

TERMS OF REFERENCE (ToR)

WASH Officer – Ebola Treatment Centers (ETC), EVD Response

Duty Station: Bunia, Democratic Republic of the Congo (DRC)

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 Ebola Treatment Center (ETC) 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 Ebola Treatment Centers (ETC) over the 3-month deployment.

3. Key Duties and Responsibilities

- Support planning and implementation of health logistics activities for Ebola Treatment Center (ETC) operations in Bunia.
- Coordinate with ETC management, case management teams, IPC/WASH leads, IMS Operations, and partner logistics teams.
- Conduct logistics needs assessments for ETCs, including structure maintenance and adaptability, WASH requirements and their maintenance, storage capacity, consumption trends, and replenishment cycles.
- Provide structure maintenance, assuring all included functionalities (WASH, Power Supply, Structure Adaptation and repurposing, and final decommissioning).
- Conduct regular ETCs waste management and propose improvements/adaptation to the evolving requirements.
- Monitor availability, stock levels, and consumption of medical supplies and equipment used for EVD case management and IPC.
- Ensure proper storage, handling, and inventory management of ETC supplies in accordance with WHO standards.
- Coordinate last-mile delivery of supplies and equipment to ETCs and resolve logistics bottlenecks.
- Liaise with procurement and supply chain teams to maintain pipeline visibility and continuity.

- Support mentoring of MoH and partner staff and prepare final handover documentation.

4. Expected Deliverables

- Functional logistics support in assigned areas.
- Continuous structure and functionality assessment of the treatment center
- Ensure proper structure and functionality maintenance of the treatment center
- Ensure and follow up of the waste management inside of the structure
- Ensure and follow up of water supply (quantity and quality) and excreta management inside of the structure
- Ensure and maintenance of the different Chlorine solutions inside of the structure
- Ensure support and maintenance of power supply of the structure (light, generator, fuel consumption, electrical needs/connections, etc.)
- 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, supply chain management, pharmacy, public health, construction and infrastructure management, or related field.
- Minimum of five (5) years of professional experience in health logistics WASH and/or supply chain management.
- 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.
- 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.