**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** | |
| **Job Title and Level: Programme Specialist (P3)** | |
| **Section: Field Services – Emergency Coordination** | |
| **Duration: 364 days – Temporary Assignment (TA)** | |
| **Duty Station: Cox’s Bazar, Bangladesh** | |
| **Reports to: Emergency Manager** | |
| 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.  **Context**  Cox’s Bazar is one of the most socioeconomically vulnerable districts in Bangladesh. This situation has been exacerbated by the massive influx of Rohingya refugees who have arrived since 2017, which has impacted the living conditions of Bangladeshi communities, and again by the arrival of the COVID-19 pandemic. The Rohingya refugee crisis was one of the largest and fastest-growing humanitarian catastrophes in recent times. Arriving in Bangladesh in the hundreds of thousands, their needs were massive and ranged from psychosocial support to access to basic social services for water, health, nutrition and education. This crisis has created a challenging situation for Bangladesh, particularly for the communities in Cox’s Bazar District.  UNICEF works to support the efforts of the Government of Bangladesh to improve the lives of all children, particularly those who are most disadvantaged and excluded and continues to scale-up support to the Rohingya community in collaboration with local government and international and national NGO partners to increase and improve services in the camps and host communities.  UNICEF Cox’s Bazar Field Office is implementing multi-sectorial programmes in Education, Nutrition, Health, WASH, Child Protection to improve access to effective basic services for Rohingya refugees and their host Bangladeshi communities in an integrated manner strengthening the linkages between emergency and development initiatives. | |
| **Purpose of Assignment:**  Under the guidance of the Emergency Manager, the Programme Specialist is responsible to provide oversight on project planning, implementation, monitoring, and coordination of donor supported programmes **(EU and KfW** among others**)** implemented in Cox’s Bazar in accordance with the Country Programme and Rohingya Crisis Joint Response Plan, focused on the achievement of UNICEF's Priorities. The specialist will be supported by an Information Management Officer to support the collection, triangulation, and analysis of data from government and implementing partners and monitoring activities – including the identification of gaps and bottlenecks – throughout the programme | |
| **Major duties and responsibilities:**   1. **Programme Management and Coordination**  * Coordinate and support the development of work plans through consistent and effective planning sessions ensuring synergies for integration in beneficiary targeting and service delivery. * Coordinate intra-office meetings and forums to establish and ensure progress against agreed work plans and targets. * Organize and manage the relevant programme governance structures and processes with relevant stakeholders, including the EU, KFW local government authorities and NGO partners. * Support and coordinate the timely preparation and submission of annual reports and briefs as required * Ensure the timely preparation of annual programme and financial reports. | |
| 1. **Optimum Use of Programme Funds**  * Assist in establishing programme work plans and monitor progress and compliance. Manage allocations of programme funds to sections ensuring that funds are properly coordinated, monitored and liquidated. * Takes appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation. * Develop dashboard to improve the financial management of the multi donor grants * Take appropriate actions to optimize use of programme funds as per the work plans established. | |
| 1. **Programme Monitoring and Evaluations**  * Undertakes field visits to monitor and assess programme implementation and advise relevant sections and management on required corrective action. * Support the organization of programme surveys, mid-term and end line evaluation exercises and participate the major programme evaluation exercises in consultation with the Chief of Field Office, Team Leads and Planning, Monitoring and Reporting colleagues to improve efficiency and quality of programme delivery. * Ensure the existence of M&E plans for measuring results and reporting as well lead regular joint field M&E visits | |
| 1. **Rights-Based and Results-Based Programme Management Approach**  * Assure the quality of child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of the UNICEF programmes. * Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design. | |
| 1. **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 programme/project status and implementation and movement/distribution of supplies. * Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. * In collaboration with the Communications, Advocacy and Partnerships Team, ensure regular engage of the relevant donor counterparts and the effective delivery of the agreed Communications and Visibility Plan. | |
| **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**  **Education**  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, focused on programme management, including involved in integrated programming. A background in resilience and/or improving nutrition outcomes for children would be an asset.  Experience working in a humanitarian or early recovery setting is considered as an asset, especially work that functioned across the humanitarian to development nexus.  Background/familiarity with emergency is considered as an asset.  **Language Requirements**  Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as 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 |
| **Technical Knowledge**  **a) Specific Technical Knowledge Required**  (Technical knowledge requirements specific to the job can be added here as required.)  • Rights-based and Results-based approach and programming in UNICEF.  • UNICEF programme policy, procedures and guidelines in the Manual.  **b) Common Technical Knowledge Required** (for the job group)  • Methodology of programme/project management  • UNICEF programmatic goals, visions, positions, policies and strategies.  • Knowledge of global human rights issues, specifically relating to children and women, and the current UNCEF position and approaches.  • UNICEF policies and strategy to address on national and international issues, particularly relating to conflicts, natural disasters, and recovery.  **•** UNICEF emergency programme policies, goals, strategies and approaches.  • Gender equality and diversity awareness  **c) Technical Knowledge to be Acquired/Enhanced** (for the Job)   * + UN policies and strategy to address international humanitarian issues and the responses.   + UN common approaches to programmatic issues and UNICEF positions   + UN security operations and guidelines.   + UNSECORD training for members of Security Management Team. | |

**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-2); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-3).* | Yes  No |

End.

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-2)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-3)