



SPECIFIC JOB PROFILE

I. Post Information

JOB TITLE: AAP Programme Specialist, LEB23017
SUPERVISOR Title/Level: Deputy Representative P5, 48152
COUNTRY: Lebanon
DUTY STATION: Beirut, w/ frequent field missions outside Beirut
OFFICE: Lebanon Country Office

CATEGORY: IP
PROPOSED LEVEL: P3

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context :

UNICEF aims to put affected children, adolescents and their families at the centre of its work, as reflected in the Core Commitments for Children and a number of global commitments. This requires all UNICEF programmes, systems and procedures to systematically include participation of and accountability to affected populations (AAP) across all elements of the response, including through feedback mechanisms that ensure that the views and preferences from affected boys, girls, men and women inform decision-making, and that UNICEF staff and partners understand, respect and systematically take their views into account.

Purpose for the job:

Under the direct supervision of the Representative/Deputy Representative and in collaboration with Chiefs of UNICEF Sections, the Accountability to Affected Populations/Community Engagement (AAP/CE) Specialist is responsible for providing technical and operational support in the management, coordination and implementation of Accountability to Affected Populations (AAP) interventions, ensuring views, preferences and priorities of affected populations are

incorporated into all stages of the CountryOffice programme cycle and effectively inform the humanitarian response plans.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Coordinating the design and implementation of strategies and action plans to scale up Accountability to Affected Populations (AAP) and Community Engagement (CE) interventions and processes in the Country Programme
2. Supporting advocacy, networking and capacity building for improved understanding of and adoption of AAP principles and approaches
3. Representing and coordinating collective AAP approaches and initiatives in the humanitarian response
4. Strengthening AAP evidence generation, innovation and knowledge management.

1. Coordinate the design and implementation of strategies and action plans to scale up AAP and CE interventions and processes in the Country Programme

- Facilitate the development of a Country Office strategy and plans of action for scaling up AAP that has clear deliverables, indicators and time frames to enable timely marked improvement in AAP/CCE performance, with a focus on closing the loop (by taking action and providing feedback to the community about how their views and inputs were addressed), based on operational modalities, community preferences and global best practice.
- Coordinate integration of AAP in Country Office annual work plans and processes, ensuring that each programme (and operation) section have specific AAP outputs, activity and budgets for effective implementation.
- Ensure strategies and action plans provide particular strategic emphasis on vulnerable groups – including adolescent girls, children living with disabilities, minority groups etc.
- Convene an internal cross-sector group of focal points to share AAP/CCE experiences, develop and use common tools and approaches, and agree internal referral pathways for feedback management and resolution
- Ensure feedback, concerns and priorities from affected populations are consistently and systematically well highlighted during internal meetings and planning processes, especially but not limited to AMPs, CMT/PMTs, MYR/EYR.
- Facilitate development and use of harmonized tools and standards for staff and third-party monitoring and reporting of AAP/CCE activities, in accordance with agreed work plans and ensuring corrective actions are taken as required
- Monitor the use of resources as planned and verify compliance with organizational guidelines, rules and regulations and standards of ethics and transparency
- Identify additional resources (human, financial, technical, etc.) needed to implement the AAP/CCE strategy and explore options to mobilise these.

2. Advocacy, networking and capacity building for AAP

- Evaluate capacity building needs in AAP and facilitate training, monitoring and reporting efforts at national and subnational levels
- Design and implement a capacity building strategy to build the knowledge of, and commitment to AAP/CCE approaches for UNICEF and partner staff
- Develop context-specific capacity building materials by contextualizing global and national tools

- Identify opportunities to integrate AAP/CCE into existing training and tailor content to specific audiences
- Collaborate with internal, national, regional and global partners to update, harmonize, link and coordinate activities, tools and processes designed to enhance communication and community engagement in humanitarian response, including use of communication platforms.
- Maintain and strengthen partnerships and stakeholder engagement through networking and proactive collaboration and engagement with strategic partners, including NGOs, local authorities, community and religious leaders and relevant stakeholders, to promote AAP
- Regularly monitor changes and emerging trends, including public perceptions that could impact access and acceptance of UNICEF and the programmes it supports, and recommend appropriate response measures
- Provide advice and guidance to UNICEF partners on AAP/CCE issues and approaches.

3. Represent and coordinate collective AAP approaches and initiatives in the humanitarian response

- Serve as the primary focal point within the Country Office on AAP/CCE and regularly update on current AAP/CE practices within the Country programme cycle
- Represent UNICEF at inter-agency Working Groups, clusters and other relevant groups or networks, formulating and articulating CCE/AAP plans and outcomes and disseminating key results, good practices and lessons learnt.

4. Evidence generation, innovation and knowledge management

- In the absence of relevant secondary data, conduct a community engagement and accountability needs assessment to understand community information needs, communications preferences, community dynamics, social norms, cultural beliefs and other anthropological factors that could impact programmes – particularly for the most vulnerable (including those children with disabilities, adolescent girls etc.)
- Ensure systematic collection and data analysis of feedback from affected populations through integration of AAP questions in cluster assessments, surveys and other data collection tools and activities, and their inclusion in IMEP
- Manage the conduct, analysis and dissemination of results of community perception surveys (perception of UNICEF and quality supported programmes), especially in the context of a humanitarian response
- Support the establishment and management of internal AAP/CCE information management functions through a common system to share, aggregate and analyse feedback to identify trends, priority issues and track actions based on feedback from affected populations
- Facilitate the implementation and documentation of innovative practices, approaches and latest technology on media and digital platforms and networks that are appropriate/available for the humanitarian context and audience (e.g. U-Report)
- Institutionalize and share best practices and knowledge products with global/local partners and stakeholders to build capacity of partners, and disseminate these products to key audiences including donors and national and global partners.

IV. Impact of Results

The strategic and effective design and implementation of AAP/CE interventions that put affected people at the centre of our work directly impacts on the ability of UNICEF and partners to reduce

vulnerabilities, improve resilience and strengthen social cohesion in a way that upholds the rights, dignity and well-being of people and their communities, and ensures programmes not only meet quality standards but are designed in the best interest of affected populations. This in turn contributes to enhancing the ability of UNICEF to fulfil its mission to achieve sustainable, locally owned and concrete results in improving the survival, development and wellbeing of children in the country.

V. Competencies and level of proficiency required

<p>Core Values</p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • 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) 	<p><u>Functional competencies skills</u></p> <ul style="list-style-type: none"> • Formulating strategies/concepts • Relating and networking • Persuading and influencing • Applying technical expertise • Entrepreneurial thinking
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VI. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> • Advanced University Degree in social and behavioural science, sociology, anthropology, psychology, education, communication, public relations or other related field is required.
<p>Experience:</p>	<ul style="list-style-type: none"> • 5 years' experience in the humanitarian sector with significant field experience working on AAP/CCE interventions in technical and/or leadership role. Demonstrated experience in developing and implementing evidence-based community engagement strategies in humanitarian contexts. • Experience in designing and facilitating participatory sensitization and capacity building sessions at different levels with diverse, multicultural teams • Ability to work collaboratively as part of a team in a challenging and highly fluid environment, flexibility and

	<p>ability to handle constant change</p> <ul style="list-style-type: none">• Proven ability to live and work in challenging physical conditions is an asset• Relevant experience in related areas in a UN agency or international organization is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required, knowledge of another UN language is an asset