TERMS OF REFERENCE
(FOR Temporary Appointments)

UNICEF-BCO: TERMS OF REFERENCE (TOR)
Job Title and Level: Program Specialist -HACT (P3)
Section: Planning, Monitoring and Reporting
Duration: 9 months
Duty Station: Dhaka
Reports to: Chief Planning, Monitoring and Reporting

Purpose of Assignment:

The Programme Specialist (HACT) reports to the Chief, Planning, Monitoring and Reporting. The Programme Specialist (HACT) provides technical and administrative support throughout the programming process by preparing, managing and/or executing a variety of technical and administrative tasks to facilitate the effective implementation of HACT in line with the UNICEF HACT Policy and UNICEF HACT procedure. The Programme Specialist (HACT) is also responsible for providing technical oversight and administrative support to ensure quality, effective and efficient management of implementing partnerships in the country office in line with respective operational policies, procedures and mainstreaming of risk-based implementing partnership management at the CO level.

Major duties and responsibilities:

1	**Support to HACT and implementing partnerships Management:** Provide technical and administrative support in the implementation of HACT in line with the HACT policy and procedure and other relevant organizational policies, procedures, and guidelines. This includes coordinating the preparation of CO annual assessments and assurance plan, facilitating its execution, and coordinating with other adopting agencies as appropriate: **Duties & Tasks:** • Support micro assessment and HACT assurance planning and monitoring processes, including documenting, and updating the micro assessment and HACT assurance plans and liaising with adopting agencies for micro assessment of shared implementing partners. • Serve as the reference person on HACT Implementation in the office including technical recommendations on all issues related to HACT as well as facilitating the execution of HACT activities undertaken by external service providers. • Support the spot check process in the office, providing technical support to internal staff and external firms during the spot check process. • Contribute to the development and monitoring of implementation of CO HACT related SOPs and Internal procedures, including for escalation of issues identified through assurance activities. • Provide technical support in drafting terms of references for special audits and follow up on findings. • Adapts HACT tools for the office, such as templates, according to the common criteria established in UNICEF policies and procedures. • Provide technical oversight to support country office in the formalization of implementing partnerships with government and civil society organizations in line with relevant policies and procedures

2	**Quality assurance and reporting:**
	Contribute to the design and implementation of quality assurance strategies/processes to ensure that HACT assessments and assurance activities are undertaken in accordance with corporate terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed.
	Duties & Tasks:
	• Support risk management exercises that identify risks for oversight of resources transferred to partners in accordance with HACT, as well as other programme oversight mechanisms established in the country.
	• Review spot check reports and assign action points to staff members in eTools as well as review the quality of PMVs on quarterly basis
	• Using appropriate corporate tools and systems including insight, eTools, UNPP and eZHACT to generate reports of management meetings, report the status of implementation and identify high risk areas requiring special attention and support from the management and regional office.
	• Establish and support central repository of HACT decisions, documentation, and reports to provide timely and up to date information.
	• Support the recording and updating of risk ratings of implementing partners in SAP.
	Contribute to the design and implement quality assurance strategies/processes for implementation of CSO procedure. This includes processes to ensure that implementing partners are selected and assessed in accordance with CSO procedure and that all documentation is in line with corporate standard as stipulated in the country office policies and procedures.
3	**Networking and inter-agency partnership:**
	Duties & Tasks:
	• Provide technical information and operation support to implement partners, UN System partners and other stakeholders in the CO on the implementation of HACT to reinforce UN/CO Harmonization and Coordination.
	• Build and sustain effective close working partnership with government counterparts and national stakeholders through active sharing of HACT information and knowledge to facilitate/build their capacity.
	• Participate in appropriate inter-agency meetings/events to facilitate and promote sharing of information, knowledge, experiences, and best practices.
	• Interact regularly with other country offices and the regional office on HACT related issues and initiate improvement plans for identified gaps.
4	**Innovation, Knowledge Management and Capacity Building**
	Duties & Tasks:
	• Identify, synthesize, and share lessons learned and best practices from HACT and its Implementation for integration into broader knowledge development planning and management efforts.
	• Design and implement capacity building strategy/initiatives for CO staff to ensure they are knowledgeable and comply with HACT and CSO procedures and other relevant corporate polices, procedures and guidance that impact on HACT and implementing partnership management.
	• Design and implement capacity building initiatives for staff of implementing partners to ensure they are knowledgeable on all aspects of partnering with UNICEF particularly on HACT and CSO Procedures.
	• Participate in country office ERM exercises to ensure that risks for implementing partnership management are identified and mitigation measures are put in place.

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

EDUCATION & OTHER SKILL: An advance university degree in one of the following fields is required: Business Administration, Economics, Auditing and Development studies. Professional Accountancy degree CPA, ACCA, CA, CIA are desirable in addition to advance university degree.

WORK EXPERIENCE: A minimum of 5 years of professional experience in one or more of the following areas is required: Programme Development/Management, Auditing, Accounting and Finance. Experience working in a developing country is considered as an asset, relevant experience in a UN system agency or organization is considered as an asset.

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

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values	Competencies
- Care - Respect - Integrity - Trust - Accountability	- Nurtures, Leads and Manages People (1) - Demonstrates Self Awareness and Ethical Awareness (2) - Works Collaboratively with others (2) - Builds and Maintains Partnerships (2) - Innovates and Embraces Change (2) - Thinks and Acts Strategically (2) - Drive to achieve impactful results (2) - Manages ambiguity and complexity (2)

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.

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?	☐ Yes	☒ No
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. *"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

3a. Is this a Child data role? *:	☐ Yes	☒ No
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) * *"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
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]; or Measures to manage other safeguarding risks are considered unlikely to be effective[2].*	☐ Yes	☒ No

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[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).

[2] i.e. the role-risk will be compounded by other residual risks.