Terms of reference (ToR) for a CTP focal point template

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| **Position:** CTP focal point | **Condition:** Technical staff |
| **Department/Section:**  *Ideally the CTP focal point should be within the Disaster Management team* | **Reports to:** |
| **Location:** | **Covers areas:** Nationwide |
| **Duration:** | **Start date:** |
| **Funding source:**  *It is important to ensure committed funding of this role for at least a year. If funding is not available, consider budgeting into the CTP Preparedness Plan of Action (PoA).* | |

### Background

*Description of the humanitarian context*

### Purpose

To provide technical support to the development, mainstreaming, implementation and monitoring of the National Society CTP preparedness plan.

### Key tasks and responsibilities

1. Promote CTP, to build engagement and ownership, and establish effective coordination and communication
2. Advocate for CTP both internally and externally, participating in CTP meetings and networks such as CaLP, inter-agency technical working groups and donor meetings wherever possible, and in regional and international meetings, as appropriate
3. Monitor progress and produce monthly reports against the CTP Preparedness PoA for relevant stakeholders
4. Lead the National Society CTP Technical Working Group (TWG)

### Organizational considerations

The CTP focal point is expected to work in close collaboration with stakeholder departments such as… (*the exact list of departments will depend on the structure of the National Society, but normally, should include DM, Health, Finance, Logistics, OD and Communications, etc.*).

The CTP focal point can be supported by one or two people for administrative, financial, reporting or other tasks. These support roles can be designed to offer a coaching or mentoring opportunity, strengthening CTP capacity and knowledge.

The CTP focal point should receive the appropriate CTP training and refresher training, be supported to gain access to national, regional and international learning events and workshops held by external agencies on CTP and whenever possible, have direct experience of CTP in emergency response.

### Skills and experience

1. A post-graduate degree in an appropriate technical field.
2. A minimum of three years’ work experience with CTP in the humanitarian/development sector.
3. Experience in research, data collection and analysis, and reporting.
4. Experience as a presenter to external audiences and as a training facilitator.
5. Good understanding of preparedness/contingency planning and disaster response within the National Society.
6. Excellent analytical skills with ability to influence decision-makers.
7. Excellent coordination skills, including the ability to liaise with various agencies/individuals, organize events, prioritize work and ensure a smooth flow of information and an environment of cooperation and information-sharing.
8. Diplomacy and good interpersonal skills.
9. Capacity to remain calm under pressure and not lose sight of strategic priorities.
10. Ability to work independently and with people located in different geographical locations and in other organizations.