

## **Terms of Reference: Humanitarian Reset/ Transition Coordinator**

Under the overall supervision of the UN Resident and Humanitarian Coordinator (RC/HC) with a reporting line to the Head of Office of host United Nations Office for the Coordination of Humanitarian Affairs (OCHA) , the Humanitarian Reset/ Transition Coordinator will be responsible for delivering a time-bound, action-oriented transition plan that enables the progressive handover of humanitarian leadership and coordination to Nigerian federal and state authorities.

This role is central to implementing the global Humanitarian Reset in the Nigerian context, with a focus on localization and simplification with an aim to improving efficiency and sustainability.

Within the offices of the RC/HC and OCHA, collaborating with the respective P5s in both offices, the Transition Coordinator will be expected to:

### **A. The Government of Nigeria Engagement and Transition Facilitation**

- Develop and deliver a Government Engagement Strategy within the first month, identifying key federal and state counterparts (including the Ministry of Humanitarian Affairs, NEMA, SEMA, and relevant line ministries), and establishing structured engagement mechanisms to support the transition.
- Establish and operationalize a Transition Dialogue Platform, co-chaired with national authorities, to coordinate the transition process and ensure alignment with national and state-level priorities, including the BAY States' Solutions Action Plans.

### **B. Develop a draft Nigeria HCT Transition Plan towards endorsement and implementation within 2026 into 2027, including a Transition Roadmap with clear milestones.**

- Support the integration of humanitarian planning into national and sub-national development frameworks, and resilience strategies, ensuring continuity of services and alignment with the Humanitarian-Development-Peace Nexus and recommendations for continuation of development partners.
- Ensure the inclusion and leadership of Nigerian civil society and local government actors, with a focus on women-led organizations, youth-led organizations, organizations of persons with disabilities, and community-based responders and leaders, as well as private sector and public-private cooperation and foundations.
- Ensure that independent needs assessments, real-time data, and regular feedback from affected people, with a focus on transparency and accountability to those served, inform transition planning and future scope of humanitarian coordination.

### **Main Partners and Stakeholders in the Field**

Under overall supervision of the HC/RC with direct supervision of the HoO of OCHA as host agency, and in collaboration of RCO and OCHA, the Transition Coordinator will interact closely with Members of HCT, Members of UNCT, Heads of UN Agencies, Heads of I/NNGOs, Heads of CSO Networks, relevant Government counterparts, Heads of Sub-Field Offices, and donor representatives.

### **Main Tasks and Duties to be executed**

1. Develop and deliver a Government Engagement Strategy within the first month, identifying key federal and state counterparts (including the Ministry of Humanitarian Affairs, NEMA, SEMA, and relevant line ministries), and establish structured engagement mechanisms to support the transition.

2. Establish and operationalize a Transition Dialogue Platform, co-chaired with national authorities, to coordinate the transition process and ensure alignment with national and state-level priorities, including the BAY States' Solutions Action Plans and develop a draft Nigeria HCT Transition Plan towards endorsement and implementation within 2026 into 2027, including a Transition Roadmap with clear milestones.
3. Support the integration of humanitarian planning into national and sub-national development frameworks, and resilience strategies, ensuring continuity of services and alignment with the Humanitarian-Development-Peace Nexus and recommendations for continuation of development partners.
4. Ensure the inclusion and leadership of Nigerian civil society and local government actors, with a focus on women-led organizations, youth-led organizations, organizations of persons with disabilities, and community-based responders and leaders, as well as private sector and public-private cooperation and foundations.
5. In consultation with key in-country stakeholders, serve as the RC/HC's lead negotiator and envoy in securing inter-agency alignment with the Humanitarian Reset, including simplification of coordination structures, transition of leadership roles, and increased support to local actors, in close collaboration with OCHA and existing development coordination platforms such as the Nigeria Development Partners Group.
6. Facilitate structured inter-agency consultations to resolve institutional tensions, align to mandates, and promote shared ownership of the transition agenda, including the eventual reduction/withdrawal of the existing coordination architecture by late 2026. Ensure that I/NGOs and NNGOs, CSOs, government, UN agencies, and Donors are included in these consultations.
7. Promote and report coherence between humanitarian, development, and peace actors within the UN system, ensuring that the transition is embedded in broader UN reform efforts (e.g., UN80, the Grand Bargain, and the Nexus).
8. Support the integration of anticipatory action and early warning systems into transition planning, in collaboration with development, climate, and financial actors, to ensure preparedness is embedded in the transition process and engage with international financial institutions (IFIs) and private sector actors to align resilience financing and development investments with the humanitarian transition agenda.
9. Promote streamlined coordination and cost-effective delivery models, including multi-purpose cash and pooled funding mechanisms with strong performance metrics and value-for-money considerations.
10. Map and assess the lifespan of critical enablers and common services (e.g., information management, logistics, security coordination, pooled funding, and back-office support) and develop a handover plan to ensure continuity and national ownership of these functions including preparing a final Transition Report with actionable recommendations for sustaining reforms through 2026, institutionalizing national leadership, and ensuring continuity of essential services beyond the withdrawal of international coordination structures.

**Expected outcomes of the deployment:**

- Develop an HCT Transition Plan including a Government Engagement Strategy on Transition
- Establish a Transition Dialogue Platform to identified relevant stakeholders - local, national, and international.

- Produce a monthly Transition Alignment Brief for the RC/HC, summarizing progress, risks, and recommendations for managing inter-agency dynamics and institutional resistance.
- Promote visibility of the transition process through strategic communications, engagement with platforms such as the Nigeria INGO Forum, donor briefings, and documentation of good practices and lesson learned, with a focus on replicable models for other transitioning contexts.

SAMPLE