



**UNITED NATIONS CHILDREN'S FUND**  
**Child Protection- Sub-national coordinator JOB PROFILE (GJP)**

### I. Post Information

Job Title: **Sub-national CP AoR coordinator**  
Supervisor Title/ Level: **Child Protection AoR National Coordinator P4**  
Organizational Unit: **Emergency**  
Post Location: Odessa Field Office, Ukraine

Job Level: **NOB TA**  
Job Profile No.:  
CCOG Code: **1L04**  
Functional Code: **CHI**  
Job Classification Level: **Level 2 – NOB, TA**

### II. Organizational Context and Purpose for the job

#### **Background:**

The cluster approach ensures clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different clusters of the response. It aims to make the national and international humanitarian community better organized and more accountable and professional, so that it can be a better partner for the affected people, host governments, local authorities, local civil society, and resourcing partners.

The Child Protection AoR activated in Ukraine in 2014, led by UNICEF. As of the 24th of February 2022, a large-scale military offensive by the Russian Federation was launched in Ukraine. The conflict in Ukraine continues to take a massive toll on the lives of children. Against a backdrop of violence, continuous displacements and worsening socioeconomic conditions, children in Ukraine endure multiple protection risks and violations of their rights on a daily basis. According to the 2024 Humanitarian Needs and Response Plan (HNRP), there are 14.6 million people in need of assistance in Ukraine, of whom 3.17 million (22%) are children.

As of December 2023, the Child Protection AoR, has calculated that around 3,2 million displaced and conflict affected children inside Ukraine are in need of protection interventions,<sup>1</sup> but currently the demand for child protection services continues to outstrip the supply. The risk to children requires immediate action as the impacts of conflict and displacement has left them at heightened risk of violence, abuse, neglect, and exploitation. With the recent escalation of the conflict and deteriorating humanitarian situation, humanitarian coordination is taking place both at national and sub-national levels. The CP AoR continued to strengthen the sub-national/regional coordination in the east ( Kharkiv, Zaporizhia, Donestka Dnipro),South ( Mykolaiv, Kherson and

<sup>1</sup> [Ukraine Humanitarian Needs and Response Plan 2024 \(December 2023\) \[EN/UK\]](#)

Odesa), North (Chernihiv) as well as Lviv, in collaboration with regional authorities, child protection partners, and regional services for children's affairs.

In order to facilitate a coordinated strategic response, the Ukraine Child Protection AoR is in need of a Sub-national Contractor in Odesa to cover the southern region and ensure that coordination functions are delivered effectively and efficiently at both the regional and sub-national level.

**Purpose of assignment:**

The Sub-national coordinator is a CP AoR Coordination core team member. The overall aim of this role is to support the coordination of a timely, coherent and effective child protection preparedness, plan and response by mobilizing and coordinating child protection stakeholders to respond in a strategic manner to existing and potential emergencies at the assigned sub-national level (the South).

**Job organizational context:**

Under the overall supervision of the Child Protection National Coordinator, the Sub-national CP AoR Coordinator, promotes cluster goals and objectives by coordinating sub-national CP AoR stakeholders ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012) and Inter-cluster coordination bodies established by the HCT/UNOCHA.

The Sub-national Coordinator is a CP AoR Coordination core team member. The overall aim of this role is to support the coordination of a timely, coherent and effective Child Protection preparedness, planning and response by mobilizing and coordinating Child Protection stakeholders to respond in a strategic manner to existing and potential emergencies at the assigned sub-national level (there are two positions. One is for the East sub-national based in Dnipro and the other is for South based in Odesa, Ukraine).

**Purpose for the job:**

The Sub-national CP AoR coordinator, reports **to the National CP AoR coordinator** for supervision. The Sub-national Coordinator is a CP AoR Coordination core team member. The overall aim of this role is to support the coordination of a timely, coherent and effective Child Protection preparedness, planning and response by mobilizing and coordinating Child Protection stakeholders to respond in a strategic manner to existing and potential emergencies at the assigned sub-national level (there are two positions. One is for the East sub-national based in Dnipro and the other is for South based in Odesa, Ukraine).

**III. Key function, accountabilities and related duties/tasks**

Summary of key functions/accountabilities:

- Establish and maintain a local coordination platform: to integrate local actors (local organizations and authorities, other key sectors, etc.) and ensure regular and predictable

meetings and communication channels.

- Support operational coordination: to support the effectiveness of the response through the coordination of activities, intra- and inter-sectoral technical exchanges and identification of local best practices, and through the promotion of national level strategies related to child protection intersectoral integration and/or the integration of cross-cutting themes.
- Situation monitoring: to establish mechanisms that allow regular and reliable monitoring of needs in the geographic area covered, and to highlight gaps and emerging issues to the national level.
- Monitoring the quality of interventions: to establish mechanisms to track whether the response is meeting established standards and technical guidelines, and to identify contextualized lessons and best practices (in a collaborative and collective manner) to address problematic areas/activities of intervention.
- Support the strengthening of technical response capacities at the local level: to identify technical weaknesses/strengths among subnational members, encourage mutual support between members, and propose (longer-term) solutions to key sectoral gaps in collaboration with local actors/authorities and the national level.
- Prepare contingency plans at the local level: to establish communication protocols (with authorities, other clusters, other) and technical guidance for the key risks identified in the geographical area covered, and support advocacy to increase existing capacities if necessary.
- Contribute to national processes: to facilitate local level inputs into national levels strategies, initiatives and processes to ensure that the contributions, priorities and perceptions of stakeholders in the geographical area covered are represented at the national level.

#### **Key Accountabilities/Deliverables:**

##### **1. Support service delivery by:**

- Conduct regular (Monthly or ad-hoc) sub-national coordination and engage partners for coordinated response.
- Maintain a regular communication with partners, stakeholders and child protection authorities with/for updates related to child protection service provision.
- Document the sub-national cluster meetings and share with partners within agreed timeframe, and keep the partners and stakeholders updated with the cluster needs and gaps.
- Generate evidence-based data on emerging CP issues and concerns to inform advocacy communicate with the national CP Sub-national coordinator to ensure appropriate support for interagency CP activities.
- Expand the coordination of child protection response to heard to reach children including newly accessible areas.
- Ensure timely and regular information-sharing, with Sub-national CP AoR members, national CP AoR coronation team, and other clusters/coordination forums, as appropriate.
- Promote Child Protection common approaches, standards, guidelines, and good practices and enforce field compliance with Child Protection policies, standards, and procedures, including identifying existing service gaps and opportunities for programming and funding.
- Seek complementarity and synergy with development actors and promote system-based approach.
- Assess the capacity of child protection actors to identify the needs in the capacity building of Child Protection in Humanitarian programming and coordination.

##### **2. Linkages with other working groups/coordination forums/local authorities**

- The Sub-national CP AoR will establish and maintain close links and collaboration with other cluster working groups to improve the child protection response especially and represent CP AoR at ICWG, and General Coordination Meetings (GCM).
- Provide weekly/monthly CP AoR inputs to including UNICEF and OCHA led humanitarian

coordination and dissemination products with the support of the information management officer.

- Coordinate with other clusters and working groups at sub-national level to improve Inter-Cluster response to child protection.
- Participate in the regional level Area Based Coordination (ABC) meetings and update the national coordinator about the Child Protection situation of the assigned region.
- Represent the interests of the CP AoR in discussions at sub-national level on prioritization, resource mobilization, field consultation and advocacy.
- Joint advocacy and raising awareness initiatives addressing key child protection concerns such as child marriage, child labor as well as other issues affecting children.
- Active participation of the CPWG, in the Protection and GBV AoR meetings at state and regional level.
- Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Colsey works with the regional authorities and represents the CP AoR in regional authorities' meetings. Additionally, ensures the participation of services for children's affairs, child protection, and guardianship authorities at the sub-national CP AoR meeting.

### **3. Monitoring and reporting of the response by**

Measure progress against the CP AoR strategy and agreed results. On regular basis, review the progress against the state specific benchmarks and agreed results to identify gaps and find ways to address them.

Recommend corrective action where necessary.

- Promote the CP AoR situation and response (5Ws/Activity Info) monitoring tools to minimize duplication of service delivery and ensuring complementarity.
- Contribute to and widely disseminate of the CP AoR products and resources among the Sub-national CP AoR members.
- Ensure that key child protection concerns are reflected in multi-sectoral assessments as well as other sectoral-specific assessments as far as possible.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.
- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of CP AoR strategies, processes and best practices in child protection, to support programme implementation.

### **4. Informing strategic decision-making for the humanitarian response**

- Prepare Needs assessment and gap analysis (across other sectors and within the sector).
- Analyze (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Establish prioritization, grounded in response analysis.
- Participate in Inter-Cluster missions to assess Child Protection needs and gaps at sub-national

<ul style="list-style-type: none"> <li>level.</li> <li>▪ Advocate for field mission to assess the Child Protection needs of the affected children in including newly accessible and non-government control areas.</li> </ul> <p><b>5. Support robust and evidence-based advocacy</b></p> <ul style="list-style-type: none"> <li>▪ Identify advocacy concerns to contribute to national CP AoR, ICWG, ICCG, Humanitarian Coordinator (HC) and Humanitarian Country Team (HCT) messaging and action.</li> <li>▪ Undertake advocacy activities on behalf of CP AoR participants and the affected population.</li> </ul> <p><b>6. Accountability to affected populations</b></p> <ul style="list-style-type: none"> <li>▪ Collaborate and/or consult with sectoral areas to ensure Accountability of Affected Populations in each core function of CP AoR .</li> <li>▪ Build capacities of partners on Accountability of Affected Populations.</li> <li>▪ Support the integration of Accountability of Affected Populations mechanisms in Cluster response, from needs evaluation, planning to implementation and monitoring.</li> </ul>
<p><b>7. Innovation, knowledge management and capacity building</b></p> <ul style="list-style-type: none"> <li>▪ Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.</li> <li>▪ Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.</li> <li>• Research and report on best and cutting-edge practices for development planning of knowledge products and systems.</li> <li>• Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.</li> </ul>

<b>IV. Impact of Results</b>
<p>The support and service provided by the Sub-national Coordinator, will enable UNICEF Ukraine promote CP AoR goals and objectives by coordinating sub national cluster stakeholders ensuring that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012) and Inter-cluster coordination bodies established by the HCT/UNOCHA.</p>

<b>V. UNICEF values and competency Required (based on the updated Framework)</b>
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**i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

**ii) Core Competencies (For Staff with Supervisory Responsibilities) \***

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

or

**Core Competencies (For Staff without Supervisory Responsibilities) \***

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

**VI. Recruitment Qualifications**

Child Protection:	A university degree in one of the following fields is required: international development, human rights, psychology, sociology, international law, or another relevant social science field.
Experience:	<p>A minimum of two years of professional experience in social development planning and management in child protection related areas is required.</p> <ul style="list-style-type: none"><li>• Fieldwork experience is required.</li><li>• Experience in emergency planning is highly desirable.</li><li>• Experience in a UN organization or similar is an asset.</li><li>• Proven ability to coordinate across multiple stakeholders is required.</li><li>• Familiarity with children's rights and gender in the context of emergencies is desirable.</li></ul> <p>Good analytical and writing skills, advocacy, and presentational skills.</p> <p>Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.</p>

	Experience in both development and humanitarian contexts is an added advantage.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
<b>Technical Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Understands key technical issues for the CP AoR/ CP Sub- cluster sufficiently well enough to be able to: engage with CP AoR participants; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues.</li> <li>• Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda.</li> <li>• Understands, uses, and adapts the tools, mechanisms, and processes developed as part of Humanitarian Reform.</li> <li>• Demonstrates commitment to Humanitarian Principles: <a href="https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf">https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf</a></li> <li>• Demonstrates commitment to Principles of Partnership: <a href="http://www.globalhumanitarianplatform.org/doc00003804.doc">http://www.globalhumanitarianplatform.org/doc00003804.doc</a></li> <li>• Communicates, works, and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required.</li> <li>• Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy.</li> <li>• Demonstrates commitment to the cluster and independence from employing organisation.</li> <li>• Successful track-record in presenting complex issues to various stake holders effectively, sensitively, and within professional poise.</li> </ul>