

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Manager - Protection from Sexual Exploitation and Abuse (PSEA)

Section: Cox's Bazar - Chief Field Office

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Chief of Field Office

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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.

Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) are unacceptable breaches of fundamental human rights and a deep betrayal of UNICEF's core values. The sexual exploitation and abuse of those who depend on UNICEF for assistance runs counter to all our personal and organizational values. It is unconscionable, it is intolerable, and it is often criminal. Equally intolerable is the sexual harassment of our fellow aid workers.

Working closely with partners and communities, UNICEF has significantly stepped up its fight against SEA and SH. This work is informed by, and taking place in tandem with, the work of related actors including the broader UN system, donors, and civil society organizations.

The core UN principles on SEA have been incorporated into a zero tolerance policy, as outlined in the Secretary-General's Bulletin (On 9 October 2003 on [Special measures for protection from sexual exploitation and sexual abuse SGB/2003/13 - ST/SGB/2003/13](#)). The Secretary-General's Bulletin serves as a Code of Conduct on SEA for UN staff and related personnel. It prohibits the exchange of money, employment, assistance, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitive conduct. The policy further prohibits sexual activities with persons under the age of 18 regardless of the age of majority or consent locally.¹

UNICEF Bangladesh remains committed to supporting institutionalizing SEA prevention and response in its work in Bangladesh. In this regard, under the direct supervision of P5 Chief of Field Office (Cox Bazar), this position will be responsible for supporting the BCO efforts in ensuring the protection from sexual exploitation and abuse (PSEA).

Job organizational context:

UNICEF Strategy to Prevent and Respond to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) acknowledges the complexity and limitation to UNICEF's authority in relation to SEA perpetrated by implementing partner personnel, including Government personnel. However, it does include measures to address and prevent these violations including supporting partners to fully

integrate Protection from Sexual Exploitation and Abuse (PSEA) into national programmes in both development and humanitarian contexts, creating a joined-up accountability culture that abhors, sanctions and prevents SEA and protects victims. PSEA implementation also mandates establishment of safe and accessible reporting at community level, provision of timely and comprehensive victim assistance and ensuring partners have capacity for both prevention and investigations.

The Programme Specialist (PSEA) should be a seasoned professional to assist BCO Senior Management in fulfilling UNICEF's commitment that involves institutionalizing SEA prevention and response across offices, field sites and operations. This includes the four steps (1) Reporting SEA allegations; (2) response to SEA allegations; (3) monitoring SEA response; and (4) prevention of SEA. It is thus expected that the incumbent should have in-depth understanding and experience in this area.

Purpose for the job:

The incumbent shall conduct Protection from Sexual Exploitation and Abuse (PSEA) related assignments in accordance with the UNICEF Strategy to Prevent and Respond to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH). The Programme Specialist (PSEA) work is crucial to strengthening BCO's efforts to ensure UNICEF's PSEA Vision is achieved – and this is “realizing the right of individuals and communities that UNICEF and its partners serve to access the protection and assistance they need without fear of sexual exploitation and abuse; the right of UNICEF staff members and related personnel to feel supported, respected and empowered to deliver assistance in an environment free from sexual harassment; and the right of survivors of SEA and SH to access timely and confidential investigation and effective and safe assistance and support”.

Impact of Results:

The strategic and effective advocacy, planning and formulation of PSEA support organizational accountability to protection of affected communities from sexual exploitation and abuse. PSEA programming contributes to achievement of UNICEF's three primary outcome areas for PSEA, reducing SEA incidents and increasing accountability for misconduct: reporting, survivor assistance, and accountability. Achievements in PSEA programmes in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

1. Major duties and responsibilities:

Lead the strengthening of Response Systems:

- a. Ensure adherence to global prescribed procedures for PSEA cooperation and reporting of SEA incidents and promote understanding among UNICEF Staff and all stakeholders such as humanitarian agency and IP/contractor staff of the applicable internal PSEA and Safeguarding policies and reporting procedures.
- b. Following the Global prescribed guidelines, provide technical leadership to BCO Senior Management, and quality assurance to country offices for receiving, handling, and referring SEA allegations committed by humanitarian staff, IPs and personnel of other entities (such as sub-contractors), including when the institutional affiliation of the alleged perpetrator(s) is unknown or uncertain and not excluding SEA by UNICEF staff.

	<p>c. Lead initiatives for country office and Cox’s Bazar Field Office to build capacity of partners for investigations and support senior management in the fact finding and documentation of reported SEA and Safeguarding allegations and taking appropriate measures to ensure safety and confidentiality of complaints / allegations. This entails ensuring that all materials pertaining to complaints are handled strictly in line with prescribed SOPs and referring the complaints / allegations for the attention of Senior Management for immediate action.</p> <ul style="list-style-type: none"> • Develop and provide technical support to the country office and Cox’s Bazar Field Office for implementation of survivor assistance, including establishment of SOPs on prevention and response to ensure survivors have access to appropriate services i.e., medical, psychosocial, legal, and material support, in accordance with the UN Victim Assistance protocol. Lead development and implementation of Bangladesh Country Office strategy for building capacity of all UNICEF staff and implementing Partners staff on PSEA, safeguarding and Abuse of Authority including conducting trainings as necessary. Develop an internal tracking tool to ensure regular and consistent monitoring of SEA cases and Child Safeguarding violations particularly for Cox’s Bazar Field Office.
	<p>Operationalization of the UNICEF Procedure for Protection from Sexual Exploitation and Abuse (PSEA) Assessments of CSO Implementing Partnerships:</p> <p>a. Support the PSEA Specialist and HACT Specialist to monitor quality standards of PSEA Assessments of IPs and those conducted by other UN agencies and provide technical support to the development and implementation of IPs’ PSEA Action Plans as needed.</p> <p>b. Strengthen capacity for the country office to conduct partner assessments, including transitioning to the UN common system for assessments, strengthen field monitoring and partner capacity for both CSOs and government, building CO capacity through PSEA Toolkit and Action Plan.</p> <p>c.</p>
	<p>Lead mainstreaming of PSEA and Safeguarding during planning, policy development and programming:</p> <p>a. Co-ordinate with Sector Leads, Section Chiefs and other groups in the office (Cox Bazar and Dhaka) to ensure synergy, collaboration and complementary efforts. This will include co-facilitating PSEA training modules for UNICEF and IPs staff as appropriate on appropriate conduct for aid workers, international standards on PSEA, roles & responsibilities, and how to submit and receive complaints and strengthening GBV services for survivor assistance.</p> <p>b. Ensure integration of PSEA & Safeguarding in all HPDs, PDs for UNICEF supported projects.</p> <p>c. Provide technical support to the senior leadership for BCO in rolling out the PSEA Government Cooperation Framework</p>

	<p>d. Collaborate and coordinate with partners and UNICEF sections to ensure systematic SEA risk assessment is conducted in UNICEF supported projects and that findings are reflected and included in programme implementation.</p> <p>e. Support the PSEA Focal Points (FPs) by organizing regular meetings, provide training, enhancing communication and information sharing among FPs.</p> <p>f.</p>
	<p>Inter-agency response to SEA and PSEA coordination</p> <ul style="list-style-type: none"> • Support UNICEF BCO to actively engage in the inter-agency PSEA network at Country and Cox’s Bazar levels and promote the implementation of the national Strategy on PSEA. Work with relevant stakeholders including UNICEF IPs to take forward the inter-agency PSEA Network action plan, including: <ul style="list-style-type: none"> ◦ Ensure systems and procedures for inter-agency information sharing and referrals are functional and effective, including accountability mechanisms and support development of joint interagency responses in relation to SEA risks and concerns. ◦ Develop and implement a safe and accessible reporting channels for SEA, both for humanitarian workers and community-based mechanisms that are gender and age sensitive, including to promote a coherent approach across all existing mechanisms. ◦ Lead in facilitating establishment of inter-agency community-based complaint mechanisms, solicit participation from a broad range of humanitarian assistance agencies, including liaising with the IASC and to ensure standard for beneficiary engagement are promoted. ◦ Ensure systems and procedures for inter-agency referrals are functional and effective, including accountability mechanisms and development of joint interagency responses in relation to SEA risks and concerns. .
	<p>Engagement with and support of affected populations:</p> <p>a. Lead development of a creative communication strategy together with the SBC team and others to facilitate awareness-raising in communities on their rights, the fact that humanitarian assistance is never conditioned on sexual favours, and how to submit complaints.</p> <p>b. Provide technical leadership to strengthen community consultation mechanisms, identify culturally and contextually appropriate entry points for submitting complaints, including SEA allegations, and coordinate with other Agencies to develop innovative reporting mechanisms.</p> <p>c. Provide technical leadership to incorporate community feedback into programme adjustment to ensure that the mechanisms remain appropriate to community needs.</p>
	<p>Knowledge management and information sharing</p> <p>a. Develop functional systems for generation and sharing of knowledge/best practices on PSEA, create and maintain PSEA knowledge repository for BCO.</p> <p>b. Coordinate and convene periodic forums for PSEA Focal Persons and other key UNICEF personnel for sharing and dissemination of emerging best practices on PSEA .</p>

	c. Active engagement and contributions in regional and global forums for PSEA including Community of Practice (COP).
<p>3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)</p> <p>EDUCATION & OTHER SKILL: Advanced University Degree in social work, social sciences, political science, law, human rights law or another relevant field. Or Bachelor University Degree in social work, social sciences, political science, law, human rights law or another relevant field combined with minimum 10 years of work experience.</p> <p>WORK EXPERIENCE: Minimum 8 years of work experience from a humanitarian setting with relevant professional experience in the field of sexual exploitation and abuse, protection, gender-based violence, staff misconduct and discipline, gender mainstreaming and/or humanitarian affairs.</p> <p>Knowledge of current developments and activities in the inter-agency setting of the UN System and its partner organizations on PSEA.</p> <p>Experience working on PSEA at country level</p> <p>Experience of working in developing countries and international development is highly desirable.</p> <p>LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of another UN language is considered as an asset.</p>	
<p>COMPETENCIES/SKILLS: UNICEF foundational/functional competencies</p>	
<p>Values</p> <ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability ▪ Sustainability 	<p>Competencies</p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (2) ▪ 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) ▪ Drive to achieve impactful results (2) ▪ Manages ambiguity and complexity (2)

Child Safeguarding Certification
(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.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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.