

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	: Planning Associate (Public Finance and Innovative Financing for Children)	Duty Station	: Jakarta, Indonesia
Level	: GS6	Section	: Social Policy
Duration (maximum 364 days)	: 364 days	Report to	: Social Policy Specialist (Public Finance for Children) NOC
Estimated start date	: 1 June 2022		

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The National Mid-Term Development Plan (RPJMN) 2020-2024 reflects the Government of Indonesia's (GOI) strong commitment to achieving the Sustainable Development Goals (SDGs), while making a significant shift towards a low-carbon economic transformation and intensifying efforts to address underfunded sectors such as sanitation, education, health, and developing the blue and green economies. Despite many advances pre-COVID-19, a GOI study indicated that an estimated USD 4.7 trillion of funding is required to achieve the SDGs, of which an estimated 58 percent is to be mobilised from non-government sources. The pandemic has left the country with a fiscal deficit of USD 66bn (6.09 percent of GDP) in 2020 and USD 71bn (5.70 percent of GDP) in 2021 which has exacerbated the SDG financing gap. Seizing the financing opportunity through innovative non-traditional sources is an imperative addition to optimising State income and to improve the quality of spending.

The GOI has an appetite to test and develop various innovative financing instruments which could channel funding towards addressing these gaps (it has developed the world's first sovereign green Sukuk (Islamic bonds) and launched the Tri Hita Karana (THK) Roadmap for Blended Finance and the Tropical Landscape Financing Facility (TLFF)). In fact, the Minister of Finance has pointed out that "The Green Sukuk initiative has paved the way for capital flow for our sustainable future." The GOI has also expressed interest in blue and SDG bonds/Sukuk and sub-national bond issuance and emphasised inclusion and low-carbon development as a national priority for the COVID-19 recovery. However, there remain several challenges that need to be addressed in deploying innovative financing instruments at scale to reach the next level.

Given this new opportunity, UNICEF, together with the United Nations Development Programme (UNDP), United Nations Industrial Development Organization (UNIDO), and United Nations Environment Programme (UNEP), is working together with the GOI to implement the Joint SDG Fund on Innovative Financing in Indonesia from 2021-2024. The programme will focus on driving public and private capital towards green and social investments in Indonesia and taking proven and new financing instruments to scale through the provision of pre-and post-transaction technical assistance for three financing instruments: thematic bonds, blended finance instruments, and SDG-linked loans at national and sub-national levels. The joint programme will also seek to address some of the key market failures by creating enabling environments for public and private investment. On the ground or within the corridors of ministries, UNICEF's work in Indonesia encompasses technical, practical guidance for government agencies in child-centered planning as well as high-level policy advice and advocacy efforts for equitable access to essential services for Indonesia's 80 million children. Assessing challenges and exploring solutions, together with local government, civil society partners, the private sector, and children and young people themselves, UNICEF helps to ensure that programmes for children are both suitable and sustainable.

In addition to its headquarters in Jakarta, UNICEF's five field locations in Aceh, East Java, East Nusa Tenggara, South Sulawesi, and Papua fulfil a key role in addressing both location-specific issues and service delivery deficits in rural and urban low- and middle-income communities. By supporting the government to put children first, UNICEF ensures that laws, policies, and services secure every child's right to health, protection, and education.

For UNICEF, achieving all child-related SDGs hinges on unlocking dramatically increased investments in children's development and well-being over the next decade. UNICEF is committed to working with the GOI at national and sub-national levels, in close coordination with the other UN agencies participating in the Joint SDG Fund on Innovative Financing, to ensure that public finance and innovative financing are dedicated to supporting all children to achieve their full potential, not leaving a single child behind. UNICEF, as part of joint UN programme support, is responsible for the recruitment and supervision of a Planning Associate (GS6).

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

1. Support promoting linkages and facilitate the programme implementation at national and sub-national levels under the Annual Work Plan of Social Policy Section, particularly on Output 6.1 and 6.2 (work with field offices for programme coordination and monitoring).
2. Facilitate the development of programme cooperation agreements (PCAs), contracts (individual/ institutional) by providing information and drafting selected sections of it.
3. Ensure the timely and accurate recording and administrative processing of government and NGO's proposals and requests for direct cash transfers (DCTs).
4. Conduct programme monitoring in UNICEF and United Nations partners' focus districts for cash and supplies and informing team-members on the status.
5. Help conduct regular spot checks of partner's projects to assess their financial record-keeping, expenditure controls and reporting systems.
6. Monitor and track the efficient distribution of supplies required for effective programme delivery.
7. Support the programme section in researching, compiling, and analysing qualitative and quantitative data and information from a variety of sources on subject matters relevant to the work of the section to facilitate programme delivery as well as preparation of reports, working papers and presentations.
8. Carry out transactions in VISION to ensure programme results, activities and programme coding are as per annual work plans (AWPs) and make amendments and alterations as per section revisions when necessary.
9. Carry out transactions in VISION pertaining to grants and programme-related items for her/his section including, but not limited to, registering grant allotments, and tracking expiring programme grants.
10. Prepare monitoring and reporting information for the supervisor and team on agreed performance indicators to drive more efficient management and accountability for results.
11. Regularly monitor budgets and financial expenditures of section by employing applicable tools, ensuring compliance with UNICEF rules and regulations, keeping supervisor(s) informed and advised on actions for decisions and/or follow ups.
12. Help prepare periodic or ad-hoc financial reports relating to country office and donors to support the office in optimizing use of programme funds.
13. Support capacity development activities related to programme development by preparing training materials and participating in exercises.

RECRUITMENT QUALIFICATIONS

Education:

Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.

Work experience:

- Minimum 6 years administrative or clerical work experience is required.
- Familiarity with government and administration regulations and experience working with sub-national governments considered an advantage.
- In-depth knowledge of administration systems which underpin UNICEF country office programme/project operations, including monitoring and evaluation processes
- Strong organizational, planning, and prioritizing skills and abilities
- High sense of confidentiality, initiative, and good judgment
- Ability to work effectively with people of different national and cultural backgrounds
- Strong office management skills
- Strong attention to detail
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint, and other UNICEF software, such as SharePoint.
- Prior experience in programme support functions is an asset
- Relevant experience in a UN system agency or organization is considered as an asset.

Language proficiency:

Fluency in English and Indonesian are required. Knowledge of another official UN language or local language of the duty station is considered an asset.

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