# Terms of Reference

# for

**The deployment of RDRT members to Mr. Kaharuddin Khaidir, Indonesia Red Crescent**

Terms of Reference for the deployment of Regional Disaster Response Team members to conduct operational support to Philippines Red Cross for the Philippines Typhoon Haiyan operation

1. **Team Composition**

The team will be composed of five(5) RDRT members with specialization in Relief/Assessment.

Five (5) RDRT members will be deployed in support of Philippines Red Cross to assist in assessment, analysis and defining an appropriate Plan of Action.

1. **Team composition**

|  |  |  |
| --- | --- | --- |
| **Name** | **National Society** | **RDRT Specialization** |
| Arief Ilmiawan | Indonesia Red Cross Society | Relief/Logistics |
| Ms. Maila Villafuerte Peñola | Singapore Red Cross Society | Relief |
| Zulkarnain Musa | Malaysia Red Crescent | Relief( Yet to be confirmed) |
| Rozalla Iskandr | Malaysia Red Crescent | Relief( Yet to be confirmed) |

1. **Duration of the mission**

The mission will start on 21th November 2013, for an initial period of four weeks to be extended based on need, request and availabilityy. Based on the operational needs and availability of required profiles the further reinforcement of this team will be continuously explored.

1. **Key Activities of the Team**
2. Attend a mission briefing at the Philippines Red Cross as well as IFRC Country Delegation and Typhoon Operations Team.
3. Support Philippines Red Cross as well as IFRC Country Delegation/Typhoon Operations Team (in this case Relief ERU) in conducting an assessment of the affected areas along with in-country delegates and personnel as assigned by the Philippines Red Cross and IFRC;
4. Working together with ERU Team Leader, collect and analyze results of the assessment and present these with recommendations to Philippines Red Cross as ways forward and in the format that can be used for the Plan of Action;
5. As a secondary task, provide ongoing support to the relief operation as identified by the Philippines Red Cross / IFRC Country Delegation/ERU Team Leader/Typhoon Operations Team
6. Debrief to IFRC Country Delegation and Philippines Red Cross representatives at the end of the mission and jointly to the SEA CSRU and AP DMU and Senior Officer, Response Preparedness, DCM Geneva;
7. While on mission the RDRTs will contribute to final Relief ERU report that will highlight their contribution – no separate formal reporting is needed. However, produce a brief weekly ‘email report’ for ERU TL, APZ, SEA RD and Senior Officer, Response Preparedness.
8. Submit an end of mission report to Head of IFRC Country Delegation and copied to Southeast Asia CSRU and AP DMU.
9. **Rendezvous and Point**

The team will rendezvous at the Philippines, **Cebu where ERU/Relief is situated**.

1. **Objectives of the deployment**

Within the deployment period, the team is expected to:

1. Conduct and participate in an assessment of the affected areas as per advised by NS and IFRC Typhoon Operations Team
2. Assess these findings and agree on possible further actions and future interventions to be presented to the Philippines Red Cross and formulated into a Plan of Action
3. Submit mission, debriefing report at the end of the mission.
4. **Reporting lines**

While in the field, the RDRT member will report directly to the ERU Team leader, CEBU and liaise with related colleagues of NS for this operation for issues related to the operation. However the deployment of RDRTs to any particular Relief ERU will be decided by the FACT Relief Coordinator.

1. **Travel, accommodation and per diem**

The IFRC will provide for the cost of travel from country of origin to place of deployment, accommodation, and per diem. RDRT members will receive the per diem¸ 65 CHF per day as per the IFRC rules during the period of deployment. This shall be provided to them prior to deployment by the IFRC in their home country wherever possible. RDRT are not entitled of salary. The accommodation during mission will be covered by IFRC.

1. **Terms and conditions of deployment**

Each RDRT Member will sign RDRT secondment agreement which sets out the terms and conditions of the deployment including:

* National Society employment arrangements
* Per diems
* Insurance
* Travel arrangements
* Accommodation
* Reimbursement of pre-approved expenses
* Code of Conduct, Regulations for Field Personnel

1. **Security and Insurance**

The RDRT members will under the security management of the IFRC whilst based in the field. The team shall not travel nor visit any area in the Philippines without prior security clearance from the IFRC while on official mission.

The team members will be insured by SOS International – the official insurance provider of the IFRC. However, please note that SOS provides only partial coverage, intended only as a supplement to staff insurance provided by the National Society.

1. **Equipment**

Each RDRT member will be issued with a computer and standard field equipment.

1. **Signature of RDRT member**

Name:

Name of NS:

Date: