

## Terms Of Reference for Temporary Appointment

<b>Post Title:</b>	Chief Youth & Adolescent Development
<b>Post level:</b>	P-4
<b>Section:</b>	ADAP
<b>Duty Station:</b>	Damascus, Syria
<b>TA Duration:</b>	364 days
<b>Supervisor:</b>	Deputy Representative (Programme), P-5

### Background

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

### Purpose for the assignment:

The Chief Youth & Adolescent Development reports to **the Deputy Representative** for general guidance and direction. The Chief supports country office programming processes by providing expert technical advice and operational support to country office colleagues and internal and external partners and stakeholders to ensure that adolescent development and participation established under the Convention on the Rights of the Child, international treaties/framework and UN intergovernmental bodies, are integrated in UNICEF's advocacy, policies, programmes and humanitarian work.

The Chief contributes to the achievement of sustainable and scalable results on adolescent related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

### **MAIN DUTIES/RESPONSIBILITIES:**

#### **Summary of key functions/accountabilities:**

- 1. Country Programme development and planning**
  - 2. Programme management, monitoring and delivery of results**
  - 3. Advisory services and technical support**
  - 4. Advocacy, networking and partnership building**
  - 5. Innovation, knowledge management and capacity building**
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- 1. Country Programme planning and development**

Design and update the situation analysis and conduct assessments to establish age and sex disaggregated evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote adolescent development and participation in the country.

Assess national/regional/international development priorities to identify opportunities and strategies and courses of action to enhance the delivery of services and achievement of objectives on adolescent development and participation. Work in coordination with Child protection, C4D, Gender, Communication, Education, HIV/AIDS, Health, Nutrition, Social policy, WASH, Planning, Emergency and Monitoring & Evaluation to support development of a strategic framework for adolescents, across all sectors.

Participate in CO programme formulation, planning and preparation to provide input, advice and operational support on the integration of cross sectoral policies and frameworks that promote adolescent development and participation. This includes the processes of SMR and CPD formulation. Ensure alignment of adolescent policies, frameworks and interventions with the UNICEF's Strategic Plans and coherence/integration with the UN Development Assistance Framework (UNDAF), regional strategies and national priorities, plans and competencies.

Establish specific goals, objectives, strategies and implementation plans for adolescent development and participation programmes/projects across all sectors using results-based planning terminology and methodology (RBM). Prepare relevant documentation for programme review and approval.

Work closely and collaboratively with colleagues and partners and stakeholders to discuss strategies and methodologies that enhance the realization of adolescent rights across all sectors and to promote partnerships and alliances on adolescent development and participation including partnerships with adolescents.

Ensure that the voices of adolescents and children are systematically taken into consideration in the planning, implementation, monitoring and evaluation of the programme cycle.

## **2. Programme management, monitoring and delivery of results**

Plan and/or collaborate with monitoring and evaluation initiatives to establish age disaggregated benchmarks, performance indicators and other UNICEF/UN system indicators, to assess and strengthen performance accountability, coherence and delivery of sustainable results on adolescent development and participation programmes and projects.

Participate in major monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action/interventions to achieve results for adolescents.

Prepare/assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.

Plan, monitor and oversee the use of programme resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity.

Ensure timely reporting and liquidation of resources.

Provide technical leadership to generate knowledge on the situation of adolescents, support sector specific analysis of data on adolescents and improve utilization of sex and age disaggregated data within UNICEF monitoring and evaluation tools and among partners.

Submit/prepare proposals, programme/project reports to donors and other partners to raise resources for adolescent interventions and keep donors informed on programme progress and critical issues.

### **3. Advisory services and technical support**

Participate in strategic discussions, meetings and other international/national meetings and workshops to provide evidence based papers and inputs on adolescent development and participation to influence policy and agenda setting.

Provide technical advice and guidance to key government officials, NGO, UN system and other country office partners on policies, strategies, best practices and approaches on adolescent development and participation to support programme development, conceptualizing, planning, implementation and delivery of results.

Prepare policy papers, briefs and other strategic programme materials for management use, information and consideration in development discussion and planning relating to adolescents.

Provide technical advice to internal sectoral staff and external partners on approaches to enhance adolescents' participation into the policy, programming and humanitarian interventions.

### **4. Advocacy, networking and partnership building**

Lead advocacy drive for adolescent rights and programming within the country office, with other UN and government and non-government partners based on improved evidence and data.

Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, donors, internationally recognized institutions, NGOs, research institutes, youth led organizations and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on UNICEF's adolescent development and participation initiatives.

Contribute to the preparation of advocacy and communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances and to ensure that adolescent development and participation programmes and initiatives are adequately resourced and supported.

Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on adolescent development and participation to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda setting process. Collaborate with inter-agency partners/colleagues the UNDAF planning and preparation of programmes/projects including emergency preparedness.

### **5. Innovation, knowledge management and capacity building**

Promote, document and disseminate critical thinking, innovative approaches and good practices on adolescent development and participation initiatives through advocacy and technical advisory services.

Keep abreast, research, benchmark, introduce and implement best and cutting edge practices on adolescent development related issues. Institutionalize and disseminate best practices and knowledge learned to support development, planning, implementation and scale up.

Contribute to the development of policies and procedures and introduce innovation and best practices that promote the rights of adolescents and enhances their development and participation as active members of society and their community.

Organize/plan/implement capacity building initiatives to enhance the competencies of a wide range of internal and external partners/stakeholders to achieve sustainable results on adolescent development and participation programmes and initiatives.

## **Competencies and level of proficiency required**

### **Core Values attributes**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### **Core competencies skills**

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## **Recruitment Qualifications**

- Education: Advanced University Degree in a social science field (or equivalent field) is required.
- Work Experience:
  - minimum of 8 years of professional experience in social development planning and management at the international level
  - A minimum of 4 years of professional experience working on adolescent/youth issues, focusing on engagement and participation and/or skills development.
- Language Requirements: Fluency in English is required.
- Desirables:
  - At least 3 years of relevant experience in emergency or fragile contexts, preferably in the MENA region.
  - Experience in multi-sectoral work and engagement with different UN partners.
  - Knowledge of Arabic.