Standby Deployment TOR Briefing topics

**TOR briefing topics to cover on arrival at duty station**

Within the first few days at Country Office or duty station location, the supervisor should schedule a face to face meeting with the deployee to discuss their Terms of Reference (TOR). The Performance Evaluation Report (PER) completed by the deployee and their supervisor at the completion of the deployment draws objectives from the TOR, so the TOR should be adapted to be as accurate as possible.

* TOR objectives should be SMART: Specific, Measurable, Achievable, Realistic and Time bound.
* Keep the tasks specific to the role within them eg “produce xxx information for weekly situation reports” rather than “contribute to reporting”

**Need and staffing gap**

* How and when was the TOR developed?
* What was the critical staffing gap or need that prompted the request for a deployee?
* Has this changed since? If so what is the critical need now?
* How do you see the need changing in the next one month, three months and six months?

**Goals and progress**

* What are the agency’s country or program objectives?
* Is there an Operational Plan or Emergency Response Plan?
* How will the deployee’s work fit into these goals?
* What are the highest priority tasks in the TOR?
* What are the lowest priorities (in a period of emergency or high demand, what can be put to the side)?
* What would progress or success in these tasks look like (what would be the evidence of outcomes from the work)?
* How/in what areas do you hope the capacity of the office will be higher when the deployment is completed?

**Functioning of role**

* Who are the key contacts (both colleagues, those the deployee can look to for guidance and supervisory lines)?
* Is there a regional or global technical support contact to liaise with?
* When and how is the best way for the deployee to check in with the supervisor on their work?
* What is the best way for the deployee to communicate queries or issues, or share information with the supervisor?
* If the supervisor is away, who is able to make a decision on what is needed from the deployee’s role?