



Ukraine Project Coordinator

For immediate start

Part-time 50% to 75%

Must speak Polish or Ukrainian

Terms of Reference (ToR)

Deadline for applications: Sunday 3 July 2022

About Sphere

Sphere is a diverse global community of purpose and practice that brings together frontline practitioners, humanitarian agencies, community organisations, trainers, donors, policy makers, government agencies and affected communities, around a common goal – to improve the resilience of, and outcomes for, people affected by disaster and crisis.

Sphere establishes, promotes and reviews quality standards for humanitarian action which provide an accountable framework for preparedness, resource allocation, response, monitoring and advocacy, before, during and after disasters and crises. Sphere believes that people affected by crisis must be at the centre of decisions about humanitarian protection, assistance, recovery and resilience.

Background

The conflict in Ukraine is causing hardship for people trapped or otherwise remaining in the country, and mass displacement, mostly of women and children. Those leaving Ukraine as refugees are being assisted in neighbouring countries by civil protection actors and volunteers as well as humanitarian NGOs. Humanitarian actors on the ground – in reception centres and other shelters – have identified a need for training in basic humanitarian principles and standards for civil protection actors, volunteers and other humanitarian and non-humanitarian actors involved in the response.

To meet this need, Sphere will translate the current version of the Sphere Handbook into Ukrainian, Polish, Slovakian and Romanian; and develop its network – of trainers, focal points, members, experts and practitioners – in Ukraine, Poland, Slovakia, Romania and Moldova.

Sphere is seeking a consultant, who is available immediately, to coordinate this project.

Activities

- Coordinate translation of the Sphere Handbook¹ (2018 edition) into Ukrainian, Polish, Slovakian and Romanian, including supplier selection and project management
- Establish and oversee translation working groups (communities of native-language experts) in Ukrainian, Polish, Slovakian and Romanian to ensure the quality of the translations
- Support the identification of new Sphere focal points* in Ukraine, Poland, Slovakia, Romania and Moldova
- Capture interactions using Sphere's customer relationship management (CRM) system
- Coordinate pilot online and/or in-person training workshops
- Contribute to external communications about the project
- Contribute to financial and narrative reporting about the project
- Work closely with Sphere staff

*Sphere focal points are organisations which actively promote and advocate for the application of Sphere standards at country level. Focal point activities vary according to the humanitarian needs of their country and region. Focal points work with local and national government actors by calling for the inclusion of Sphere standards in humanitarian response policies; share knowledge about humanitarian quality and accountability with local partners; organise Sphere training events; and participate in dissemination of the Sphere Handbook.

Consultant Requirements

Sphere invites applications from people with the following competencies, knowledge and experience:

- Fluent in Ukrainian or Polish (written and spoken)
- Good level of English (written and spoken), other languages are a plus
- Available immediately
- Experience/knowledge of the local context, i.e., the response to the war in Ukraine
- Well connected with diverse humanitarian actors (public and private sector organisations, government actors and individuals) in Ukraine, Poland, Slovakia, Romania and/or Moldova
- Project management experience (including tendering, bid analysis and contracting)
- Relationship management experience (including reaching out to potential collaborators, recording interactions, fostering productive relationships and concluding partnership agreements)
- Able to work remotely
- Prepared to travel within Europe (excluding conflict zones)
- Experience of applying Sphere in humanitarian settings is desirable
- Knowledge of accessibility and inclusion is a plus

¹ Applicants are encouraged to read Sphere's translation guidelines:
<https://spherestandards.org/resources/sphere-handbook-translation-guidelines-2018/>

Project deliverables

The Consultant will take the lead on the following deliverables. The Consultant will work with, and have the full support of, Sphere staff members², but is expected to work autonomously and take responsibility for managing their own time.

- a. Draft 2018 Sphere Handbooks in four (4) new languages (by month 6): Ukrainian, Polish, Slovakian and Romanian.
- b. Two (2) online pilot workshops in each of five (5) countries (by month 7, using draft Handbooks): Ukraine, Poland, Slovakia, Romania and Moldova. The Moldova workshops will use the Romanian Handbook and learning materials.
- c. Completed expert-reviewed 2018 Sphere Handbooks in four (4) new languages (by month 12): Ukrainian, Polish, Slovakian, and Romanian. These will be available as printed books (first print-run delivered to new focal points, and on sale globally), downloadable PDFs, Interactive Handbook and via the HSP App.
- d. Five new focal points (by month 12): Ukraine, Poland, Slovakia, Romania and Moldova.
- e. CRM records documenting interactions with partners and potential partners.
- f. Draft financial and narrative reports, including project assessment and lessons learned (drafted by month 12).
- g. Draft communications, including project updates, event promotion and product launches (throughout the project).

Conditions

- The Consultant may not outsource/subcontract any of the work under this contract (but will draft contracts between Sphere and 3rd parties),
- The Consultant will ideally be based in Ukraine, Poland, Slovakia, Romania or Moldova. Applications will be considered from people based in any country except those restricted by the State Secretariat for Economic Affairs (SECO) of the federal council of Switzerland. Applicants based in Switzerland must be registered as consultants under Swiss law.
- Persons with limitations are encouraged to apply. Sphere is committed to removing barriers to participation and will take all reasonable steps to accommodate individual accessibility requirements.

Duration and remuneration

The Consultant will start as soon as possible and will be contracted for between 120 and 170 days over a period of 10 to 12 months, depending on the applicant's profile and subject to agreement. (This is equivalent to between 50% and 75% of a full-time role.)

Payments (up to one per calendar month) will be made on completion of the deliverables and services as described above, and upon receipt of an invoice outlining work completed.

² <https://www.spherestandards.org/our-staff/>

Quality and Accountability

The Sphere philosophy is based on two core beliefs: that people affected by disaster or conflict have the right to life with dignity and, therefore, the right to assistance; and that all possible steps should be taken to alleviate human suffering arising out of disaster or conflict. It carries with it a commensurate level of professionalism and ethical behaviour by the agencies and personnel who respond to disasters.

All tasks and duties when representing Sphere are therefore to be carried out with the highest possible level of quality, professionalism and with the most reasonable and cost-effective resource requirements. An evaluation of the effectiveness of this contract should be addressed briefly in the final report, with suggestions for improvement in the future.

How to apply

To apply, please submit your application to recruitment@spherestandards.org no later than midnight (CET time) on Sunday 3 July. Your application should include:

- Letter of motivation
- CV
- References
- Financial offer (as a single daily rate in your intended invoice currency)