

**Terms of Reference for Adolescent Development and Participation Specialist  
(Temporary Appointment)**

**Duty Station:** Manila

**Level:** NO-3

**Duration:** 19 months

**Funding:** SC180322 (Oct-Dec 22), SC220152 (Jan-June 23), SC140211 (July 23-April 24)

**Supervision:** Post title, level: Chief of Health and Nutrition

**Purpose:** The Specialist contributes to the achievement of concrete and sustainable results on adolescent development-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 TASKS AND RESPONSIBILITIES: (refer to GJP)**

- 1. Support program development, policy environment, and planning at the national and sub-national level for adolescent health and HIV**
  - Technical support to the development, dissemination and utilization of the national and sub-national policy and frameworks for adolescent health and development with strong linkages with other programmes impacting adolescent health and well-being, and integration into Maternal and Newborn Health and primary health care as well as nutrition, WASH, education, social policy, and protection:
    - Committee on Children for HIV and AIDS (COMCHA) strategic plan 2022-2024
    - Adolescent health playbook,
    - Teen's pregnancy bill (national) and implementation of EO141 at the sub-national level
    - Mental health and psychosocial support (MHPSS) policy/training guidelines, SBCC strategy/guideline informed by the MHPSS country reports supported by the Burnet Institute; work with other sectors in the country office for strengthening the MHPSS services for children and adolescents.,
    - Adolescent-friendly health services assessment tools and guidelines within the context of Primary Health Care (PHC) for the Philippines including the topic of Non-communicable disease and risk to children and adolescents.
    - eMTCT policy development and implementation in the UNICEF-supported provinces
    - National adolescent health peer education standards
    - Review National policies, plans and guidelines on HIV to enhance outpatient HIV treatment (OHAT) and address high new infections among young people, particularly those from key populations.
  - Working with government and partners to adapt HIV programmes to address the needs of young people, particularly young key populations in the context of increased infections by 237% from 2010 to 2020 and the low coverage of anti-retroviral treatment coverage at 42% ([report on Young Key Populations Advocacy Report "Putting Young Key Populations First: HIV and young people from key populations in the Asia and Pacific region 2022"](#)).
  - Participate and provide technical inputs to the development of the country programme cycle 9 (CPC9) through participation in the section level analysis, discussions, Adolescent

Taskforce level analysis and discussions, office-wide discussions, and inputs to the draft CPC documents.

- Using the RWP 2022-2023, develop implementation plans and modalities of the engagement approaches to ensure timely planning for the RWP implementation at the national and sub-national levels.
- Technical support and strategic guidance to existing development and emergency technical working groups and multi-sectoral coordination bodies to review national, and sectoral plans and policies for enhancement/ alignment and preparation for the development of the new development plans (Philippine Youth Development Plans, National Objectives on Health, AIDS Medium Term Plan, National 2Plan of Action for Children) and to ensure the coordination moves the agenda of ADAP and adolescent health.

## 2. Program management, monitoring and delivery of results including emergency preparedness and response

- Plan and/or collaborate with government agencies, other UN agencies such as WHO, and UNFPA to monitor the achievement of the indicators and targets under the output number 1.3 of the Survive and Thrive outcome.
- Actively engage the Department of Health (DOH), Council for Welfare of Children (CWC), National Youth Commission (NYC), and UNICEF PCA/HPD partners to conduct regular adolescent health and development-related coordination review meetings and check in and ensure that advocacy efforts lead to the accomplishment of the activities in the Rolling Workplan (RWP).
- Participate in monitoring and evaluation exercises,, programme reviews and annual reviews with the Department of Health DOH, CWC, NYC and other counterparts to assess progress and to determine required action/interventions to achieve results in adolescent health and development.
- Carry out regular analysis of the progress against RWP 2022-2023 and present the analysis in the health and nutrition sections quarterly, mid-year and end-year reviews.
- Actively monitor the progress against the indicators, targets and activities under output 1.3 through review of the reports from government partners, PCA/HPD partners, regular field visits to the UNICEF-supported provinces, BARMM region, identify bottlenecks and take timely actions to address the constraints affecting the implementation of the RWP.
- Monitor and verify the optimum/appropriate use of programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability, integrity and ensuring timely reporting and liquidation of resources.
- Participate in the cross-sectoral discussions and collaboration through the Philippines **Country Office Adolescent Task Force** and **UN Youth Theme Group** platforms to share the progress of joint programme implementation, present results of Adolescent Development and Participation (ADAP) interventions, offer the exchange of ideas and identify and document strategic opportunities to optimize result and fast track achievements.
- Keep abreast of emerging data and research and actively support data collection and utilization of age and gender-disaggregated information on **adolescent health and development, education, protection and participation** to influence evidence-based decision making, policy change and programme implementation of the government, stakeholders, academe and UN agencies.
- Support the country office emergency preparedness and response planning and monitoring including the planning and inclusion in the preparedness and response plan of the MHPPS, Adolescent health, and HIV- related priorities.

### 3. Technical and operational support to program implementation

- Integration of AH and HIV into the MNCH and PHC programming to address key AH issues including adolescent pregnancy and NCD risk factors
- Provide technical guidance and operational support to government counterparts such as DOH, CWC, NYC, NGO partners, UN system partners and country office partners/donors on effective execution and completion of the planned activities under the output 1.3 of the Survive and Thrive outcome.
- Serve as co-lead for Adolescent Taskforce (ATF) of the UNICEF Philippines Office, regular facilitation/co-facilitation of the taskforce meetings, developing the ATF plan and monitoring framework, and review of the progress against the set targets.
- Participate and effectively contribute to the weekly H&N section meetings, Programme Management Team (PMT) meetings, and H&N quarterly, mid-year and end-year reviews (internal ones).
- Plan, facilitate, monitor and review the UNICEF partnerships with NGOs, Civil Society Organizations, academic institutions, and youth-led initiatives to ensure timely implementation of the key priorities under the output 1.3 RWP.
- Provide technical support and guidance on leveraging the use of government resources for adolescent health and development through the existing financing streams available (SK funds, GAD, etc), influence the local level planning so the national level priorities are reflected in these plans.
- Facilitate and follow up on the implementation of the donor funds from KOICA, Government of Australia, joint programme on AIDS, J&J, thematic funds for adolescent and HIV
  - Prepare and update the donor proposals
  - Facilitate the donor visits and missions
  - Actively monitor the utilization of the donor resources and ensure compliance with the donor conditions.
  - Facilitate writing the donor reports and any other required documentation.
- Develop, update and monitor the supply plan, consultancy plan, institutional contracts/PCA plans and Direct Cash Transfer (DCT) under output 1.3.
  - Ensure timely recruitment of the planned SSA consultancies; regularly review the deliverables and provide technical oversight
  - Ensure timely DCT transfers, monitoring of the fund utilization and avoid over six months DCTs
  - Ensure timely procurement of supplies/equipment planned under output 1.3
  - Ensure timely development and monitoring of the PCAs/institutional contracts, and any other partnership agreements as per the RWP 2022-2023 of output 1.3.

### 4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant government counterparts such as DOH, CWC, NYC, NEDA, UN agencies such as WHO, UNFPA, UNDP, UNRC, and national and sub-national level NGO partners active in the area of adolescent health and development, civil society organizations through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on adolescent development and participation initiatives.
- Represent UNICEF in the national and sub-national level platforms such as National Adolescent and Youth Health Development (NAYHD) technical working group, DOH

Adolescent Health and Development (AHD) TWG, Joint Teams on AIDS (JTA), Health Promotion-related TWGs, CWC, NYC and DOH coordination platforms.

- Prepare communication and information materials for advocacy related to adolescent health and development, HIV including eMTCT, adolescent-friendly services, and MHPSS to promote awareness, establish partnerships/alliances at the national and sub-national level for resource mobilization and promote the enabling policy and implementation level platforms.

## 5. Innovation, knowledge management and capacity building

- Facilitate and technically monitor the adolescent and HIV part of the cohort study led by UNFPA, Integrated HIV Behavioral and Serological survey, National Youth Assessment Study, Adolescent Friendly Health Services Assessment and other evidence generation, studies, and documentation under output 1.3
- Using the results of the planned assessments and studies, support the DOH, NYC, CWC and UNICEF-supported provinces to improve the planning, implementation and monitoring of adolescent health and development with strong established linkages with health, nutrition, WASH, Social policy and education.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.

### Knowledge / Expertise / Skills Required:

#### Education

- An advanced university degree in one of the following fields is required: medical, public health, epidemiology, psychology, sociology, or another relevant technical field.

#### Work Experience

- A minimum of five years of professional experience in adolescent health and development, planning and management in adolescent development-related areas is required, or experience in managing UNICEF programmes in the area of adolescent health or adolescent development and participation.
- Experience working in a developing country is considered as an asset.
- Demonstrated ability and skills to work with the diverse government and civil society actors.
- Relevant experience in a UN system agency or organization is considered as an asset.

#### Language


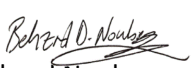

- Fluency in English and local language Filipino/ Tagalog is required.

#### Competency Profile

- Core Values (Required)  
Care, Respect, Integrity, Teamwork, Accountability (CRITA)

Core Competencies

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

Prepared by:	Certified by:	Approved by:
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