

TERMS OF REFERENCE (ToR)

WASH Officer– Safe and Dignified Burials (SDB), EVD Response

Democratic Republic of the Congo (DRC)

Duty Station: Bunia

Duration: 3 months, with possible extension

Reporting line: The incumbent will report to the EVD Health Logistician Lead, based in Bunia.

1. Background and Context

The Democratic Republic of the Congo (DRC) is responding to an outbreak of Ebola Virus Disease (EVD) caused by the Bundibugyo virus strain. The response is led by the Ministry of Health (MoH), with technical and operational support from the World Health Organization (WHO) and partners, and is implemented through the Incident Management System (IMS). This position supports Ebola response operations in Bunia with a primary focus on Safe and Dignified Burials (SDB) activities.

2. Purpose of the Assignment

To strengthen Ebola Virus Disease response operations in Bunia through effective WASH and health logistics planning, coordination, and supply chain management specifically supporting Safe and Dignified Burials (SDB) over the 3-month deployment.

3. Key Duties and Responsibilities

- Plan, coordinate, and support WASH and health logistics activities specifically related to Safe and Dignified Burials (SDB) in Bunia.
- Coordinate with SDB pillar leads, IMS Operations, MoH counterparts, and partners to align logistics support with SDB operational plans.
- Assess existing SDB capacities, and reinforce – if necessary – training on the spot of the SDB component to the existing/new teams
- Conduct logistics needs assessments for SDB teams, burial sites, and associated operational points.
- Monitor stock levels, consumption rates, buffer stocks, and replenishment needs for SDB commodities.
- Ensure appropriate storage, handling, and safety standards for SDB supplies in line with WHO guidance.
- Coordinate last-mile distribution of SDB supplies, including rapid dispatch for new alerts.
- Identify logistics gaps and risks affecting SDB continuity and support contingency planning and pre-positioning.
- Provide logistics mentoring to MoH and partner staff supporting SDB operations and contribute to final handover documentation.

4. Expected Deliverables

- Functional logistics support in assigned areas.
- SDB training refreshments for the existing teams and/or standard training sessions for the new ones.
- Updated logistics needs assessments and stock monitoring reports.
- Improved availability and timely distribution of Ebola response supplies.
- Regular logistics updates to IMS and operations coordination meetings.
- Documented mentoring and capacity-building activities.
- Final handover and transition report.

5. Qualifications and Experience

- University degree in logistics, anthropology, psychology, sociology , public health, or a related field.
- Minimum of five (5) years of professional experience in health logistics Experience supporting emergency or outbreak response operations.
- Previous Ebola or infectious disease outbreak experience is an asset.
- Experience working with WHO, UN agencies, or NGOs is desirable.

6. Competencies and Skills

- Strong coordination and organizational skills.
- Demonstrated training / education skills
- Practical understanding of health logistics and supply chain systems.
- Ability to work effectively under pressure in emergency settings.
- Strong communication and problem-solving skills.
- Ability to work independently and in multidisciplinary teams.

7. Languages

Essential: French and English

Desirable: Local languages

8. Travel Requirements

Travel within Bunia and surrounding operational areas may be required.

9. Security and Operational Context

The position is based in a complex humanitarian and security environment. The incumbent must adhere to UN and WHO security policies, movement restrictions, and safety procedures.

10. Code of Conduct

The incumbent must adhere to WHO's Code of Conduct and ethical standards, including safeguarding, confidentiality, and professional integrity.

11. Working Hours

This is an emergency response position and may require extended working hours, including evenings and weekends, depending on operational needs.

12. Confidentiality and Data Protection

All information obtained during the assignment must be treated as confidential and managed in accordance with WHO data protection policies.