

## TA Requisition/TOR Form

(FOR Temporary Appointments)

<p><b>UNICEF-Cameroon: TERMS OF REFERENCE (TOR)</b></p>
<p><b>Job Title and Level:</b></p> <p><b>EDUCATION Officer – NO2</b></p>
<p><b>Section: EDUCATION</b></p>
<p><b>Duration: 364 days from October 2024</b> with the possibility of extension subject to the availability of funds.</p>
<p><b>Duty Station:</b> Buea, South West CAMEROON</p>
<p><b>1. Purpose of Assignment &amp; Justification:</b></p> <p>Under the supervision of the Education Specialist (Buea), and in close collaboration with the Education Section, the Education Officer will contribute to the planning, implementation, and monitoring of the education programme and the education in emergency response related to the North-West, South-West, Littoral and West regions.</p>
<p><b>2. Indicative assignment dates:</b></p> <p><b>October 2024- October 2025</b></p>
<p><b>3. Supervisor:</b> Education Officer (Buea)</p>
<p><b>Main Responsibilities and Tasks:</b></p> <p><b>Support to program development planning</b></p> <ul style="list-style-type: none"> <li>Contribute to the preparation and updating of a monthly situation analysis and trends on the formal education system in North-West and Southwest regions.</li> <li>Collect and analyze data concerning enrollment, attendance, and perception of safety (Protective Learning Environment Study) in formal education, including recording IDP presence in operational schools.</li> <li>Collect information on the risks affecting students, and teachers attending operational schools in North-West and southwest regions, including through the analysis of risk analysis conducted by school communities (umbrella approach).</li> <li>Collect information on the situation of IDP and other out-of-school children</li> <li>Advise the Education Specialist on humanitarian programming, and on the support to formal education.</li> <li>Contribute to the development of plans of action to reach the in-school and other most vulnerable populations with Education in emergency services.</li> <li>Contribute to the development and establishment of sectorial programme goals, objectives and strategies, and results-based planning.</li> </ul> <p><b>Programme management, monitoring, and delivery of results</b></p> <ul style="list-style-type: none"> <li>Initiate, monitor, and report on partnerships, (PCAs, HPDs, and SSFA), develop and update quarterly disbursement plans of funds for implementing partners in conformity with HACT procedures; conduct programmatic visits and support spot checks.</li> <li>Initiate and manage continuous data collection via u-report and edu-track from beneficiaries of the UNICEF action in EIE and Education, to ensure appropriate monitoring of the UNICEF action.</li> </ul>

- Monitor the Connect My School initiative in Melong (Littoral)

**Technical and operational support to program implementation**

- Undertake field visits and surveys and share information with stakeholders to assess progress and refer to the Education Specialist for resolution.
- Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- Contribute to the implementation of Non-Formal learning opportunities in favor of the IDPs and OOSC in the South West and North West regions (Radio Education Programming, mobile reading and Education in Emergency non formal package).
- Provide technical assistance on school-based risk mitigation with relevant partners.
- In collaboration with Health, Child Protection and WASH actors, provide technical inputs to enhance the health and protective learning environment.
- In collaboration with the Education Specialist NOC in Yaounde provide red flags concerning the connect my school initiative in Melong

**Networking and partnership building**

- In close collaboration with Child Protection (CP) and UN agencies, contribute to the identification of victims of attacks and participate in the delivery of assistance to victims (victim centered EIE response, provision of WASH kits and referral to CP/Health services).
- Contribute through the identification of key emerging humanitarian issues, needs and risks to feed UNICEF implementation strategy in the NW/SW context and for the Littoral and West regions.
- Interact with donors and partners to expand their interest in UNICEF action.

**Innovation, knowledge management, and capacity building**

- Contribute to identifying, capturing, synthesizing, and sharing lessons learned for knowledge development and capacity development of stakeholders.

Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results

**Education**

- A university degree in one of the following fields is required: education, psychology, sociology, communication, or another relevant technical field.

**Experience**

- Minimum 2 years of professional experience in programme planning, management, and/or education research is required.
- Experience working in emergency settings is highly recommended.
- Relevant experience in a UN system agency or organization is considered as an asset.

**Language requirements**

- Fluency in English and good knowledge in French is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

**i) Core Values**

- Care
- Respect
- Integrity

- Trust
- Accountability

**ii) Core Competencies**

- Nurtures, Leads and Manages People,
- Demonstrates Self Awareness and Ethical Awareness,
- Works Collaboratively with others,
- Builds and Maintains Partnerships,
- Innovates and Embraces Change,
- Thinks and Acts Strategically,
- Drive to achieve impactful results,
- Manages ambiguity and complexity.

**7. Submitted by :**

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

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

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

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

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

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

**8. Review & Endorsement:**

**1) Reviewed by Human Resources:**

**Mirabelle de Souza**

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

**9. Approved by: Representative:**

**Nadine Perrault**

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