



# Terms of reference for field/branch focal points

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## Branch and field-based gender focal points will:

- Act as the point of contact on gender mainstreaming in humanitarian assistance for the branch/field office;
- Be a catalyst within the branch/field office on gender issues (i.e. raise awareness, advocate for resources, etc. rather than assume total responsibility for all gender-related actions).
- Circulate documents within the branch/field office (tools developed internally or by other organisations, new studies, policy documents, etc.)
- Maintain regular contact with other branch/field office gender focal points to facilitate exchange of information.
- Potentially note important dates (such as the anniversary of Security Council Resolution 1325).
- Organize capacity building for branch/field office staff.
- Potentially refer colleagues to appropriate tools or resources.
- Provide inputs into OCHA-wide reporting on gender mainstreaming advances and challenges.
- If there is interest, form an informal branch/field office working group on gender and humanitarian assistance.
- Report advances, challenges and good practices to the OCHA gender adviser.

## It is important to note that the branch/field office gender focal points will not be expected to:

- Provide technical support or expertise.
- Act as the only staff person responsible for gender mainstreaming.

Branch/field office gender focal points require official time to carry out these duties, with an initial estimate of 2 hours per week or 1 day per month.



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