**Terms of Reference**

**Markets Focal Point *for the Pakistan Pre-Crisis Market Mapping and Analysis (PCMMA)***

**Islamabad and Sindh Province, Pakistan, April-June 2015**

**Overview of the Markets Focal Point:**

The Markets Focal Point (or MFP) will serve as the primary liaison between the IRC’s New York-based Economic Recovery and Development Unit and the IRC’s Pakistan Team during the planning and implementation of a Pre-Crisis Market Mapping and Analysis pilot assessment, to take place in Sindh Province in late May, 2015. The MFP will also take responsibility for ensuring that the study’s findings and recommendations are disseminated both internally and externally and that the IRC integrates them into contingency and DRR programming, as appropriate following the assessment.

**Key responsibilities of the Markets Focal Point:**

* Focal point for the IRC country office overseeing the work of the PCMMA team
* Responsible for ensuring the PCMMA is accurately capturing/reflecting the needs of the country program and country program objectives, ensuring that the PCMMA will be able to complement the country office’s programming ambitions and desires
* Responsible for ensuring buy-in and support of the SMT and decision-makers throughout the IRC country office
* Main point person for the PCMMA team responsible for coordinating the necessary support for the assessment team, including administrative support, security, and logistics
* The market focal point is also the person who will be responsible for taking the findings from the assessment and incorporating them into further programming, preparedness planning, risk reduction, or early warning systems. Will assure the uptake of findings/recommendations
* Gathering existing information for market analysis – background resources from the existing context/situation
* Determine disaster scenario (IRC)
* Set the objective of the analysis (IRC)
* Raise interest of other organizations to participate in the PCMMA, and to work with the Analysis Team Leader/Team Leaders to coordinate their participation
* Coordinate pre-assessment inputs of other organizations in
  + Selection of Critical Market Systems
  + Propose key analytical questions for review by the different agencies
* Prepare brief dissemination presentation, and share findings with appropriate coordination groups within 7 days of the assessment, ensuring appropriate distribution and dissemination of the report findings, including briefings for SMT, if needed

**Qualifications:**

* Member of the IRC country office; capable of linking the PCMMA assessment activities to existing or planned IRC program priorities, activities or objectives
* Strong knowledge and participation in local coordination groups and awareness of the local programming context and key actors

**Time commitment**:

The key tasks assigned to the MFP will be carried out from April through early June, 2015. The MFP may delegate certain tasks (e.g., logistical preparation, coordinating the participation of other organizations) to other members of the country team; however, s/he will still remain the key point of contact between the ERD at HQ and the Country Team in order to streamline communications. S/he will also bear ultimate responsibility for making sure all tasks are completed on time and in a quality fashion. The chart below provides an indicative schedule for key tasks related to administration, coordination, technical support, logistics, the actual assessment and pre-assessment monitoring with which the MFP will be involved.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **April** | | | | **May** | | | | **June** | | | |
|
| **Administrative** | | | | | | | | | | | | |
| Launch visa process for expatriates |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide supporting materials for visa applications as necessary |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrange accommodation for expatriates and participants coming from outside the region, as necessary |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrange for food and refreshments during the classroom portion of the training |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrange for security briefing for expatriate participants |  |  |  |  |  |  |  |  |  |  |  |  |
| **Coordination** | | | | | | | | | | | | |
| Identification of in-country IRC staff to participate in exercise |  |  |  |  |  |  |  |  |  |  |  |  |
| Invite staff from other agencies to participate in PCMMA via relevant coordination fora |  |  |  |  |  |  |  |  |  |  |  |  |
| Produce final participant list |  |  |  |  |  |  |  |  |  |  |  |  |
| **Technical** | | | | | | | | | | | | |
| Finalize TOR for PCMMA |  |  |  |  |  |  |  |  |  |  |  |  |
| Make key decisions regarding region(s) of assessment, sectors of focus and crisis scenario |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop plan for desk review and preliminary analysis |  |  |  |  |  |  |  |  |  |  |  |  |
| Desk review and preliminary analysis |  |  |  |  |  |  |  |  |  |  |  |  |
| **Logistics** | | | | | | | | | | | | |
| Book facility for training |  |  |  |  |  |  |  |  |  |  |  |  |
| Share list of logistical resources and physical materials needed for exercise |  |  |  |  |  |  |  |  |  |  |  |  |
| Track and document offers of logistical and other contributions from other agencies |  |  |  |  |  |  |  |  |  |  |  |  |
| Identify resources the IRC Pakistan can contribute to the exercise |  |  |  |  |  |  |  |  |  |  |  |  |
| Confirm vehicular contributions and/or other forms of support from participating agencies |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare and deliver materials for exercise |  |  |  |  |  |  |  |  |  |  |  |  |
| **PCMMA Exercise** | | | | | | | | | | | | |
| International participants arrive in country |  |  |  |  |  |  |  |  |  |  |  |  |
| Classroom-based field preparation |  |  |  |  |  |  |  |  |  |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |  |  |  |  |
| In-classroom analysis and preparation of reports |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication of results (internal and external) |  |  |  |  |  |  |  |  |  |  |  |  |
| Report finalized |  |  |  |  |  |  |  |  |  |  |  |  |
| **Market monitoring** | | | | | | | | | | | | |
| Develop plan for regular monitoring of critical markets |  |  |  |  |  |  |  |  |  |  |  |  |
| Routine market monitoring | See monitoring plan developed during PCMMA | | | | | | | | | | | |