

## TERMS OF REFERENCE

(FOR Temporary Appointments)

<b>UNICEF-BCO</b>	<b>:</b>	<b>TERMS OF REFERENCE (TOR)</b>
<b>Job Title and Level: Programme Specialist (PSEA), P-3</b>		
<b>Section: Field Services</b>		
<b>Duration: 364 days</b>		
<b>Duty Station: Cox's Bazaar</b>		
<b>Reports to: Chief of Field office</b>		
<p>UNICEF has been leading and working with partners on the fight against sexual exploitation and abuse against children and beneficiaries, together with workplace discrimination, harassment, sexual harassment and abuse of authority. UNICEF is committed to continuously strengthening its efforts in this area across the organization. UNICEF has also committed to providing assistance to children victims of Sexual Abuse and Exploitation (SEA) in line with the IASC minimum operating standards for protection from sexual exploitation and abuse by UN and non-UN personnel issued in 2013. UNICEF PSEA efforts have also exerted a leverage effect on Gender-Based Violence and allowed to strengthen victims' access to assistance, including the investigation of cases by appropriate authorities.</p> <p>In 2016, UNICEF Executive Director provided 7% set aside funding, to set up systems to address SEA at the global level and across regions. In 2018, support was reiterated by UNICEF's Executive Director who was also appointed as the IASC PSEA and Sexual Harassment and Abuse Champion. Priorities – which have been endorsed by the IASC end of 2018 – focus on scaling up (i) safe and accessible reporting mechanisms; (ii) quality, survivor-centred support, and (iii) accountability for every child and adult survivor in all humanitarian responses.</p> <p>UNICEF is also committed to work in collaboration with other UN agencies in implementing the Strategy of the Secretary-General's Bulletin on special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), and in rolling out the UN Protocol on allegations of sexual exploitation and abuse involving implementing partners. Safeguard policies, as well as Accountability to Affected Populations, is at the core of UNICEF's interventions efforts, for the protection of affected and at-risk people.</p> <p>In July 2016, UNICEF issued a policy on Child Safe guarding, which re-affirmed UNICEF's long-standing commitment to promote the protection and safeguarding of all children, and to promote the universal understanding that the best interests of the child must be paramount consideration in all actions affecting children.</p> <p><b>Job organizational context:</b></p> <p>Bangladesh has made great strides in several areas for the enhancement of child rights such as health, nutrition, water, sanitation and hygiene, education, child protection and social protection. At the same time, there are areas where substantial and rapid progress is still required for Bangladesh especially in issues related to the protection of children from abuse, neglect and exploitation including child marriage, gender-based violence and trafficking. Negative gender norms in Bangladesh further increase the risk of women and girls experiencing various forms of GBV, including sexual exploitation and abuse.</p> <p>Bangladesh also hosts the world's largest population of refugees, predominantly people of the Rohingya ethnic minority from Myanmar. As of 30 September 2021, approximately 902,947 Rohingya refugees are estimated to be sheltering in Bangladesh, having fled violence and persecution in Myanmar. The Rohingya population in Cox's Bazar is highly vulnerable, many having experienced severe trauma, and are now living in extremely difficult conditions. Rape, human trafficking, and survival sex have been reported among the existing perils for women and girls.</p> <p>Given the seriousness of the concerned issues globally as well as in Bangladesh, it is necessary to have a dedicated PSEA Specialist, P3 to plan, drive and track priority actions, engage with sectors/sections in meaningful PSEA programming and strengthen the established system to pursue the PSEA and Child safeguarding as part of the</p>		

day-to-day operation of UNICEF-Cox Bazaar Field Office. This also reaffirms UNICEF Cox Bazaar's Field Office commitment to demonstrate effective and proactive actions for the PSEA and Child Safeguarding given the size of its operation and engagement in the major emergency programme as well as in its development programme.

The purpose for the job:

The UNICEF PSEA specialist, based in Cox's bazaar, will provide technical assistance to roll out PSEA and Child Safeguarding global guidelines, standards and tools and support implementation to prevent SEA in humanitarian and development settings, as well as fully operationalize Child Safeguarding policy, principles

### 1. Purpose of Assignment:

Under the direct supervision of the Chief of field office and in close coordination and with oversight by the Emergency Manager, the UNICEF Programme Specialist (Protection from Sexual Exploitation and Abuse) will provide technical assistance to roll out PSEA global guidelines, standards and tools, support implementation and conduct strategic discussions, policy dialogue and advocacy to prevent SEA in humanitarian and development settings in Cox Bazaar District.

### 2. Major duties and responsibilities:

#### 1. Management and/or advisory support to Chief of field office, emergency manager and PSEA focal points.

- Actively participate in or support Cox's Bazaar field office management team to ensure strategic inclusion of PSEA in all field specific programming.
- Coordinate with the Chief of Field Office to plan, utilize, monitor and report on the PSEA funds, or other programmatic funds with large PSEA components that are allocated to the field office.
- Provide technical leadership and oversight function on integration of PSEA components into Field Office key programmatic documents such as: FOIPs, JRP project sheets, HAC, PDs, donor proposals, donor reports, Sitreps, as well as ensure quality assurance, monitoring and reporting for results with clear reflection of the principles of child safe guarding and PSEA.
- Advise evaluation colleagues on how to effectively integrate PSEA into data collection, tracking, analysis and reporting on indicators for programme results and ensuring PSEA key performance indicators and benchmarks are included in M&E systems.

#### 2. Internal Capacity Development and Technical Support

- Provide strategic leadership and support to the UNICEF field office, PSEA Task Force, as well as mentorship and coaching support for UNICEF CXB PSEA Focal Points.
- Support PSEA specialist in Dhaka with field level inputs to update UNICEF PSEA Action Plan and provide technical and monitoring support on the implementation of the PSEA Action Plan in Cox's Bazaar.
- In collaboration with sectoral colleagues and senior management, identify the areas of focus for PSEA programming with the greatest potential for impact and scale. Priorities identified by the CXB PSEA Network as well as the BCO CXB PSEA Work Plan will serve as the basis for these actions in accordance with PSEA global guidelines.
- With the support of the PSEA Officer NOB, deliver induction and refresher PSEA trainings, Child Safeguarding training and awareness-raising sessions for UNICEF staff including contractors, consultants, and volunteers. Support hiring managers to ensure that all UNICEF staff complete the PSEA online mandatory training.
- Contribute to strengthening inter-sectoral contribution to prevention and response to SEA and enhance capacity of UNICEF PSEA Resource Persons to lead PSEA activities in their sections/Sectors.
- Provide technical support to UNICEF sections/Sectors on specific aspects for partners e.g., conducting PSEA risk assessments for current and new projects, monitoring implementation of policies and procedures, community-based complaints mechanisms, and facilitate identification of independent experts to conduct incident investigations.
- Participate in the strengthening of the quality of research and evidence building on Child safe guarding and PSEA related programming, by bringing in the latest learning and insights from the

	<p>field of PSEA and child safeguarding and development, and supporting the input of a coherent, well-prioritized research agenda.</p> <ul style="list-style-type: none"> <li>• Support the planning and implementation of the child safe guarding and PSEA reviews and make sure that the recommendations that come out of the PSEA review are integrated into the FOIP/HAC/JRP/Multi-Hazard Emergency Preparedness and Response plan.</li> </ul>
3.	<p><b>Partner Capacity Development, Institutional Development and Technical Support (including emergency contexts)</b></p> <ul style="list-style-type: none"> <li>• Deliver induction and refresher Child Safe guarding and PSEA trainings, awareness-raising sessions and other innovative capacity building for UNICEF implementing partners to ensure that all UNICEF implementing partners have a thorough overview of PSEA guidelines and policies, complete the PSEA mandatory Action Plan and develop/strengthen their PSEA policies and procedures.</li> <li>• Participate in needs assessment missions on PSEA, and in the event of an emergency, be deployed as a member of the Emergency Response Team.</li> <li>• Collaborate and coordinate with partners and UNICEF sections to ensure sensitization activities on SEA are implemented across communities and establish systems to track and monitor implementation.</li> <li>• Collaborate and coordinate with partners and UNICEF sections to ensure systematic SEA risk assessment is conducted and findings are reflected and included in programme implementation.</li> </ul>
4.	<p><b>Receiving and Responding to SEA allegations</b></p> <ul style="list-style-type: none"> <li>• Support the internal roll out and implementation of UNICEF Internal and External SOP's for sexual exploitation and abuse and sexual harassment.</li> <li>• Support and advise the chief of field office on managing, reporting (internally through the internal notification alert) and externally (to partners, donors, UN) and monitoring timely action on any reported Sexual Exploitation and Abuse (SEA) allegations (actions committed by UN staff and IP staff against communities).</li> <li>• Provide technical support to UNICEF staff and implementing partners to strengthen internal reporting procedures and their timely reporting of any SEA incidents to UNICEF.</li> <li>• In coordination with Programme managers based in Cox's Bazaar, ensure age-appropriate assistance, including psychosocial, medical, safety and legal services, are provided to survivors of SEA via established GBV and child protection referral mechanisms and UNICEF policies on SEA response. Ensure best interests of the child for SEA victims under 18.</li> <li>• In coordination with CXB Child Protection staff, monitor the quality of assistance and follow up support provided by UNICEF partners to victims/survivors of SEA.</li> <li>• Review / update the established confidential data management system on SEA cases and case management, in coordination with the Dhaka PSEA specialist and in line with guidance from RO and HQ.</li> <li>• Regularly update the SEA case database and provide statistical non-identifying information and trends on SEA cases as needed. This should only be done after consultation with the ISCG Coordinator of the Inter Agency PSEA Network and UNICEF Comms Team.</li> </ul>
5.	<p><b>Inter-agency response to SEA</b></p> <ul style="list-style-type: none"> <li>• Participate in the Inter-Agency PSEA Network coordination meetings and events.</li> <li>• Work with the inter-agency PSEA Network in taking forward actions including: development of information sharing agreement on PSEA; support a joint Inter-Agency risk assessment; review or initiate the development and implementation of Community Based Complaints Mechanisms; awareness-raising sessions, training of focal persons and staff; develop inter-agency responses to SEA and child safeguarding concerns and other actions as relevant.</li> <li>• Assist in documenting and managing reported SEA allegations in a confidential manner within the inter-agency information-sharing procedure agreed with the inter-agency PSEA Network.</li> </ul>

- Support the ISCG system in ensuring the implementation of SOPs for inter-agency referrals are functional and effective, and ensure proper implementation of joint interagency responses in relation to SEA and child safeguarding risks and concerns.
- Provide technical support and guidance to District Administration/RRRC, NGOs, UN Agencies and other country-level and local-level partners on aspects of PSEA programming and to ensure incorporation of PSEA and child safeguarding indicators and measures in programmes/projects, policy initiatives, proposals, and M&E systems.
- Support the development of adequate emergency preparedness measures, updating of contingency plans and establishment of early warning mechanisms that reflect PSEA and child safeguarding needs.
- Support the development and deployment of emergency training that incorporates PSEA/Child safe guarding/gender issues and relevant strategies.
- Support building and maintenance of strategic alliances for PSEA and child safeguarding programming with various partners, including institutional links with UN agencies and other relevant entities.
- Participate and/or actively represent UNICEF in relevant coordination bodies at the inter-agency level (PSEA coordination networks, GBV and CP sub-sectors, or other networks), participate as a member of steering committees, and provide close oversight of inter-agency joint PSEA interventions/programmes.

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

#### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

#### ii) Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- 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)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

#### **EDUCATION & OTHER SKILL:**

- An advanced university degree preferably in social sciences, gender and development studies, social work, political science, law or other relevant fields.

#### **WORK EXPERIENCE:**

- A minimum of 5 years' relevant experience working in development and emergency settings, on children's and women's rights, on violence prevention and response, in particular sexual violence and other forms of gender-based violence; and/or child protection.
- Experience in and knowledge of UN, Bangladesh and IASC policies and guidance related but not limited to PSEA, AAP, GBV and Centrality of Protection.

## LANGUAGE PROFICIENCY:

- Fluency in English (written and verbal) is required Knowledge of the local working language of the duty station is an asset.

## 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, check all that apply below.	
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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>	
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	
4. Is this a Safeguarding response role*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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>	
5. Is this an Assessed risk role*?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>*The incumbent will engage with particularly vulnerable children<sup>1</sup>; or Measures to manage other safeguarding risks are considered unlikely to be effective<sup>2</sup>.</i>	

<sup>1</sup> 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).

<sup>2</sup> i.e. the role-risk will be compounded by other residual risks.