the use of the mechanism since 2003. Such an assessment will inform the development of the 2010 and future CAPs.

### **Duties:**

The consultant shall undertake a desk review of the Consolidated Appeals Process in oPt from 2003 to 2009. The desk review, which shall be complemented, as required, by face to face / phone / email interviews with relevant actors, will address the following topics and questions:

#### **I. Strategy**

- What are the main areas of strategic focus (and changes to those areas) that have underpinned the CAP since 2003 and are these strategic choices clearly communicated in the CAP documents?
- To what extent have CHAPs presented a consistent or changing response strategy throughout the period under review (e.g. focusing on protection or infrastructure) and do the CAPs present a coherent link between the strategy and the understanding and analysis of humanitarian needs?

#### **II. Evaluation / Lessons learned**

- Have successive CAPs incorporated lessons learned from previous years and/or experiences in similar contexts?

<p><b>UNITED NATIONS</b></p> <p><b>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</b></p> <p><b>Occupied Palestinian Territory</b></p>		<p><b>الامم المتحدة</b></p> <p><b>مكتب تنسيق الشؤون الانسانية</b></p> <p><b>في الأراضي الفلسطينية المحتلة</b></p>
---	---	---

P.O. Box 38712 East Jerusalem  
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

- To what extent have evaluations been undertaken at the project and sector levels and how do evaluation findings at the project and sector level feed into both CAP mid year reviews and CAP development in the following year?

### III. Funding

- Analysis of funding requested by sector, agency type (UN / non UN; international / national) and size of project.
- Analysis of funding received by sector, agency type (UN / non UN; international / national) and size of project.

#### **Duration:**

The consultancy is for **20** working days.

#### **Education:**

Advanced university degree (Masters Degree) in Political Sciences, Development Studies, Humanitarian Affairs, or other relevant field, or the equivalent combination of education and experience in a related area.

#### **Experience:**

- Experience in Research, International Relations, Human Rights or developmental studies.
- Field experience in humanitarian coordination is an asset.
- Experience in working with International organizations is an asset.

#### **Language:**

Fluency in oral and written English is essential.

#### **Output:**

The consultant should provide a written report of maximum length of **twenty five (25) pages**, including annexes.

The desk review should be based on the following documents / inputs:

<b>UNITED NATIONS</b>  <b>OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS</b>  <b>Occupied Palestinian Territory</b>		<b>الامم المتحدة</b>  <b>مكتب تنسيق الشؤون الانسانية</b>  <b>في الأراضي الفلسطينية المحتلة</b>
--	---	--

P.O. Box 38712 East Jerusalem  
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

---

- oPt CAPs 2003 – 2008
- oPt CAP evaluations (projects / sectors / global)
- Donor reports
- Interviews (face to face / email / telephone) with OCHA, PA, other UN agencies and all other relevant actors.

**How to apply:**

Candidates interested in applying for this position should provide the following:

1. A complete Personal History Form (P11) in English providing full details on education, present and past employment, language skills, computer skills, etc. P11 form can be found on OCHA's website below.
2. A short letter in English (max 300 words) explaining why you think you are qualified for this post and why you would like to work for OCHA. Also indicate when you can start work.

**Only qualified candidates should apply and only those who have been short listed will be contacted.**

Please e-mail your cover letter and application (P11) to the following e-mail address: [hr@ochaopt.org](mailto:hr@ochaopt.org) or send your application by fax to: (+972) 2-582 5841. Applications received after this date will not be considered.

**CLOSING DATE FOR APPLICATIONS: 17 July 2009**