**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-Cox’s Bazar: TERMS OF REFERENCE (TOR)** | |
| **Job Title and Level: PSEA Programme Officer, NOB** | |
| **Section: Field Services** | |
| **Duration: 364 Days** | |
| **Duty Station: Cox’s Bazar, Bangladesh** | |
| **Reports to: PSEA Programme Specialist** | |
| UNICEF works in 190 countries and territories globally to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global, national and local presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world.  UNICEF has been leading and working with partners on the fight against sexual exploitation and abuse against children and beneficiaries, together with workplace discrimination, harassment, sexual harassment and abuse of authority. UNICEF is committed to continuously strengthening its efforts in this area across the organization. UNICEF has also committed to providing assistance to children victims of Sexual Abuse and Exploitation (SEA) in line with the IASC minimum operating standards for protection from sexual exploitation and abuse by UN and non-UN personnel issued in 2013. UNICEF PSEA efforts have also exerted a leverage effect on Gender-Based Violence and allowed to strengthen victims’ access to assistance, including the investigation of cases by appropriate authorities.  In 2016, UNICEF Executive Director provided 7% set aside funding, to set up systems to address SEA at the global level and across regions. In 2018, support was reiterated by UNICEF’s Executive Director who was also appointed as the IASC PSEA and Sexual Harassment and Abuse Champion. Priorities – which have been endorsed by the IASC end of 2018 – focus on scaling up (i) safe and accessible reporting mechanisms; (ii) quality, survivor-centred support, and (iii) accountability for every child and adult survivor in all humanitarian responses.  UNICEF is also committed to work in collaboration with other UN agencies in implementing the Strategy of the Secretary-General's Bulletin on special measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13), and in rolling out the UN Protocol on allegations of sexual exploitation and abuse involving implementing partners. Safeguard policies, as well as Accountability to Affected Populations, is at the core of UNICEF’s interventions efforts, for the protection of affected and at-risk people.  In July 2016, UNICEF issued a policy on Child Safe guarding, which re-affirmed UNICEF’s long-standing commitment to promote the protection and safeguarding of all children, and to promote the universal understanding that the best interests of the child must be paramount consideration in all actions affecting children.  **Job organizational context**:  Bangladesh has made great strides in several areas for the enhancement of child rights such as health, nutrition, water, sanitation and hygiene, education, child protection and social protection. At the same time, there are areas where substantial and rapid progress is still required for Bangladesh especially in issues related to the protection of children from abuse, neglect and exploitation including child marriage, gender-based violence and trafficking. Negative gender norms in Bangladesh further increase the risk of women and girls experiencing various forms of GBV, including sexual exploitation and abuse.  Bangladesh also hosts the world’s largest population of refugees, predominantly people of the Rohingya ethnic minority from Myanmar. As of 30 September 2021, approximately 902,947 Rohingya refugees are estimated to be sheltering in Bangladesh, having fled violence and persecution in Myanmar. The Rohingya population in Cox’s Bazar is highly vulnerable, many having experienced severe trauma, and are now living in extremely difficult conditions. Rape, human trafficking, and survival sex have been reported among the existing perils for women and girls.  Given the seriousness of the concerned issues globally as well as in Bangladesh, it is necessary to have a dedicated PSEA Officer, NOB to plan, drive and track priority actions, engage with sectors/sections in meaningful PSEA programming and strengthen the established system to pursue the PSEA and Child safeguarding as part of the day-to-day operation of UNICEF-Cox Bazaar Field Office. This also reaffirms UNICEF Cox Bazaar’s Field Office commitment to demonstrate effective and proactive actions for the PSEA and Child Safeguardinggiven the size of its operation and engagement in the major emergency programme as well as in its development programme.  **The purpose for the job**:  Under the direct supervision of the PSEA specialist based in Cox’s bazaar, the UNICEF Programme Officer (Protection from Sexual Exploitation and Abuse and Child Safeguarding) will provide technical assistance to roll out PSEA and Child Safeguarding global guidelines, standards and tools and support implementation to prevent SEA in humanitarian and development settings, as well as fully operationalize Child Safeguarding policy, principles | |
| 1. **Major duties and responsibilities:** | |
| 1. ***Engagement with and Support to the Affected Population***  * Assist PSEA Specialist based in Cox’s Bazaar with the design and dissemination of awareness training tools and facilitate events for Rohingya population and host community members with an emphasis of their rights, what SEA and Child Safeguarding are, staff reporting obligations and options for reporting sensitive complaints and victim’s assistance. * Within the PSEA network, strengthen inter-agency community-based complaints mechanism incorporating UNICEF existing complaint and feedback mechanisms in line with PSEA good practice. | |
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| 1. ***Internal Capacity Development and Technical Support***  * Update UNICEF CXB PSEA Action Plan and provide technical and monitoring support on the implementation of the PSEA Action Plan for Cox’s Bazaar field office. * Deliver induction and refresher PSEA training, Child Safeguarding training and awareness-raising sessions for UNICEF staff including contractors, consultants, volunteers; and support HR to ensure that all UNICEF staff complete the PSEA online mandatory training. * Contribute to strengthening inter-sectoral contribution to prevention and response to SEA and enhance the capacity of UNICEF PSEA Resource Persons to lead PSEA activities in their sections/sectors. Also provide technical support in building capacities of sections on Child Safeguarding policy inclusive of providing guidance on how to support CSO partners in developing their Policies, Action Plans and Monitoring tools on Child Safeguarding * Institutionalize PSEA efforts within programmes by establishing systems and mechanisms to monitor implementation, identify potential challenges and solutions to address issues related to gender and cultural norms * Support knowledge management efforts on PSEA, including maintenance and support of a repository of tools and other documentation. | |
| * ***Partner Capacity Development, Institutional Development and Technical Support (including emergency contexts)*** * In collaboration with UNICEF sections, support partners to ensure PSEA policies and structures are aligned with standards and requirements as per UNICEF PSEA Implementing Partners Procedures and the UN Protocol. * Coordinate with the sectors to conduct the PSEA assessment of the Implementing Partners, monitor the implementation of policies and procedures, and community-based complaints mechanisms, to ensure policies and structures are aligned with standards and requirements as per UNICEF PSEA Implementing Partners Procedures and the UN Protocol. * Provide technical support in building capacities of CSO partners on Child Safeguarding policy as well as provide providing guidance to CSO partners on how to effectively develop their Policies, Action Plans and Monitoring tools on Child Safeguarding. * Deliver induction and refresher PSEA and Child Safeguarding training, awareness-raising sessions and other innovative capacity building for UNICEF implementing partners to ensure that all UNICEF implementing partners have a thorough overview of PSEA and Child Safeguarding guidelines and policies, complete the PSEA mandatory Action Plan and develop/strengthen their PSEA policies and procedures. * Establish mechanisms for institutional support and support selected UNICEF staff, implementing partner staff to replicate PSEA and Child Safeguarding training and awareness-raising efforts. * Create mechanisms to coach/support implementation of PSEA action plans as implementing partners develop/strengthen their policies and procedures and ensure timely implementation of the PSEA Action Plans. * Establish monitoring systems to quality-check partner’s PSEA training, capacity-building materials and operationalizing of PSEA action actions, providing feedback to partners in line with minimum standards as outlined in UNICEF PSEA Implementing Partners Procedures and the UN Protocol. | |
| 1. ***Receiving and Responding to SEA allegations***  * Assist the PSEA specialist based in Cox’s Bazaar to receive Sexual Exploitation and Abuse (SEA) allegations where relevant refer allegations to the organization whose personnel are implicated and survivors to assistance in line with internal procedure and available pathways. * Update mapping matrix of the referral services and formalize referral service mapping for CXB. * Provide technical support to UNICEF staff and implementing partners to strengthen internal reporting procedures and their timely reporting of any SEA incidents to UNICEF. * Assist in documenting and managing reported SEA allegations in a confidential manner within the UNICEF notification alert and inter-agency information sharing procedures. * Update the established confidential data management system on SEA cases, case management and provide statisitical non-identifying and trends in coordination with the PSEA Specialist. * Collaborate and coordinate with partners and UNICEF sections to ensure a systematic SEA risk assessment is conducted and findings are reflected and included in programme implementation. | |
| 1. ***Inter-agency response to SEA*** | |
| * Participate in the Inter-Agency PSEA Network meetings and events. * Support identification of potential new partnerships and leverage existing partnerships to accelerate PSEA and child safeguarding implementation at Cox Bazaar. | |
| **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**  **EDUCATION & OTHER SKILL:** A university degree in one of the following fields is required: Social Sciences, Gender and development studies, Laws, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.    **WORK EXPERIENCE:** A minimum of 4 years’ relevant experience working in development and emergency settings, on children’s and women’s rights, on violence prevention and response, in particular, sexual violence and other forms of gender-based violence; Child safeguarding programming and/or child protection.  Experience in and knowledge of UN, Bangladesh and IASC policies and guidance related but not limited to PSEA, AAP, GBV and Child Safeguarding is desirable.  Background/familiarity with emergencies is considered an asset.  **LANGUAGE PROFICIENCY:** Fluency in English and Bangla is required. Knowledge of local dialect is considered an asset. | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability | **Core competencies**  Demonstrates Self Awareness and Ethical Awareness  Works collaboratively with others  Builds and Maintains Partnerships  Innovates and Embraces Change  Thinks and Acts Strategically  Drives to achieve impactful results  Manages ambiguity and complexity |

**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 an "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | 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.* | Yes  No  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”.* | Yes  No  Yes  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  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).* | 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)