



TERMS OF REFERENCE

Post Title: Child Protection Officer

Duty Station: UNICEF Mindanao Field Office, Cotabato city, Philippines

Level: NO-A

Duration: 364 days

Funding: SC250041 (3420/A0/07/883/004/006)

Supervision: Child Protection Specialist, NOC

PURPOSE OF TEMPORARY ASSIGNMENT:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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.

Job organizational context: The Child Protection Officer Generic Job Profile (NOA) is to be based in the Mindanao Field Office, Cotabato City where the Child Protection Programme is one of the Programme Outputs of the Country Programme. The Officer reports to the Child Protection Specialist who is at **Level 3**.

Purpose of the job: The Child Protection Officer reports to the Child Protection Specialist for close guidance and supervision. The Child Protection Officer provides professional technical, operational and administrative assistance throughout the programming process for the child protection programmes/projects i.e Birth Registration through the application of theoretical and technical skills in researching, collecting, analyzing, and presenting technical programme information while learning organizational rules, regulations and procedures to support the development and formulation of the Child Protection Programme within the Country Programme.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Support to programme development and planning

- Research and analyze regional and national political, protection, social and economic development trends. Collect, analyze, verify, and synthesize information to facilitate programme development, design and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness and relevancy of information.
- Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of child protection programmes and other related information for development planning and priority and goal setting.
- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

Programme management, monitoring and delivery of results.

- Work closely and collaboratively with colleagues and partners to collect, analyze and share information on implementation issues, suggest solutions on routine programme implementation and to submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts, and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations, procedures, donor commitments, and standards of accountability and integrity.
- Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

Technical and operational support to programme implementation

- Undertake field visits and surveys, and collect and share reports with partners and stakeholders.
- Assess progress and provide technical support and/or refer to relevant officials for resolution.
- Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices in child protection, to support programme implementation.

Networking and partnership building

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF 2023 - 2028 operational planning and preparation of child

protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNDAF development and planning processes.

- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programmes.

Innovation, knowledge management and capacity building

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

Support additional tasks as requested by the supervisor.

- Perform any other duties assigned by the supervisor for the Child Protection team.

QUALIFICATIONS AND COMPETENCIES:

Education:

A university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field.

Experience:

A minimum of one (1) year of professional experience in social development planning and management in child protection related areas is required.

Experience working in a humanitarian setting is considered as an asset.

Skills:

- Programme/project management
- Capacity development
- Analyzing
- Applying technical expertise
- Learning and researching
- Planning and organizing

Desirable:

- Relevant experience in UN system is desirable

Languages:

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




Competency Profile

i) Core Values (Required) CRITAS

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

ii) Core Competencies (Required as applicable including levels as per the generic job profiles)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

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