**The OCHA definition of surge is:** “a temporary increase in capacity deployed to meet urgent needs in a field operation, for up to six months, during significant change in the lifecycle of that operation, or in cases of “force majeure”.

Stand-By Partner gratis personnel may only be requested on an exceptional basis, in accordance with either of two criteria:

1. To provide temporary and urgent assistance in the case of an unforeseen new or escalating emergency, for a maximum period of 6 moths; or
2. To provide expertise not available within the Organization for very specialized functions and for a limited and specified period of time; up to 12 months initially.

Stand-By Partner capability is strictly not to be utilized to fill staff gaps i.e. cost plan posts.

**Prior to submission:**

* Drafting officers are to liaise, when applicable, with technical focal points in HQ to ensure clarity of TOR e.g. for IMO; *visualization, data management, etc.*
* Please ensure that all fields are complete.
* When complete, this form should be sent for endorsement to the relevant OAD Section Chief, cc Eleonora del Balzo ([delbalzo@un.org](mailto:delbalzo@un.org)) and Johanna Medina ([medina-poudou@un.org](mailto:medina-poudou@un.org)), ERS/RSB.

|  |  |  |
| --- | --- | --- |
| **PROFILE** | **LEVEL (or range)** |  |
| Humanitarian Affairs Officer |  |  |
| Information Management Officer |  |  |
| Public Information Officer |  |  |
| Other *Please specify*: |  |  |

**SIGNED BY** *or on behalf of (e-endorsement is OK)***:**

|  |  |
| --- | --- |
| Head of Office  Date: |  |
| Section Chief, Geographical Section, OAD  Date: |  |
| Director OAD *(for P5 requests and above only)*  Date: |  |
| Chief, ERS  Date: |  |
| Chief HR *(if request is for more than 6 months for an expertise profile not available within OCHA)*  Date: |  |

|  |  |
| --- | --- |
| ***Crisis:*** | ***Country:*** |
| OAD Section/Desk Focal Point: |  |
| Field Office Focal Point: |  |
| Proposed starting date: |  |
| Timeframe of assignment:  *(Additional information required if the request is for 6-12 months as expertise not available within OCHA, in accordance with ST/AI/1999/6 paras 2.1(a) and 6.1.)* |  |

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| --- | --- |
| **Deployment Details** | |
| 1. Duty Station (country and location): |  |
| 1. Name, title and email of immediate supervisor  (N*ote that* *the supervisor will be requested to complete a performance evaluation at the end of deployment*) |  |
| 1. Head of Office (name and e-mail) |  |
| 1. Admin/arrival/travel Focal Point (name and e-mail) |  |
| 1. Security Focal Point (name and e-mail) |  |
|  | |
| **ROLE REQUIREMENTS** | |
| 1. Main tasks and duties to be executed *(specify precisely in a maximum of 10 bullet points)*: | |
| 1. Expected outcome of the deployment *(detail in bullet point form the anticipated achievements and added value expected from the deployment)*: | |
| 1. Specific required skills (*languages, experience, ability to work remotely/as a singleton, soft skills, etc.)*: | |
|  | |
| **OPERATIONAL ENVIRONMENT** | |
| 1. Brief description of emergency outbreak/upsurge and the consequences for OCHA: | |
|  | |
| 1. Brief surge need justification *(including why the post is urgent and why current/other OCHA capacity cannot cope/does not apply*): | |
|  | |
| 1. OCHA’s role and key challenges: | |
|  | |
| 1. Main partners and stakeholders in the field: | |
|  | |
| 1. What is the staffing plan to continue the work (if applicable) of the deployee, after the surge support period*?* | |
|  | |
| 1. Will other surge resources be requested? If so, through which mechanism? *(SBPP, internal surge, ASP, ProCap/GenCap, or other)* | |
|  | |
| 1. What is the approximate percentage of time spent on duty travel and to which locations? *(if duty travel within the country/region is expected, all associated costs are to be covered by the requesting OCHA office)*: | |
| 1. Visa requirements (*e.g. visa on arrival, type of visa required, letter of invitation required, timeframe for obtaining visa, any other useful information. Note that SBP deployees are not UNLP holders, travelling with national passports only*): | |
|  | |
| 1. Confirm that an equipped workstation and any necessary communication and MOSS equipment will be made available to the SBP deployee? Confirmed: | |
| 1. R&R cycle and location/destination: | |
|  | |
| 17. Overall security situation summary, main threats and specific security level at all locations relevant to the deployment, infrastructure and staff well-being *(Note that SBPs are deployed with UN Expert on Mission status and are to be included in all security plans and arrangements)*: | |
| Security level:  SSAFE training required: Yes / No. *If yes, arrangements for attendance*:  Living conditions:  Accommodation provision:  Medical requirements e.g. vaccinations:  Medical facilities available: | |