



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Disability and Inclusion Specialist**
Supervisor Title/ Level: **Deputy Representative Level P-4**
Organizational Unit: **Programme**
Post Location: **Country Office**

Job Level: **Level 3**
Job Profile No.:
CCOG Code: **1F**
Functional Code: **EDU**
Job Classification Level: **Level 3**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: to ensure the mainstreaming of inclusion, mainly of children with disabilities, within education as well as other sectors in UNICEF Moldova Country Office programs, and the provision of technical support to UNICEF partners, the Disability and Inclusion Specialist at NOC Level will be responsible to carry influence in their own right and be given an office-wide mandate to engage with all sectors in meaningful programming. The Disability and Inclusion Specialist will be reporting to the P4 Deputy Representative, and this position serves as the primary inclusion expert in the Country Office for all sections.

Purpose for the job: Under the guidance of the **Deputy Representative** the Disability and Inclusion (DI) Specialist supports mainstreaming the crosscutting themes of disability and social inclusion, in the development and preparation of sector all programmes to ensure inter-sectorality and the centrality of the child in all interventions.

The DI Specialist provides technical guidance and operational support throughout all stages of programming to facilitate the management and delivery of results contributing to mainstreaming disability and inclusion in the work of all sectors.

S/he supports the development, implementation, and monitoring of high-quality disability and inclusion programming/projects across sectors and supports program colleagues and management of the Country Office to advance disability and inclusion mainstreaming in program

and operation.

The DI Specialist contributes to achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Management and/or advisory support to the Senior Management Team and Heads of Sections**
- 2. Support to programme development and planning**
- 3. Programme management, monitoring and delivery of results including in contexts of emergencies**
- 4. Technical and operational support to programme implementation**
- 5. Advocacy, networking and partnership building**
- 6. Innovation, knowledge management and capacity building**

1. Management and/or advisory support to Deputy Representative

- Actively participate in or support Country Management Team (CMT); Programme Coordination Team; partnerships, research, financial and contract review committees, and other key country-specific leadership teams to ensure strategic mainstreaming of disability and inclusion in relevant country-specific programming.
- Coordinate with the CO Gender Officer/Focal Point and Regional Disability Advisors and the Headquarters Disability Sections to plan, utilize, monitor and report on the dedicated funds, or other programmatic funds with large gender and/or disability and inclusion components that are allocated to the country's specific interventions for the Country Programme, under the Country Office senior management. Liaise as needed, with regional advisers across all programme interventions as part of the cross-sectoral approach to programming and mainstreaming disability and inclusion in programs for all children.
- In collaboration with sectoral colleagues and under the guidance of Deputy Representative, participate in the planning and monitoring of the utilization of the budget allocated to sectoral and cross-sectoral disability and inclusion interventions.
- Lead the drafting of disability and inclusion components of the reporting of the routine country-level programme activities and expenditures, including the annual reporting and the RAM. Work in cooperation with the office Gender Officer/focal point as well as the Child Protection team for the GBV component on the gender priorities.
- Provide technical inputs and review of the y of disability and inclusion components in key funding proposal appeals and submissions and in the design of funded projects/programs so that these technical components are clearly defined and technical capacities are included.

2. Support to programme development and planning

- Participate and support in evidence-based programme/project planning on disability and inclusion, incorporating robust measurement and evaluation of results. Implement a cross-sectoral approach and strive towards systemic changes sectorally and cross-sectorally;
- Provide technical leadership on mainstreaming disability and inclusion into country programming phases, including strategic planning, situation analysis, strategic moments of reflection, CPDs, CPMPs, mid-term reviews, extended annual reviews, programme component strategy notes and in the programmatic assessment and institutional

strengthening components of gender, disability and inclusion reviews.

- In collaboration with sectoral colleagues, senior management and Gender Officer/Focal Point, identify the areas of focus for gender, disability and inclusion programming/projects with the greatest potential for impact and scale, in alignment with the disability and inclusion agenda and the country/regional priorities.
- Work with sectoral counterparts, Gender Officer/Focal Point and senior management to incorporate sound disability and inclusion indicators, as well as support the inclusion of gender indicators and measures in programme/project and policy initiatives, proposals, and advocacy efforts and assist in developing disability-sensitive theories of change models for sector and cross-sectoral programming
- Support the preparation, design and updating of the situation analysis for the different sectors and programmes to ensure that current and comprehensive data on relevant sector issues is available to guide UNICEF's strategic policy, advocacy, intervention and development efforts.
- Help supervisor set priorities, strategies, design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.
- Participate in strategic programme discussion on the planning of programmes. Formulate, design and prepare programme proposals for the sectors, ensuring alignment with UNICEF's Strategic Plans and Country Programme and coherence/integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies and national priorities, plans and competencies.
- Establish specific goals, objectives, strategies and implementation plans for the sectors using results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine national priorities to ensure the achievement of concrete and sustainable results.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

3. Programme management, monitoring and delivery of results including in emergencies contexts.

- Support indicator identification, measurement and performance tracking as it relates to disability and inclusion mainstreaming, in coordination with M&E Specialist, Reporting Officers, Emergency Coordinator and sectoral teams.
- Participate in cross-sectoral collaboration and coordination on key programmatic results on disability and inclusion ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results.
- Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on disability and inclusion results
- Work closely with M&E Specialist and program colleagues to effectively integrate data collection, tracking, analysis and reporting on the indicators for disability and inclusion into programme results
- In collaboration with the CO Gender Officer/ Focal Point, participate in designing and strengthening of quality research and evidence building on gender and disability related programming, by supporting the bringing in of the latest learning and insights from the field of gender and disability and development, and supporting the input of a coherent, well-prioritized research agenda.
- In collaboration with the CO Gender Officer/ Focal Point, support the planning and implementation of the gender and disability reviews and make sure that the

recommendations that come out of the gender and disability reviews are integrated into the Country Programme strategy and action plans and humanitarian strategies and action plans in emergency contexts.

- Participate and/or actively represent UNICEF in relevant coordination bodies at the inter-agency level (**UN Disability & Inclusion Task Force, Interagency Refugee Disability Working Group** and other networks and task forces)
- Plan and collaborate with internal colleagues and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators to assess/strengthen performance accountability, coherence and delivery of concrete and sustainable results for the assigned sectors.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.

4. Technical and operational support to program implementation

- Provide technical support and guidance to national government, NGOs, UN Agencies and other country-level and local-level partners on aspects of disability and inclusion programming and to ensure incorporation of disability and inclusion indicators and measures in programmes/projects, policy initiatives, proposals, and M&E systems
- Provide technical support and advocacy to reporting and follow-up on international and regional disability and inclusion related equity and equality commitments made by the country
- Support the development of adequate emergency preparedness measures, updating of contingency plans and establishment of early warning mechanisms that reflect disability and inclusion needs.
- Develop/support the development of emergency trainings that incorporates disability and inclusion and relevant strategies.
- Participate in needs assessment missions on disability and inclusion, and in the event of an emergency, be deployed as a member of the Emergency Response Team.
- Support implementing/operational partners and implementing arrangements in order to ensure an effective, disability inclusive emergency response.
- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners and donors on interpretation, application and understanding of UNICEF policies, strategies, processes and best practices and approaches and related issues to support programme management, implementation and delivery of results.
- Arrange/coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process.
- Participate in programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

5. Advocacy, Networking and partnership building

- Liaise and consult with sections, government and other external partners (civil society, NGOs, private sector) to support convergence, and develop and reinforce partnerships in disability inclusive programming.
- Support building and maintenance of internal and external partnerships and networks in the development of harmonized, disability transformative programme interventions.
- Support building and maintenance of strategic alliances for disability equality with various partners, including institutional links with UN agencies and other relevant entities.
- Collaborate with other UN agencies and partners to enhance robust disability and inclusion results in sectoral programmes at the country level. If necessary, represent UNICEF in external meetings on disability and inclusion integration into sectoral and cross-sectoral results
- Support mapping of potential new partnerships and leverage existing partnerships to accelerate disability and inclusion agenda implementation at the country level in determined priority areas.
- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, global partners, donors, and academia through active networking, advocacy and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results across all programmes.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships and support fundraising.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions on education and related issues to collaborate with inter-agency partners/colleagues on UNSCDF planning and preparation of programmes/projects ensuring organizational position, interests and priorities are fully considered and integrated in the UNSCDF process in development planning and agenda setting.

6. Innovation, knowledge management and capacity building

- Support documentation and sharing of the country-level experience in disability and inclusion programming and lessons learned, which will be shared with internal network and external partners.
- Bring best practices in disability and inclusion programming and measurement to the attention of senior management and sectoral colleagues, as well as relevant Regional Advisors and section staff at HQ
- Supporting innovative research related disability and inclusion
- Support Regional Advisors in advancing the technical and research capacity of country-level staff, offices and programs on disability and inclusion to continue to build evidence base for programming and to ensure continuous capacity in disability and inclusion at Country Office level.
- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast research, benchmark, and implement best practices in programme management. Assess, institutionalize and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results across all programmes

IV. Impact of Results

1. Effective knowledge management, best practices, lessons learnt, innovation and research as well as information exchange and training/orientation materials developed and utilized for strengthening of disability inclusive programme planning and implementation of activities in UNICEF Moldova CO.
2. Sectoral and cross-sectoral interventions on disability and inclusion are effectively and efficiently supported and implemented in UNICEF Moldova CO programs in alignment with the gender and disability agenda in all country sectoral priorities through the timely and systematic provision of coordination and technical expertise disability and inclusion.
3. Disability and inclusion needs for emergency preparedness (response and reconstruction, in the event of emergencies) are identified and integrated into the emergency programme planning and implementation.
4. The interventions on disability and inclusion are timely monitored, analysed and evaluated, and the findings of the measurement and research are integrated into the planning and reporting.
5. Effective partnership and collaboration maintained to ensure effective coordination, information sharing and networking for knowledge management.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Analyzing (3)
- Deciding and Initiating action (2)
- Applying technical expertise (3)

VI. Technical Competencies

Technical competencies must be demonstrated in the following areas:

- Strong substantive, technical, programmatic skills in disability along with sectoral expertise in at least one of these fields: Education, Health, Protection, Social Policy, Social Behavioral Change, or combined expertise in Adolescents. Evidence of working in

cross-sectoral programming.

- Proven commitment to systemic change, including experience in developing sectoral or cross-sectoral plans/roadmaps/concepts/theories of change, with ability to connect sectoral issues and programmatic approaches on disability - programmatic experience in emergency contexts is considered an asset.
- Substantive knowledge and experience integrating disability into programming and humanitarian responses, including needs assessment, programme implementation and monitoring, an asset.
- **Some ability to support policy dialogue:** translation of analytical findings and evidence into development programme and policy discussions around equity and learning with partners, including government, development partners, CSOs and academia in relevant areas.
- **Some policy sector analysis capacity,** including understanding of the core education data sets and indicators; tools for analysis of equity;; budget, costing, and financial management; political economy; and social policy and strategic planning.
- **Some ability to support engagement with partners** e.g. Sector Wide Approaches, Global Partnership for Education, Inter-agency sectoral coordination groups, , Delivering as One, Inter-sectoral partnerships such, as well as networking with other key partners.
- Proven rigor in analytical, conceptual and programme /project design skills relevant to gender and disability and development with an understanding of theories of change and path from intervention to results.
- Demonstrated experience in supporting or conducting rigorous analysis on disability and inclusion, including methodologies, and monitoring and evaluation.
- Wide knowledge and understanding of country/regional/global disability equality issues, specifically relating to children and women, and the current trends, methods and approaches. Knowledge and understanding of gender-related issues is considered a strong asset. Familiarity and work experience in the country/region of preferred placement also an asset.
- Demonstrated success in developing proposals and securing resources for programme and research initiatives with disability and inclusion components.
- Excellent written and oral communication skills, including an ability to write succinctly and clearly and speak in public forums compellingly and with confidence.
- High level of initiative and independence in ability to undertake complex tasks while proactively seeking relevant input, cooperation, and guidance from key constituents.
- Proven ability to build rapport with individuals and groups and maintain an effective network of individuals across organizational departments as well as externally
- **For CO and RO based posts and where relevant, some understanding of policies and strategies to address issues related to resilience:** risk analysis and risk management, education in conflict situations, natural disasters, and recovery

VII. Recruitment Qualifications

Education:

An advanced university degree (Master's or equivalent) in one of the following fields is required: education, public health, economics, psychology, social sciences, public administration, international law, , gender studies, international relations or

	other related disciplines.
Experience:	<p>A minimum of five (5) years of professional experience in programme planning, management, and/or research in disability and inclusion is required.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	Fluency in Romanian and working knowledge of English is required. Knowledge of another official UN language is considered as an asset.

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