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Terms of Reference

Humanitarian Response Manager- Consultant (Short-term)

Contracted by: CARE Philippines

Donor: Humanitarian Surge Fund (HSF)

Duration: 3 months or until December 31, 2025 (renewable based on need, funding availability, performance)

Level of Effort: Full-time

Location: Cebu based

Reports to: Humanitarian, Disaster Resilience & Peacebuilding (HDRP) Coordinator

Scope of Work

The Response Manager will lead the implementation of the Cebu Earthquake Emergency Response Project funded by Humanitarian Surge Fund (HSF) working closely with the Humanitarian, Disaster Resilience and Peacebuilding (HDRP) Coordinator, and project leads for all other projects, to ensure complementarity of projects, coherence in strategies, cross- learning, operationalization of the Humanitarian-Development-Peace nexus, streamlined internal and external coordination, and strengthened donor relations.

The Humanitarian Response Manager will also work closely with local ACCESS Consortium and other network partners in the implementation of the project. The Response Manager will also exercise supervision over the Humanitarian Response Officer, Humanitarian Response MEAL Officer, and Humanitarian Response Support Officer, and will report directly to the HDRP Coordinator.

The consultant will:-

A. Project Management

- Lead the implementation of the Cebu Earthquake Emergency Response project activities.
- Supervise the planning, budgeting, implementation, monitoring, evaluation, accountability and learning activities of the Project team.
- Ensure that the project is implemented in adherence to project proposal while ensuring relevance of interventions to the needs of affected communities.
- Coordinate and work closely with local partner for project implementation and ensuring there is a unified approach across the project
- Coordinate closely with local and regional government bodies, and private sector entities doing response effort
- Coordinate with relevant units within the organisation for implementation and over-all project management, including Finance, Procurement and Logistics, Safety and Security, and Gender.
- Ensure the safety and security of staff, assets, and operations by developing, implementing, and monitoring safety protocols and procedures in compliance with organizational standards.

B. Donor relations & fundraising

- Lead the Project team, in collaboration with HDRP MEAL team and with Finance Unit in preparing narrative and financial reports for submission to the donor.
- Keep updated on donor financial rules and regulations, and programming, communications, visibility and information and other guidelines.
- Assist the HDRP Coordinator in maintaining regular communication with donor representative(s) in the field, providing updates, responding to queries and requests, etc.
- Work with the Humanitarian Coordinator in the preparation for, and managing actual donor visits.

C. External Coordination

- Represent CARE in relevant Cluster Coordination Platforms such as the Shelter Cluster and Cash Working Group in Cebu
- Lead the project team in coordinating with partner Local Government Units
- Coordinate with other humanitarian actors working in the targeted areas of implementation and those who have interventions in the same humanitarian sector in Cebu

D. Common Responsibilities with CARE Philippines

- Responsibilities on Safety and Security, Gender and Inclusion, and Safeguarding

- Country Office staff at CARE are expected to adhere to Safety and Security responsibilities, emphasizing team and individual accountability to maintain safe environment
- Gender equality and inclusion, promoting equal rights and challenging discriminatory norms to achieve social justice. All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, sexual harassment, exploitation and neglect.

Expertise

- Minimum five years in the following fields: humanitarian response and project management, preferable in the sectors of Multi Purpose Cash Assistance, Food Security and Livelihood, WASH and/or Shelter; At least 3 years of cumulative experience in Gender in Emergencies, Disaster Risk Reduction, Climate Change Adaptation and Ecosystem Management and Restoration approaches, or similar integrative approaches.
- Familiarity with the application of community-based, rights-based and other approaches
- Experience working with high-risk communities, local government units, national government agencies, academic and research institutions, civil society organization, private sector organizations and donors
- Experience working in working with local partners
- Experience in project development, fund-raising and donor relations.

Tax Compliance

- Consultant must issue an official receipt or acknowledgement receipt and comply with national tax laws.

Safeguarding

- CARE is committed to creating a diverse and inclusive environment. We recognize that our strength comes from the different perspectives and backgrounds of our staff. We actively encourage applications from women, people of diverse Sexual Orientation, Gender Identity and Expression (SOGIE), and persons with disabilities.
- CARE is committed to protecting at-risk adults and children from sexual harassment, exploitation, and abuse, as well as from neglect or physical and emotional abuse by any CARE employee or related personnel. CARE has a zero-tolerance policy for any form of abuse. We

expect all employees and related personnel to uphold these principles and help create a respectful and supportive environment.

- CARE participates in the Inter-Agency Misconduct Disclosure Scheme. As part of this, we will request information from a candidate's previous employers about any findings of sexual exploitation, sexual abuse, or sexual harassment during employment, or incidents under investigation when the candidate left employment.
- All employment offers from CARE depend on satisfactory references and appropriate screening checks. By applying, you confirm that you understand these recruitment procedures.