**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-BCO : TERMS OF REFERENCE (TOR)** | | |
| **Job Title and Level: Reporting officer, P-2** | | |
| **Section: Resource Mobilization and Partnerships Unit** | | |
| **Duration: 6 months** | | |
| **Duty Station: Dhaka** | | |
| **Reports to: Donor Relations Specialist (P3)** | | |
| 1. **Purpose of Assignment:**   Under the general guidance and super\ision of Donor Relations Specialist (P3), the Reports officer (P2) is responsible for support to overall resource mobilization activities and leading on ensuring quality donor contract management and reporting, in close coordination with the programme teams. This includes: coordination of fundraising efforts; lead in coordinating and ensuring quality and timely submission of donor reports for the Country Programme, and provide support in reviewing and editing donor proposals and reports; development and maintenance of information systems, including tracking of the funding pipeline, trends and gaps. This role also ensures the timely preparation and dissemination of briefing documents and reports in support of the UNICEF mission in the country. | | |
| 1. **Major duties and responsibilities:**   Under guidance of the Donor Relations Specialist, Dhaka, and in close collaboration with the Resource Mobilization manager and Resource Mobilization and Partnership Unit, the incumbent will be responsible for supporting the development and quality assurance of donor submissions (including concept notes, proposals, updates and reports).     1. Update and maintain information on all donor and programme reporting requirements and templates. Provide section chiefs and field offices with regular updates on these requirements and follow-up as required to ensure the timely inputs, clearance and submissions of proposals and reports to donors. Upload final versions of donor reports to the grants Sharepoint. 2. Work with relevant sections and field offices in the preparation of high quality concept notes, funding proposals and donor reports by standardizing formats, contents and ensuring adherence to donor requirements. Provide quality assurance of proposals and reports. This includes gathering of information, consolidation, editing, layout and branding of all required proposals and reports which include ad hoc proposals, donor interim and final reports and specific thematic reports. Ensure donor reporting and proposal SOP are followed. Ensure the templates, donor conditions and final version of concept notes and reports are properly saved in the donor sharepoint folder and esasily accesible to programme colleagues. 3. In close collaboration with the External Communications section, ensure that the necessary visibility requirements are communicated to the sections and collected timely for reporting and other such purposes. Ensure inclusion of human interest material in donor proposals and reports. 4. Support sections on the submission of grant extensions and programme changes requests to donors. Ensure the revised plans, PBA and related informations is saved on the grant Sharepoint folder. 5. In close collaboration with the Budget Unit, monitor funds utilization, grant expiry, etc, and ensure programmes are implementing in alignment with donor conditions. 6. Mainitaing up to date the donor pipeline tracking sheet (funding pipeline, trends and gaps) and donor report tracking sheet, in collaboration with the Senior Programme Associate. 7. Conduct research and maintain up-to-date information on donors for UNICEF BCO’s advocacy and resource mobilization information and use. Update and prepare briefing notes and presentations for the donor meetings and field visits as required. 8. Coordinate donor engagements - meetings and technical calls - under the direction of the Partnerships Unit 9. Provide training and technical assistance, as required, to staff and partners to improve the overall quality and consistency concept notes, proposals and reports. 10. Perform other related duties as assigned by the supervisor to ensure the success of the team, including support with other types of reports. | | |
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| 1. **QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**   University Degree in Social Science, Public Relations, International Affairs or any other related field  **EDUCATION & OTHER SKILL:**    **WORK EXPERIENCE:**  • At least 2 years relevant work experience with the above field.  • Work experience in reporting and/or writing/editing, preferably related to resource mobilization.  • Demonstrated experience in coordination and strong writing skills.  • Proficient in use of MS Word, Publisher, Excel and other related software packages.  • Exposure to emergency programming preferred.  **LANGUAGE PROFICIENCY:**  Fluency in written and verbal English is required. Knowledge of the local working language of the duty station is an asset | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | |
| **Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability | | **Competencies**   * Demonstrates Self Awareness and Ethical Awareness (I) * Works Collaboratively with others (I) * Builds and Maintains Partnerships (I) * Innovates and Embraces Change (I) * Thinks and Acts Strategically (I) * Drives to achieve impactful results (I) * Manages ambiguity and complexity (I) |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “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”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*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* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

End.

1. 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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)