**DEPLOYMENT ORDER**

**&**

**TERMS OF REFERENCE**

**EMERGENCY RESPONSE UNIT**

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1. **DEPLOYMENT ORDER:**

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

Request: Please make arrangements to deploy **WatSan ERU Mass San** to XXXX.

**Background**:

Please see the Preliminary Emergency Appeal (PEA) for further background information.

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, the X RCs.

**If applicable:**

**Lead and supporting roles**

The X RC has the lead, supported by the X RC. This means that X RC provides the team leader and assumes the overall managerial responsibilities of the unit, with the X RC staff integrated into the X RC set-up. The X 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 WatSan ERU Mass Sanitation Module’s objectives are:

1. To meet with the FACT team leader and the XXXX RC (X RC) 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 water supply as elaborated in the a/m PEA.
3. Where needed, support the ongoing assessment in gathering and analysing further emergency water supply related information and data for the development of the FACT Plan of Action for XXXX RC.

**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, (name and contacts forthcoming) 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 WatSan ERU Mass Sanitation Module delegates is to the ERU team leader
* The ERU team leader reports to the FACT WatSan delegate, XXXX (mobile ‘number: +XXXX), e-mail: [factwatsan.XXXX@ifrc.org](mailto:factwatsan.tanzania@ifrc.org) ) on all matters relating to the MSM20 intervention
* In the first two weeks the team 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](mailto:XXXX@ifrc.org)) and the Geneva based Surge and WatSan desks: Mr. Francisco Maldonado ([Francisco.maldonado@ifrc](mailto:Francisco.maldonado@ifrc)), Mr Sune Bulow [sune.bulow@ifrc.org](mailto:sune.bulow@ifrc.org) and Mr. William Carter ([william.carter@ifrc.org](mailto:william.carter@ifrc.org))
* After two weeks a weekly report will suffice
* 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 WASH Cluster representatives or coordination meetings and any relevant Government WASH 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 Philippine RC through skills development of local RC volunteers and / or Philippine RC counterpart if appointed by the NS.

**Mass Sanitation Module– 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 hygiene promotion and sanitation interventions for community & NS capacity building.
2. To provide adequate sanitation (excreta disposal facilities, solid waste disposal, drainage and vector control as needed) for a population of up to 20’000 people and/or health installations, according to WHO guidelines and SPHERE standards.
3. Provide hygiene promotion support to XXRCS and other WatSan or Health Actors.
4. Establish contact with other organisations and local authorities in the WatSan sector and coordinate response actions with them.
5. Support where possible the capacity of the XXRCS through skills development of local RC volunteers and / or XXRCS counterpart if appointed by the National Society.
6. Create a special focus upon training of XXRCS staff and volunteers, and task at least one team member to this end.
7. Coordinate closely with Health ERUs and Shelter teams.

**Outputs**

1. The ERU Team leader will maintain regular contact with the Operational Support Team Leader, Federation Health Coordinator, Zonal WatSan Coordinator and WatSan Unit, Geneva in daily reports as information becomes available.
2. The ERU Team Leader will ensure that regular reports of activities of the ERU, inclusive of statistical data are forwarded to the people indicated under ‘reporting lines’ above.
3. Ensure that the fundamental principles of the Red Cross are upheld – this includes coordination of activities with other NGOs but not coordination by 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 this ERU is to be deployed. In addition, the optional items XXXX should 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 standard communications equipment and personal cash (to be exchanged to local currency).

**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

XXXX

Under Secretary General

Programme Services Division

IFRC