

# TERMS OF REFERENCE

(FOR Temporary Appointments)



<b>UNICEF Cox's Bazar TERMS OF REFERENCE (TOR)</b>	
<b>Job Title and Level: Programme (Budget) Officer, P2</b>	
<b>Section: Cox's Bazar - Planning, Monitoring &amp; Reporting</b>	
<b>Duration: 364 days</b>	
<b>Duty Station: Cox's Bazar</b>	
<b>Reports to: Planning Specialist, P3, Cox's Bazar</b>	
<b>1. Purpose of Assignment:</b>	
<p>Under guidance of the Planning Specialist, Cox's Bazar, the incumbent Programme (Budget) Officer will contribute to programme budget planning and monitoring, evaluation of programme/project activities, ensure funds utilization is in-line with donor approval, monitor effective grants management, carry out financial data analysis and ensure timely submission of expenditures. The Programme (Budget) Officer also provides professional financial and operational assistance throughout the programming process by supporting a variety of technical tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and Procedures.</p>	
<b>2. Major duties and responsibilities:</b>	
Budget Planning and Management	<ul style="list-style-type: none"><li>• Provide support and advice to programme sections on issues related to funding status, budget implementation and management, and related policies and procedures.</li><li>• Liaise with the Field Office management and programme sections on incoming funds, grants' extensions and adjustments as well as reallocations, monitoring conditionality and deviation, as well as conduct variance financial analysis of grants utilization to maximize the efficiency of the office's funds utilization.</li><li>• Collect and analyze budget and financial data for programme planning, management, monitoring and evaluation purposes. Establish monitoring mechanisms and ensure accurate and timely monitoring of financial utilization (i.e. on low funds utilization and recommended budget reallocations) and programme implementation of all grants.</li><li>• Conduct regular review and reconciliation of grants and carry out end of year adjustment and closure of accounts as required. Ensure compliance with closure of grants, including final financial reporting, external audit and updating UNICEF financial accounts, in collaboration with Finance staff.</li><li>• Support and review the financial aspects of the project sheets for the Joint Response Plan (JRP) and preparation of the Humanitarian Action for Children (HAC) appeal, as required, in collaboration with section leads and programme staff.</li><li>• Provide technical support to ensure that the Field Office Implementation Plan is aligned to the objectives of the CPD, JRP and HAC with focus on funding. Support the subsequent activity creation in VISION.</li></ul>
Partnerships & Reporting (Budgets and financials)	<ul style="list-style-type: none"><li>• Support effective resource mobilization and partnerships for the Field Office by coordinating and providing timely required information and reports with a focus on budget and financial elements.</li><li>• Support development and refinement of budgets and preparation of funding proposals, ensuring harmony with donor conditions as well as office needs and requirements.</li><li>• Facilitate partnerships and collaboration with external and internal counterparts in</li></ul>

	<p>order to improve exchange of data on programme implementation, particularly budget and financial elements.</p> <ul style="list-style-type: none"> <li>• Provide oversight on key grants, monitoring donor budget vs. actual expenditures and ensure that expenditures meet donor requirements and conditionalities.</li> <li>• Review salary allocations to ensure that they are in alignment with grant conditions.</li> <li>• Support programme sections in drafting relevant sections of financial reports required for donors, management, annual reports, etc. Ensure responsibility for the accuracy of financial data and information.</li> <li>• Provide quality assurance of all financial and budget related inputs given in the report before final submission to the donor.</li> </ul>
Harmonized Approach to Cash Transfer (HACT)	<ul style="list-style-type: none"> <li>• Contribute to the development and monitoring of implementation of BCO/Cox's Bazar Field Office HACT related SOPs and internal procedures.</li> <li>• Provide quality assurance and technical support to programme sections in the finalization of Funding Authorization and Certificate of Expenditure (FACE) forms.</li> <li>• Support programme sections during the roll out of financial assurance activities including spot checks, audits and special audits as required.</li> <li>• Prepare information on sections' shared implementing partners to facilitate joint planning and execution of micro assessments and audits in line with the UNICEF HACT procedures.</li> <li>• Support the preparation of HACT implementation status reports/updates through collation of implementation information from inSight, eTools and relevant colleagues; ensure escalation of issues identified through assurance activities.</li> <li>• Provide support and backstopping to the HACT Officer on a variety of technical and administrative tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF HACT Procedures.</li> </ul>
Capacity Building (Budget Management/ HACT)	<ul style="list-style-type: none"> <li>• Identify, synthesize and share lessons learned and best practices on budget/grants management and HACT implementation for integration into broader knowledge development planning and management efforts.</li> <li>• Contribute to design and implementation of capacity development strategy/initiatives for Field Office staff on the use of internal corporate tools such as VISION and inSight for effective budget management and financial reporting.</li> <li>• Contribute to design and implementation of capacity development strategy/initiatives for Field Office staff and implementing partners to ensure they have the knowledge and skills to fulfill their responsibilities under HACT, including supporting the HACT Trainings for staff and partners and roll out of eZHACT 2.0.</li> <li>• Provide technical assistance to Field Office staff to increase capacity and understanding of UNICEF financial system and reporting requirements.</li> </ul>

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

**EDUCATION & OTHER SKILL:** University degree in accounting, budgeting, business administration, financial management, audit procedures and or other social sciences.

**WORK EXPERIENCE:** A minimum of 2 years of relevant professional experience in programme/project development and management or financial planning, management and oversight or related field at the international and/or in a developing country is required.

Relevant experience in programme/project financial monitoring and evaluation in a UN system agency or organization is an asset.

Background/familiarity with and exposure to emergency programming is preferred.

**LANGUAGE PROFICIENCY:** Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**COMPETENCIES/SKILLS: UNICEF foundational/functional competencies**

**Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Competencies**

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

# 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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*</p> <p>If yes, check all that apply below.</p>	<p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>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.</p> <p><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>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<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>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<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>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><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></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>

<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.