**TERMS OF REFERENCE**

 (FOR Temporary Appointments)



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| **UNICEF-Cox’s Bazar: TERMS OF REFERENCE (TOR)** |
| **Job Title and Level: Reports Specialist (P3)** |
| **Section: PMR** |
| **Duration: 364 days** |
| **Duty Station: Cox’s Bazar, Bangladesh** |
| **Reports to: Planning, Monitoring and Reporting (PMR) Specialist, Cox’s Bazar P3**  |
| 1. **Purpose of Assignment:**

Under guidance of the PMR Specialist, 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). The incumbent will also be responsible for coordinating and monitoring the schedule of reports, ensuring timely and quality submission as well as for coordination of funding proposals.  |
| 1. **Major duties and responsibilities:**
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| Donor engagement and relationship management | * Collaborate with Cox’s Bazar programme teams to ensure coherent relations with donors, and to support overall management of donor relationships together with the Bangladesh CO (Dhaka) Resource Mobilization and Partnerships Unit.
* Participate in CO 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.
* In close collaboration with the PMR Specialist, Team Leads and Emergency Manager, 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.
* Support Sections during donor and other high-level missions to the field in collaboration with Communications, programme teams and Field Services.
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| Donor submissions and effective contract management | * In collaboration with programme teams, coordinate and support the timely delivery of high-quality results-based donor proposals, reports, extensions and related submissions for the response in Cox’s Bazar, in line with overall agreed quality standards and relevant external donor requirements.
* Edit and advise on layout of donor reports and proposals, as per relevant donor requirements, in cooperation with programme sections.
* Ensure collaboration with the Budget Officer on grants management to enhance methods to increase office awareness of donor (grant) utilization and reporting requirements.
* Build systems to promote compliance with terms of specified grants and agreements and facilitate programme staff’s familiarization with contribution SOPs and processes.
* In collaboration with the Budget Officer, promote regular monitoring of utilization/expenditure, expiring funds and funding gaps involving all programme sections.
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| Resource mobilization information and knowledge management systems  | * Support implementation of the Resource Mobilization and Partnerships Strategy by coordinating and participating in proposal preparation and follow-up, as well as compilation of information, editing and layout.
* Lead the development, maintenance and update of knowledge management systems to support effective fundraising, relationship management information, pipeline information and trends, 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.
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| Communications | * 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 other mandatory and special reports, as well as briefing documents relating to programme activities.
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| Capacity building | * 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.
* Work with, train and plan regular meetings with Programme Officers and Programme Associates to ensure awareness of utilization and reporting requirements, familiarization with contribution SOPs and processes and where to find key information.
* Roll out Results-based reporting mechanisms, ensuring adequate training, troubleshooting and revision of mechanisms as required.
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| **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, Global Affairs Canada 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** |
| **Values** * Care
* Respect
* Integrity
* Trust
* Accountability
 | **Competencies*** 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)
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**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.  | [x]  Yes [ ]  No  |
| 2a. Is this a Direct\* contact role?2b. If yes, in a typical month, will the post incumbent spend more than 5 hours 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.*  | [x]  Yes [ ]  No[x]  Yes [ ]  No |
| 3a. Is this a Child data role? \*:3b. If yes, in a typical month, will the incumbent spend more than 5 hours 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”.* | [x]  Yes [ ]  No[ ]  Yes [x]  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 [x]  No |
| 5. Is this an Assessed risk role\*? *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | [x]  Yes [ ]  No |

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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)