

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Assistant, G5

Section: Cox's Bazar - Emergency Coordination

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Programme Specialist (Social Protection)

1. Purpose of Assignment:

Under the overall supervision of Social Protection Specialist, the Programme Assistant will provide administrative and technical assistance to Social Protection Section. The candidate will liaise with relevant local authorities to provide technical and administrative support to strengthen capacity of government delivery systems to expand cash/ voucher-based response for children in Cox's Bazar.

Administrative and technical support will cover the themes that includes cash and voucher programme design, planning and implementation, monitoring of programme activities, and data analysis. The Candidate will also be expected to make field visits to provide supportive supervision to partner organization, engaged under the interoperability project.

2. Major duties and responsibilities:

1.	Provide support to implementation partners of cash and voucher assistance programmes in Cox's Bazar
2.	Support the coordination between WFP, UNHCR and other relevant stakeholders for the verification of beneficiaries, and improvements to cash delivery systems.
3.	Support internal coordination within the UNICEF Cox's Bazar office among participating sections
4.	Gather data and produce analysis to inform, design and plan the evolution of cash and voucher programming towards a longer-term collaboration with the government
5.	Support UNICEF Cox's Bazar office in the cash forums, and internally to other sections.
6.	Support training of implementation partner staff in utilization of SCOPE
7.	Work closely with UNICEF programmes implementing cash and voucher programming to build capacity in the use of SCOPE and building blocks
8.	Work with GBV/ PSEA actors and coordination mechanisms to reduce risks of GBV.
9.	Support implementation of a sound monitoring and evaluation system for the cash transfer programme. Ensure that mechanisms to seek feedback and redress grievances are functional
10.	Support development of PDs and related budget documents
11.	Monitor Financial situations and follow up with partners for timely utilisations
12.	Undertakes field visits to monitor and assess programme implementation
13.	Perform other duties as may be required and assigned

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL:

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization.
- University degree in international development, social sciences, public policy, public health, or relevant field is considered an asset.

WORK EXPERIENCE:

- A minimum of five years of progressively responsible administrative or clerical work experience is required.
- Three years of relevant professional work experience in designing and implementing of cash assistance programmes are a strong advantage.
- Experience with information management systems.
- Experience in emergency programme implementation. Familiarity with UNICEF procedures and systems in an emergency context is an asset.

LANGUAGE PROFICIENCY: Fluency in English and local language (Bangla) of the duty station is required.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Competencies

- 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)

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, check all that apply below.		
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>		

<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <hr/> <div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<div> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.