**Terms of Reference Temporary Appointment**

**Post Title: Programme** Specialist

**Level:** NO-C (post no. 126161)

**Section:** Deputy Representative’s (Programme) Office with support from Planning, Monitoring and Evaluation (PM&E)

**Reporting to:** UNICEF Deputy Representative - Programme, with technical supervision from the Chief of Planning, Monitoring and Evaluation

**TA Duration:** One year

**Start Date:** 15 September 2023 (tentative)

**Duty Station:** Damascus, Syria Country Office (SCO)

# BACKGROUND

UNICEF Syria was established in 1970 and has been working with partners to help empower children to fully claim and enjoy their rights under the Convention on the Rights of the Child.

UNICEF works with partners across Syria to deliver supplies, services and expertise in areas of Child Protection, Education, Health, Nutrition, Water, Hygiene and Sanitation for every child. UNICEF also provides humanitarian assistance when needed.

Syria continues to face one of the most complex emergencies in the world. Unprecedented humanitarian needs are compounded by displacement inside the country and across its borders, extensive destruction of civilian and social services infrastructure, devastating impacts on the economy, and most importantly, the breakdown of the social fabric that stitched the country together for decades.

Today, 90% of people in Syria live in poverty, most are unable to make ends meet or bring food to the table. Families have had their resources depleted, with limited employment opportunities, skyrocketing prices, and shortage of basic supplies. For most people, the current socio-economic challenges represent some of the harshest and most challenging circumstances they have faced since the beginning of the crisis 11 years ago.

In 2023, 15.3 million people need humanitarian assistance. This is the highest number of people in need ever recorded in Syria since 2011. The number of children in need, 7 million has increased by seven per cent in the past year alone. This is largely due the ongoing conflict, continued displacements, the unprecedented economic crisis, deepening poverty, and unemployment. The COVID-19 pandemic, the hike in price of commodities triggered by the overall global economic situation and the impact of sanctions are further compounding the dire situation.

To navigate the complex and continuously changing context in Syria and to attain sustainable results for children, UNICEF – along with other UN agencies - seeks to make a shift in its programming towards early recovery while maintaining the delivery of humanitarian assistance based on needs on the ground. This will help strengthen the linkages between the needs-based emergency response and essential service restoration, socioeconomic resilience, and social cohesion.

As part of overall effort to ensure UN coherence and reform, UNICEF Syria continues to strengthen its engagement in joint programming with other UN agencies as well as exploring other opportunities to support the strategic shift towards early recovery and resilience. To support the office in this regard, UNICEF Syria is seeking an experienced Programme Coordinator.

Find out how UNICEF programmes drive change for children and young people every day in Syria by visiting: [www.unicef.org/syria](http://www.unicef.org/syria)

# PURPOSE OF POST

Under the guidance and direct supervision of the Deputy Representative – Programmes or to whom the post is delegated, the function will be accountable for programme, planning, design, implementation and administration of specific projects within UN Joint Programme (UNJP), in accordance with the Country Programme Recommendation and Country Programme Management Plan, focused on achievement of UNICEF's Priorities for children.

# KEY ACCOUNTABILITIES AND DUTIES/ TASKS

1. **Knowledge Management for UNJP Programme**

Ensure that UNJP is strengthened by knowledge management through data collection and analysis, complete and accurate reporting taking into account diverse and consistent needs of stakeholders,

i.e. external communication (donors and UN Agencies) and internal programmatic and management needs (management, field offices and implementing partners).

# Programme Coordination, Development and Management

Contribute to the preparation of the Situation Analysis and support development of proposals for UNJP next phase development. Provide support to develop accurate analysis of country level socio- political-economic trends and their implications for ongoing programmes and projects. Develop workplans with M&E and fund tracking tools as well as coordination support to participating UNICEF programmes with other UN agencies to ensure harmonized interventions. Coordinate and prepare JP recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.

# Optimum Use of Programme Funds

Support management of UNICEF programme funds for the JP, ensuring that funds are properly planned, coordinated, monitored and liquidated in a timely manner. Take appropriate actions to optimize use of programme funds in coordination with relevant UNICEF Programme Sections.

# Programme Monitoring and Evaluations

Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation. Undertake field visits to monitor and assess JP implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluation and participate in major JP evaluation exercises in consultation with UNICEF Deputy Representative - Programme, Chief of PME, Planning and Evaluation Specialists and others to improve efficiency and quality of programme delivery.

Participate in UNJP regular Technical Working Groups meetings, donor meetings, and meetings with government counterparts. Ensure timely preparation of monthly and annual JP progress and analytical reports.

# Rights-Based and Results-Based Programme Management Approach

Ensure that UNICEF’s interventions as part of the UNJP are prioritized and firmly grounded on Child Rights-Based principles. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach.

Ensure viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on new programme initiatives and management issues to ensure achievement of stated objectives.

# National and Local Capacity Building/Sustainability

Provide technical support and guidance to relevant UNICEF Programme Sections and UN agencies to develop exit and sustainability plans. This will also entail identifying and organizing necessary capacity building of partners on programme sustainability.

Ensure establishment or reinforcing of the commitment for the well-being of children and strengthen institutional capacities of the national and local partners taking a strategic approach to the identification of these key partners and partnerships.

# Rights Perspective and Advocacy at the National, Community and Family Levels

Contribute to policy analysis from a children's and women's rights perspective and advocacy at the community and family levels for credibility in national and international policy debates. Contribute to the promotion of UNICEF’s goals through advocacy and policy dialogue.

# Partnership, Coordination and Collaboration

Develop partnerships and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on UNJP/project status and implementation and movement/distribution of supplies.

Collaborate with the Operations Section to establish and maintain sound internal controls and risk management plans supportive of UNJP endeavors for due diligence and to coordinate financial and supply management requirements and accountability.

# MINIMUM QUALIFICATIONS

Academic Qualifications:

An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

Experience:

* Five years of relevant professional work experience is required on programme coordination and project management in the national and international humanitarian and development context.
* Experience involving joint programming and coordination with other UN agencies is desirable.
* Experience working in large-scale, protracted and complex emergencies is highly preferable. Experience related to working in Syria will be considered a strong advantage
* Experience in writing analytical documents (reports, concept notes, briefing notes, and updates), formulation of succinct and persuasive text, and have high standards for effective written communication.

Technical knowledge/ competencies:

* Demonstrated ability to manage and coordinate programmes/projects involving multiple partners (National and International).
* Thorough understanding of and proven work experience in results frameworks and Results- Based Management.
* Demonstrated strong writing and analytical skills to develop analytical documents (reports, concept notes, briefing notes, and updates), formulation of succinct and persuasive text, and have high standards for effective written communication.
* Proficient in use of MS Word, Excel and other related software packages.

Language:

Fluency in English and Arabic is required. Only Syrian National can apply for this post.

# VALUES & COMPETENCIES

**Values:** Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS).

**Competencies Level 1/2:** Builds and maintains partnerships, Demonstrates self-awareness and ethical awareness, Drive to achieve results for impact, Innovates and embraces change, Manages ambiguity and complexity, Thinks and acts strategically, Works collaboratively with others.