

CORE CORPORATE COMMITMENTS:
IMMEDIATE RESPONSE

A. RAPID ASSESSMENT

In consultation and collaboration with partners, UNICEF will:

1. Carry out a rapid assessment of the situation of children and women. This situation analysis will be undertaken from a gender and child rights perspective, and will draw upon baseline data compiled in the preparedness phase.
2. Compare general assessment of situation with specific implications for UNICEF. Programme sectors of concern to UNICEF are: health and nutrition; education; child protection; and water supply and sanitation.
 - Compile basic data required by UNICEF to analyse and plan, including: mapping of likely population displacements, logistics capacities, potential partners and Geographic Information Systems.
 - Determine organization's capacity to function in the field: ascertain presence of telecommunications infrastructure, vehicles, office premises, warehousing, access and mobility.
 - Establish organizational structure for response, staff functions and staffing plans. Identify partners; logistical arrangements and options; telecommunications/information technology and other equipment requirements; and military liaison needs.
 - Assess financial and administrative capacity in country, including sources of cash, banking and financial systems, methods of disbursement of funds and security of assets.
3. Undertake a rapid assessment of staffing requirements, both for UNICEF and on an inter-agency basis, and identify possible needs for staff in:
 - Programme coordination
 - Operations and security
 - Supply and logistics
 - Monitoring and evaluation
 - Communications
 - Telecommunications, information technology
 - Finance and administration

4. Ensure availability of a standard package of documents in field offices and at headquarters at the onset of an emergency. Package should include information and guidance on standard procedures for operations, administration, finance, security, supply and logistics, human resources, telecommunications and office set-up checklists, as well as the Programme, Policy and Procedures Manual.

5. Undertake rapid review of security preparedness in country and field offices and provide appropriate guidance.

- Determine exact nature of crisis, potential developments and the implications of both for staff security. If there are any staff in location, establish their exact whereabouts; determine safety, extent of injuries and local capacities to treat staff; and arrange for medical evacuation.
- Determine security implications of deploying additional staff to the affected country/area.
- Review security plans, including relocation, evacuation and safe haven alternatives, with the country and regional offices.

B. COORDINATION

In collaboration with all partners, UNICEF will:

1. Maintain capacity to assume a coordinating role for:

- Life-saving public health interventions in support of children and women;
- Provision of infant feeding and nutrition rehabilitation services for children;
- Child protection and psychosocial support;
- Unaccompanied children;
- Education.

2. Initiate strategies for inter-agency coordination in areas of primary concern to UNICEF.

3. Identify partners, in particular United Nations agencies and NGOs, for interventions in the areas of health, nutrition, education, child protection and water and sanitation.

C. PROGRAMME COMMITMENTS

HEALTH AND NUTRITION

To ensure the provision of basic health care services, including medical assistance for children and women, in collaboration with all partners, UNICEF will:

1. Provide essential supplies, including: emergency health kits (essential drugs); oral rehydration salts; basic clinical equipment (e.g., supplementary health kits); fortified nutritional products; micronutrient tablets (vitamin A, iron and folic acid, multiple micronutrients); and blankets.
2. Provide measles vaccinations and critical inputs, for example, vaccines, cold-chain equipment, syringes, training, and financial support for advocacy and for the immunization of children between 6 months and 12 years of age among target population. A companion dose of vitamin A will be provided as required.
3. Provide tetanus toxoid and such other critical inputs as vaccines, cold-chain equipment, syringes, training, and financial support for advocacy and for the immunization of pregnant and lactating women, as well as adolescent girls.
4. Based on rapid assessments and agreed roles and responsibilities among key partners, initiate and support therapeutic and supplementary feeding programmes for children and pregnant and lactating women.
5. Ensure the provision of messages on health and nutrition issues, including the importance of breastfeeding and safe motherhood practices.

EDUCATION

To ensure the re-establishment of basic education services for children and women, in collaboration with all partners, UNICEF will:

1. Establish “safe environments for children” for learning, recreation and psychosocial support.
2. Initiate basic education services, in collaboration with communities and camp and local government authorities.

3. Provide education kits and basic learning materials for primary school children.

CHILD PROTECTION

To ensure the protection, care and well-being of children and women, in collaboration with all partners, UNICEF will:

1. Ensure the identification, registration and medical screening of unaccompanied children, with priority given to preventing separation of children under five; ensure the registration of all parents who have lost their children; and provide leadership and support for photo tracing and for care and protection of separated children.
2. Provide orientation and financial support to local partners and social workers involved in tracing, care and reunification; and ensure the provision of tracing kits for partners.
3. Where necessary, initiate the process of development, refinement and field testing of appropriate mine awareness materials for implementation of mine awareness programmes.
4. Identify and address violation of children's rights through advocacy and work with United Nations and NGO partners.
5. Develop, provide and strengthen psychosocial support services for children and their caregivers.

WATER SUPPLY AND SANITATION

To ensure the initial provision of water and sanitation for children and women, in collaboration with all partners, UNICEF will:

1. Ensure the availability of a minimum safe water supply, through provision of technical and material support to external implementing partners.
2. Provide bleach, chlorine or purification tablets, and detailed user and safety instructions in the local language.

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| 3. Provide jerry cans, or appropriate alternative, with user instructions and messages, in the local language, on handling of water and disposal of excreta and solid waste. |
| 4. Provide soap and disseminate key hygiene messages on the dangers of cholera and other water- and excreta-related diseases. |
| 5. Facilitate safe excreta and solid waste disposal through provision of: shovels; cash for contracting local service companies to dispose of solid waste; messages on the importance of keeping excreta (including infant faeces) buried and away from habitations and public areas; messages on disposal of human and animal corpses; and instructions on, and support for, construction of trench and pit latrines. |

D. OPERATIONAL COMMITMENTS

HUMAN RESOURCES

To ensure the deployment of required staff to support programmes for children and women, in collaboration with all partners, UNICEF will:

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| 1. Initiate contact with regional and country offices and with external partners, such as agencies with standby arrangements, to establish the availability of staff in location; and arrange deployment. |
| 2. Establish a screening mechanism and checklist to ensure that all core staff deployed to emergencies have received orientation and briefings in relevant areas. |
| 3. If relocation and evacuation are required, make necessary arrangements to support relocated staff. |

INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

To ensure the establishment of telecommunications, VSATs (Very Small Aperture Terminals) and Programme Manager System (PROMS) in emergency areas, UNICEF will:

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| 1. Based upon the rapid assessment, identify and ensure the supply of specific telecommunications needs for the office. |
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2. Establish PROMS in emergency areas, and/or activate structures at headquarters and regional offices to run PROMS in emergency and remote locations; and ensure the presence of trained UNICEF staff responsible for PROMS.

SUPPLIES AND LOGISTICS

To ensure the availability of supplies and appropriate logistics support for effective and timely fulfilment of the programme CCCs, UNICEF will:

1. Mobilize stock of essential supplies (programme and support) from UNICEF Supply Division, using available funds, which may include Emergency Programme Funds or Central Emergency Reserve Funds.
2. Activate existing standby arrangements with manufacturers and transporters for specific emergency requirements at all levels.
3. Activate emergency local procurement procedures (notifying vendors, revalidating tenders and requesting local procurement authority).
4. Determine cross-border procurement capacities and possibility of collaboration with the regional office.
5. Review arrangements with other United Nations agencies for shared logistics capacities, including use of warehousing.

FUND-RAISING / DONOR RELATIONS

To ensure that resources are made available to fulfil the programme commitments through the Consolidated Appeal Process, individual donor appeals and Flash Alerts, UNICEF will:

1. Initiate donor contact in order to process proposals, donor appeals and Flash Alerts effectively and immediately.
2. Ensure the availability of information packages on contribution management and reporting formats at regional and country office levels and in the emergency area.
3. At the onset of crisis, designate individual focal points in field and at headquarters to assign responsibility for donor liaison, proposal drafting and reporting.

MEDIA AND COMMUNICATIONS

To ensure that an appropriate and effective mass media and communications strategy is developed and implemented, with the concerned country offices, highlighting the effects of the crisis on children and women, UNICEF will:

1. Develop and implement a communications strategy and plan of action for media relations during the emergency.
2. Develop an advocacy strategy and plan of action, within a child rights framework, for the particular emergency; this includes the use of appropriate mass media techniques.

FINANCE AND ADMINISTRATION

To ensure the establishment of an efficient financial and administrative management structure, with regional office and headquarters support, for effective implementation of the programme CCCs, UNICEF will:

1. In consultation with headquarters, establish appropriate fund management and disbursement modalities.
2. Ensure that internal oversight systems are in place and functional from the onset of the crisis. In particular, formulate a checklist of immediate measures to be undertaken and assure measures are carried out; and formulate and implement a checklist of minimum procedures to be followed.
3. Ensure availability of checklists to guide representatives and operations officers on best operational and staff management practices in emergencies.