**DEPLOYMENT ORDER**

 **&**

**TERMS OF REFERENCE**

**EMERGENCY RESPONSE UNIT**

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1. **DEPLOYMENT ORDER:**

**To:** **XXXX Red Cross(es)**

Request: Please make arrangements to deploy **WatSan ERU Module 40** to XXXX, XXXX.

**Background**:

Please see the DMIS for latest FACT reports. Additional briefing material will be shared separately.

1. **TERMS OF REFERENCE:**

Standard Operating Procedures for ERUs apply which are read and agreed upon by the Federation, and the XXXX RC(s).

**If applicable:**

**Lead and supporting roles**

The XXXX RC has the lead, supported by the XXXX RC. This means that XXXX RC provides the team leader and assumes the overall managerial responsibilities of the unit, with the XXXX RC staff integrated into the XXXX RC set-up. The XXXX RC will manage the overall budget of the running and operational costs, including equipment. Both National Societies are encouraged to use the ‘Joint Deployment Letter’, developed for this purpose, part of the 2012 ERU SOPs.

**Overall objectives:**

Referring to and respecting the objectives of the PEA mentioned above, the X ERU’s objectives are:

1. To meet with the FACT team leader and the XXXX RC (XXRC) to establish appropriate relationships allowing for the application of these ToRs.
2. Given the developing situation in the country affected, to provide support and activities relevant specifically to X as elaborated in the a/m PEA.
3. Where needed, support the ongoing assessment in gathering and analysing further emergency related information and data for the development of the FACT Plan of Action for the XXRC.

**Duration:** The ERU is deployed for a period of **up to maximum of 4 months from the date of arrival** in country. After this period the functions of the ERU can be replaced by an agreed IFRC field structure to support any ongoing assistance to the National Society or be discontinued if deemed necessary.

**The port of entry: XXXX, XXXX**

**Shipping Instructions:** will be sent separately.

**Place of assignment:** To be confirmed upon arrival in-country.

**Contacts:** The ERU team is to report to the IFRC FACT and establish contact with the Team Leader, for an immediate general briefing.

**Security:** Overall security responsibility lies with the FACT Team Leader. The ERU team should be clearly identified as Red Cross/Red Crescent by appropriate insignia, and by carrying IFRC identification cards

**Reporting lines:**

* The reporting lines of the M40 ERU delegates is to the ERU team leader
* The ERU team leader reports to the FACT WatSan delegate, on all matters relating to the cholera intervention
* In the first two weeks the two teams will ensure that daily reports of activities, inclusive of statistical data, are forwarded to FACT WatSan and the FACT reporting delegate, (name, email, local mobile ‘number to be confirmed) so as to be included into the FACT and IFRC reports. Copies of these reports are to be sent to the Regional WatSan Delegate, XXXX (XXXX@ifrc.org) and the the Geneva based Surge and WatSan desks: Mr. Francisco Maldonado (Francisco.maldonado@ifrc), Mr Sune Bulow (sune.bulow@ifrc.org) and Mr. William Carter (william.carter@ifrc.org)
* All ERU delegates deployed will at all times respect and ensure team member compliance with the security rules and abide by the Red Cross/Red Crescent COC

**General Tasks Team Leader**

* The team will at all times respect and ensure team member compliance with the IFRC security rules.
* The ERU team should be clearly identified as Red Cross/Red Crescent by appropriate insignia, and by carrying IFRC identification cards.
* The ERU team should carry appropriate telecommunications equipment in working order and establish a regular system for contacting other IFRC field structures.

**Specific tasks Team Leader:**

* The ERU team leader will, as possible, make contact with national and local authorities and other actors on the ground as required for liaison and co-ordination purposes. The information should be provided back to FACT team leader in daily reports.
* The ERU team leader will make contact with UN Cluster (X) representatives or coordination meetings and any relevant Government Coordination meetings as required on a regular basis after coordinating the representation with FACT.
* The Team Leader is responsible for the allocation of tasks within the team, and will be responsible for adherence to SOPs, Rules of Conduct, and other standards by the individual team members
* The ERU Team Leader will be responsible for coordination of the respective tasks of the ERU and ensure sharing of information and good communications with the IFRC field structure.
* The ERU team leader may represent the work of the ERU with the media, embassies, and other organisations. The ERU team leader, or designated ERU team member, is authorised to speak with their respective international media and represent the Federation using their individual language skills
* Support where possible the capacity of the XX RC through skills development of local RC volunteers and / or XXRC counterpart if appointed by the NS..

**WatSan Module 40 specific tasks:**

1. To rapidly assess the situation and formulate a specific plan of action to address and contain morbidity and mortality in relation to water treatment and supply and resultant interventions for community & NS capacity building.
2. To provide treatment and distribution of water up to 600’000 litrr a day for a population of up to 40’000 people. Water quality according to WHO guidelines and SPHERE standards.
3. Provide material and technical support to household water treatment activities in initial phase.
4. Establish contact with the UN WASH Cluster, and any other organisations and local authorities in the WatSan sector and coordinate response actions with them.
5. Initiate and implement the distribution of safe drinking water to the beneficiaries
6. Support where possible the capacity of the XXRC through skills development of local RC volunteers and / or XXRC counterpart if appointed by the National Society.
7. Coordinate closely with the Health ERUs.

**Outputs**

1. The ERU Team leader will maintain regular contact with the Federation FACT Team Leader, Federation WatSan Coordinator and the ERU Officer and health department, WatSan Unit in Geneva Secretariat.
2. The ERU Team Leader will ensure that regular reports of activities of the ERU, inclusive of statistical data, are forwarded as per the ‘reporting lines’ section earlier in these ToRs
3. Ensure that the fundamental principles of the Red Cross are upheld – this includes coordination of activities with the UN WASH Cluster, and other NGOs but not coordination by UN or any other NGO.
4. Where possible an exit strategy for the ERU should be indicated within a likely time span and potential handover options identified. This will be in accordance with the instructions of the deploying ERU National Society and may be subject to the strategy of the XXRCS and any relevant donor restrictions.
5. The ERU Team Leader will be responsible for developing a Handover Document according to Standard Operating Procedures and with necessary inputs from the Federation delegation, host National Society and deploying National Society.

**Equipment:**

***The standard equipment for the M40 ERU along with household water treatment chenicals is to be deployed.***

**Administration:**

The ERU NSwill make all arrangements for the speedy transport of equipment and personnel and inform the Federation Secretariat (ERU Officer) as soon as possible of:

* The total expected value of your contribution (“Value Statement”)
* Composition of the team and names of all the ERU members
* Composition of the cargo (weight and volume) and the different modules (packing lists)

Thedeploying RC Societies will cover the related expenses of the team’s mission and equip them with:

* a standard laptop/printer
* One Bgan for the team
* A Thuraya - the preferred satellite phone
* VHF hand-helds for each delegate (see also the next paragraph)
* Personal cash: US dollar bills for exchange to local currency.
* Simcards for mobile phones will be available locally

**Support in the field:**

The Federation has deployed a FACT - which will provide the unit with all organisational support needed for the duration of the deployment.

Thank you once again for your state of readiness, and for the efficient and prompt response you have shown to our requests.

Yours sincerely

X

Under Secretary General

Programme Services Division

IFRC