1. **Accountabilities and Tasks**
   - Facilitation of a UNHCR-led inter-agency national-level refugee contingency planning process;
   - Liaison with the UNHCR Regional Contingency Planning Focal Point (RCP) and coordination of the national refugee emergency contingency plan (CP) with the related UNHCR regional CP (if a regional CP process has been activated);
   - Completion of the national contingency plan (CP) within maximum 5 weeks with the leadership and guidance by the UNHCR Representative in the country, or other designated manager;
   - Facilitation of required internal and inter-agency CP planning meetings (on scenario, strategy, and analysis of current readiness and gaps);
   - Coordination and facilitation of the inter-agency CP drafting process at the national level, including managing formats and documents in order to ensure coherence and joint planning amongst key operational partners;
   - Liaison with external partners at the national level to support the process as required;

2. **Level of Effort and Timeframe**
   - Overall, this task will be limited to 5 weeks (see timeline graphic for interaction with a regional-level CP when required). The total time over the entire process is estimated to be approximately 10 working days.
   - In most cases, the task requires significant effort and cannot be done in between other activities. Initial estimate of the level of effort required is between 25-50% during the initial phase and up to 100% effort for up to a week during the finalization of the National CP.

3. **Preparation**
   The CCP, once assigned, is responsible to:
   - amend / finalise these ToRs, and seek endorsement for Senior Management responsible for leading the national refugee contingency planning process (Representative or Deputy Representative, Senior Coordinator, etc.)
   - explain and gain clearance as required from other duties that may delay or make the carrying out of these responsibilities impossible
   - clarify sources or funds that may be required to facilitate the process, including administrative support required for meetings and national travel and accommodation of those included in the process
   - agree with Senior Management on the overall projected timetable for key inter-agency contingency planning events and planned dates for internal review of initial draft and final completion of the CP.