

## UNICEF HAITI – TA Terms of Reference

**Post Title: Child Protection Officer (Humanitarian Action)**

**Grade : P-2**

**Position ID: 127567**

**Section/Unit : Child Protection**

**Lieu d'affectation : Port Au Prince**

**1. Context :**

In 2023, Haiti will face a disastrous situation due to the worsening of a multifaceted crisis that has had serious repercussions on the country and its population. Armed violence, political instability, economic recession, and weak institutions have exacerbated the humanitarian situation. Armed gangs, numbering around 200, exert considerable control and influence, especially in the metropolitan area of Port-au-Prince, where they control nearly 80% of the territory. This situation has created an environment of fear, limiting freedom of movement and access to essential services, with alarming levels of sexual violence, kidnappings, and other criminal activities, posing a particular threat to children.

According to a report by the Foundation Je Klere (FJKL), the security situation in Haiti over the past two years has resulted in significant loss of life and population displacement. During this period, 2,845 people were killed, hundreds of others were injured, and approximately 171,000 people were forced to leave the country.

**2. Purpose of the job :**

Under the supervision of **the Chief Child Protection or Child Protection Specialist**, the Child Protection in Humanitarian Action (CPHA) Officer provides professional technical, operational and administrative assistance throughout the programming process for child protection programmes/projects within the Country Programme from development planning to delivery of results. H/She prepares, executes, manages, and implements a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting, with a particular focus on the child protection in humanitarian action (CPHA).

**Summary of key functions/accountabilities:**

- 1. Support to programme development and planning**
- 2. Programme management, monitoring and delivery of results**
- 3. Technical and operational support to programme implementation**
- 4. Networking and partnership building**
- 5. Innovation, knowledge management and capacity building**

**3. GRANT**

**4. Duration:** 6 months

**5. Supervisor:** Child Protection Specialist(Emergency ), P-3

## **Summary of Key Functions/Accountabilities:**

### **1. Support to programme development and planning.**

- Conduct and update the situation analysis for the development, design and management of child protection related programmes/projects. Research and report on development trends and data with regards to child protection for use in programme development, management, monitoring, evaluation and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection in humanitarian action (CPHA) and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating of results.
- Prepare required programme documentations, materials and data to facilitate the programme review and approval process.

### **2. Programme management, monitoring and delivery of results**

- Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions, related to Child Protection/CPHA programme. Keep records 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 government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

### **3. Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide CPHA technical support, whenever needed. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.

- Provide CPHA 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.

#### **4. 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 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.
- Participate in humanitarian inter-agency events and Protection Cluster/ Child Protection Area of Responsibility (CP AoR) coordination related activities, and in coordination with the AoR coordinator to ensure UNICEF visibility and contributions, as cluster lead agency (CLA) for the CP AoR.
- 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.

#### **5. 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 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 in CPAH and other Child Protection and child rights thematics.

**Qualifications**

**a) 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.

**b) Experience**

- A minimum of two years of relevant professional work experience in social development planning and management in child protection related areas is required
- Experience working in a developing country is required.
- Background/familiarity with emergency is required.
- Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.

**c) Language Requirements**

- Fluency in French and good working knowledge of English is required. Knowledge of local language is an asset.

**d) Core Values**

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


**e) Core 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)

Nom : Bilal Sougou  
Title : Chief Child Protection

Signature  Date : 09/10/2024

Nom : Geetanjali Narayan  
Title : Representative

  
Signature Date : Oct 9, 2024