

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-Cox's Bazar: TERMS OF REFERENCE (TOR)

Job Title and Level: Reports Specialist (P3)

Section: Emergency Coordination

Duration: 364 days

Duty Station: Cox's Bazar, Bangladesh

Reports to: Emergency Manager, Cox's Bazar P4

1. Purpose of Assignment:

Under guidance of the Emergency Manager, Cox's Bazar, the incumbent will be responsible for supporting the development (writing/editing) and quality assurance of donor submissions (including concept notes, proposals, updates, and reports) for Rohingya response. The incumbent will also be responsible for monitoring the schedule of reports, ensuring timely and quality submission as well as for coordination of funding proposals. More specifically, the incumbent will support the Emergency Coordination Unit, through direct collaboration with Programme sections and Planning, Monitoring and Reporting (PMR) unit, in systematic monitoring and reporting for results. The Reports Specialist will be responsible for monitoring the schedule of reports and proposals, ensuring timely and quality submission. The Reports Specialist will also contribute to the overall office management of external relations and partnerships.

2. Major duties and responsibilities:

Donor engagement and relationship management	<ul style="list-style-type: none">• Participate in Country Office networking efforts in developing and maintaining effective working relationships with representatives from donors, fund managers, UN agencies, NGOs and Government at Cox's Bazar level.• Collaborate with Cox's Bazar programme teams to ensure coherent relations with donors, and to support overall management of donor relationships together with the Dhaka-based Resource Mobilization and Partnership Unit (RMPU)• In close collaboration with the RMPU, Emergency Manager and Programme Team Leads enhance positive relationships with donor groups through ensuring timely and accurate reporting and monitoring of donor interests and information needs. This includes gathering of information, consolidation, editing and production of all required reports.
Donor submissions and effective contract management	<ul style="list-style-type: none">• In collaboration with programme teams, coordinate and support the timely delivery of quality results-based donor proposals, reports, grant extensions and related submissions for the response in Cox's Bazar, in line with overall agreed quality standards and relevant external donor requirements.• Prepare and disseminate donor reporting and proposal templates. Compile, proactively follow up on inputs from relevant sections and work closely with Budget Officer, Programme, Monitoring and Reporting (PMR) to ensure correct financial reporting.• Build systems to promote compliance with terms of specified grants and agreements and facilitate programme staff's familiarization with contribution SOPs and processes.
Resource mobilization information and knowledge	<ul style="list-style-type: none">• Support implementation of the Resource Mobilization and Partnerships Strategy by participating in proposal preparation and follow-up, as well as compilation of information, editing and layout.

management systems	<ul style="list-style-type: none"> • Lead the development, maintenance, and update of knowledge management systems, including documenting donor briefings and PowerPoints on Cox's Bazar SharePoint, to support effective and future engagements with donors. • Contribute to RMPU knowledge management by updating information relating to fundraising, donor relations, partnership management, donor contract management requirements and tracking and monitoring of the donor reports schedule. • Update and maintain information on all donor and programme proposals and reporting requirements. Ensure Team Leads are updated on these requirements and follow up as required.
Communications	<ul style="list-style-type: none"> • In collaboration with Communications and programme teams, develop and regularly update materials (e.g. monthly updates, briefs, statistics, and multi-purpose products) in support of resource mobilization activities and relationship management efforts. Ensure timely and regular dissemination. • Ensure the timely preparation and dissemination of planned and ad-hoc reports, as well as briefing documents for both internal and external stakeholders relating to programme activities. • Participate in discussions related to results monitoring and reporting during donor and other high-level missions to the field, in collaboration with RMPU, Communications, programme teams and Field Services.
Capacity building	<ul style="list-style-type: none"> • Ensure the capacity building of programme and operations staff in Cox's Bazar to understand donor requirements and deliver effective, results-based donor proposals, reports and submissions. • Organize regular meetings with Programme and operation team leads, Budget Officer and Programme Associates to ensure awareness of reporting requirements, SOPs, and processes and provide timely guidance when required. • Support and coordinate regular trainings staff and implementing partners on Rights Results-Based Management and reporting for results and ensure follow up for affective adaptation and application.

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

EDUCATION & OTHER SKILL: An advanced university degree (Master's Degree or equivalent) in Social Science, Public Relations, Communications, Business Communication, International Affairs or any other related field.

WORK EXPERIENCE: A minimum of 5 years of relevant work experience within the above field.

- Demonstrated experience in reporting and/or writing/editing, preferably related to resource mobilization or donor reporting.
- Demonstrated experience in coordination and strong writing skills.
- Demonstrated experience working with major bilateral and multilateral donors, such as the European Union, World Bank, KfW, FCDO, USAID, etc.
- 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

<p>Values</p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust 	<p>Competencies</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)
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<ul style="list-style-type: none"> ▪ Accountability 	<ul style="list-style-type: none"> ▪ Thinks and Acts Strategically (1) ▪ Drive to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)
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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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>2a. Is this a Direct* contact role?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>3a. Is this a Child data role? *:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>5. Is this an Assessed risk role*?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No