

## TA Requisition/TOR Form

(FOR Temporary Appointments)

### UNICEF-Cameroon : TERMS OF REFERENCE (TOR)

**Job Title and Level:**

**EDUCATION SPECIALIST - P3**

**Section: EDUCATION**

**Duration: 15 April 2022 to 14 April 2023** with the possibility of extension subject to the availability of funds.

**Duty Station:** Buea, South West CAMEROON

**1. Purpose of Assignment & Justification:**

Under the supervision of the Chief of Field Office (Buea), and in close collaboration with the Field Operations and Education Sections, the Education Specialist will lead the planning, implementation, and monitoring of the Education Program, including the humanitarian response, in the South West and North-West regions (Anglophone crisis).

**2. Indicative assignment dates:**

**15 April 2022 to 14 April 2023**

**3. Supervisor:** Chief of Field Office (Buea)

**4. Major duties and responsibilities: Fill in here key responsibilities**

The Education Specialist will lead the planning, implementation and monitoring of the education programme and the education in emergency response related to the North-West and South-West crisis.

Based on UNICEF's Strategic Plan, the Core Commitments for Children (CCCs) in emergencies, and the INEE Minimum Standards for education in emergencies, the Education Specialist will carry out the following functions:

**Percentage**

Percentage	Strategic advice and program management
40 %	<ul style="list-style-type: none"> <li>• Provide technical support to plan, and conduct EiE assessments in the South-West, North-West (SW/NW) and Western (Littoral and Ouest) IDP hosting regions, including in synergy with other sectors.</li> <li>• Propose strategic and operational guidance to the Field Operations and Education Departments to enhance the UNICEF emergency response in education in the (SW/NW) and Western regions, including through the action of other sectors;</li> <li>• Identify key emerging humanitarian issues, needs and risks;</li> <li>• Monitor and provide technical assistance for the Back to School in SW/NW/Western regions, particularly aspects related to COVID-19 prevention, risk prevention, and quality education (formal education).</li> <li>• Provide technical assistance to the Radio Education program and Accelerated Education planning and other alternative platforms for educating children affected by the Anglophone crisis (non formal learning)</li> <li>• Monitor the EiE response, keep track of key indicators (e.g. Humanitarian Performance Monitoring – HPM indicators) and provide timely and accurate</li> </ul>

	<p>information to the Field Operations and Education Departments;</p> <ul style="list-style-type: none"> <li>Assure correct financial utilization in partnership with NGOs</li> <li>Support monitoring of affected populations in the Littoral and West regions;</li> <li>Actively contribute to the writing of Education funding concept notes and proposals.</li> </ul> <p><b>→Partnership</b></p> <ul style="list-style-type: none"> <li>Ensure that Partnership Cooperation Agreements (PCAs) are developed, reviewed, finalized and followed up (including budget and expenditure monitoring);</li> <li>Provide technical support to UNICEF implementing partners, including NGOs and Community Based Organizations (CBOs) in developing and implementing the EiE response;</li> <li>Monitor partnerships, implementation and reporting in accordance to objectives and deliverables set out in the PCAs;</li> <li>Follow up other partnerships as appropriate</li> </ul>
30%	<p><b>→Coordination (internal and external coordination)</b></p> <ul style="list-style-type: none"> <li>Participate in UNICEF technical coordination meetings at the centralized (Yaoundé, when applicable) and decentralized levels (as applicable);</li> <li>Ensure that key information (e.g. strategic and emerging issues, needs) is shared on a timely and concise manners with the Field Operations and Education Departments, as well as with all other relevant departments (e.g. Protection, Health and WASH departments);</li> <li>Participate and represent UNICEF in the decentralized coordination Education fora (e.g. governmental fora, EiE working group meetings, OCHA meetings as applicable);</li> <li>In accordance with humanitarian principles and UNICEF’s mandate, ensure that UNICEF Education programs and positions are progressively understood and accepted by parties to the conflict and communities, working with Field Operations colleagues to develop acceptance strategies.</li> <li>Act as OIC of the Education Cluster Coordinator</li> </ul>
%30	<p><b>→Field support (support implementation of strategies, reporting)</b></p> <ul style="list-style-type: none"> <li>Work with the UNICEF Education Section, Field Operations, Education Cluster Coordinator, UN and NGO partners to develop, implement and monitor advocacy and engagement strategies in relation to protecting education from attack;</li> <li>Support the Field Office in fulfilling UNICEF’s responsibilities and mandates in relation to leading efforts to resolve obstacles to education</li> <li>Carry out other relevant duties that may be assigned by the Education and Field Operations Departments generally and in response to unforeseen emergencies;</li> <li>Provide weekly and monthly situation reports on the humanitarian response activities.</li> <li>The Education Specialist is expected to support capacity building/representational/oversight missions.</li> </ul>

**6. Qualifications or specialized knowledge/experience/competencies required for the assignment:**

- a) **EDUCATION**
- b) Advanced University degree in Education or related subject areas such as Social Work, Psychology, Law, Sociology, Child development, Project management and/or relevant field experience;

**c) WORK EXPERIENCE**

A minimum of 5 years of experience with UNICEF and/or other relevant actors and programming in Education in Emergencies.

**d) LANGUAGES**

Fluency in English (oral and written), knowledge of French is an asset.

**e) COMPETENCIES**

**The UNICEF competencies required for this post are...**

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)

Drives to achieve impactful results (1)

Manages ambiguity and complexity (1) are required.

**e) TECHNICAL KNOWLEDGE**

Knowledge of UNICEF's Core Commitments for Children (CCC) in humanitarian action, key international standards such as the INEE, as well as the humanitarian cluster approach.

**7. Submitted by :**

**Name and Title:** Sharmila Pillai, Chief Education

**Date: Signature:** \_\_\_\_\_

**Name and Title:** Muhammad Idrees Khan, chief of Field Office - Buea

**Date: Signature:** \_\_\_\_\_

**Reviewed by:** Victoria Martinez, Chief of Field Operations \_\_\_\_\_

**Authorized by:** Juliette Haenni, Deputy Representative (OIC) \_\_\_\_\_

**8. Review & Endorsement:**

**1) Reviewed by Human Resources:**

**Mirabelle De Souza**

**Signature and Date:** \_\_\_\_\_

**9. Approved by: Representative:**

**Nadine Perrault**

**Signature and Date:** \_\_\_\_\_