

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)	
Job Title and Level: Child Protection Officer, P-2	
Section: Child Protection	
Duration: 364 days	
Duty Station: Dhaka, Bangladesh	
Reports to: Child Protection Specialist	
<p>1. Purpose of Assignment:</p> <p>The Child Protection Officer reports to the Child Protection Specialist (Pillar II) in BCO for supervision and guidance. The Officer provides technical and operational support to the Child Protection Specialist and internal colleagues by planning, administering, implementing, monitoring and/or evaluating a variety of Child Protection initiatives and activities to establish effective and well-functioning child protection mechanisms, requiring the application of technical and theoretical skills and thorough knowledge of organizational goals, rules, regulations, policies and procedures to complete tasks.</p>	
2. Major duties and responsibilities:	
1	<p>Support to strategy design and development of Child Protection activities</p> <ul style="list-style-type: none"> ▪ Support in rolling out the Social Service Workforce development initiative. ▪ Support in establishing and strengthening community-based child protection mechanisms through capacity building and advocacy. ▪ Support in reviewing and updating the country's Social Service Workforce development curriculums. ▪ Support in developing a normative framework for the Social Service Workforce in Bangladesh. ▪ Support in developing an accreditation system for social workers. ▪ Support the National Social Service Training Academy of the Department of Social Services to upgrade Basic and Professional Social Service Training into a certified course. ▪ Support in initiating Master/Executive Courses or Certificate Courses on child protection social work with public and private universities. ▪ Support in improving the Birth Registration system in Bangladesh through the strengthening of multisectoral collaboration, commitment, and capacity building.
2	<p>Support for the implementation of Child Protection activities</p> <ul style="list-style-type: none"> ▪ Collaborate and/or consult with internal and external partners to provide operational and technical support to research, develop, and produce evidence-based strategies. ▪ Organize events and activities at national and sub-national levels for promotion and capacity building of the social service workforce. ▪ Assess and recommend potential contacts, networks, resources and tools to support the maximum impact and outreach of CP initiatives. ▪ Follow up and monitor the production of CP materials to ensure the technical quality, consistency and relevancy of the materials that are developed, produced and disseminated to target audiences (e.g. individuals, communities, government officials, partners, media etc). ▪ Collect, assess and organize information for budget planning and management of programme funds and prepare documentation and related materials for financial planning for CP initiatives. Monitor/track the use of resources as planned and verify compliance with organizational guidelines, rules and regulations and standards of ethics and transparency. ▪ Support in designing, launching and conducting CP studies and evaluations.

	<ul style="list-style-type: none"> ▪ Draft donor reports and project proposals. ▪ Liaison with other UNICEF sectors, FOs and programmes as per the needs of the CP programme.
3	<p>Advocacy, networking and partnership building</p> <ul style="list-style-type: none"> ▪ Build and maintain partnerships through networking and proactive collaboration with sub-national, national and international organisations, community groups, and other critical partners and civil society. ▪ Reinforce cooperation through engagement, empowerment and self-determination and pursue opportunities for greater advocacy to promote UNICEF mission and goals for child rights, social equity and inclusiveness. ▪ Collaborate with internal global/regional CP partners to harmonize, link and/or coordinate messaging to enhance CP outreach and contribution to programmatic outcomes

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

EDUCATION & OTHER SKILL: Bachelor’s degree in one of the following fields is required: social work, social and behavioral science, sociology, anthropology, psychology, education, or another relevant technical field.

WORK EXPERIENCE: A minimum of two years of professional experience in one or more of the following areas is required: child protection, social work, social development, programme planning, public advocacy or another related area.

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 or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<u>Values</u>	<u>Competencies</u>
<ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability 	<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) ▪ Thinks and Acts Strategically (1) ▪ Drive to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)

(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?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<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>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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.