

UNICEF Latin American and Caribbean Regional Office Request for Establishment of a Temporary Appointment

To (Head of Office): Anne-Claire Dufay, Regional Director, OIC
Through (HR BP/Associate): Renan Lizano, Regional Chief of Human Resources
From (Section Chief/Adviser): Italo Dutra, Regional Adviser Education
Post Supervisor: Ruth Custode, Regional Education Specialist
Date: 18 April 2023

GENERAL INFORMATION

Duration (initial maximum 364 days)	Expected dates	
	From	To
364 days	01.05.2023	28.04.2024

**Temporary Appointment may be extended subject to funding availability, organizational needs and satisfactory service.*

POSITION INFORMATION

Position			Reporting Officer		
Title	Level	Post Number	Title	Level	Post Number
Education Specialist	P-3	TBC	Regional Education Specialist	P-3	103240

FUNDING INFORMATION

WBS	Grant	Expiry Date	Fund Type (OR, RR, etc.)	USD	Details
333R/A0/11/002/001/002	SC210215	05.10.24	OR	100,000	
333R/A0/11/002/001/002	SC220203	30.06.24	OR	54,892	

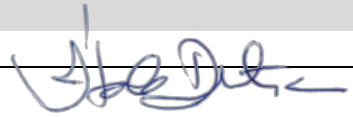
- Note:**
- Respective section should provide full funding information for the duration of contract requested. There should be no gaps in funding.
 - Contract will only be issued or extended up to the time funding is available.

REQUESTING SECTION ENDORSEMENT


With My Signature, I Certify the Following:

1. **For RR or IB funding:** Funding for RR or IB is available under 'Funding Information' shown above.
2. **For OR funding:** The OR funding of the above-mentioned post complies with the valid donor agreement/proposal, observes expiry dates, and funds are available. If there are insufficient funds in the budget mentioned above for OR funding at the time of payroll posting, I will provide the necessary funds to cover the post expenses.


FUNDING ENDORSEMENT

Name:	Italo Dutra,	Signature:	
Title:	Regional Adviser Education	Date:	18/04/2023

HUMAN RESOURCES ENDORSEMENT

Name:	Renan Lizano	Signature:	
Title:	Regional Chief of Human Resources	Date:	18/04/2023

HEAD OF OFFICE APPROVAL

Name:	Anne-Claire Dufay	Signature:	
Title:	Regional Director, OIC	Date:	

Latin America and Caribbean Region

Temporary Appointment

Terms of Reference [TOR]

Title	Education Specialist for Migration	Level	P3
Supervisor's title	Education in Emergencies Specialist	Supervisor's Level	P3
Contract duration	364 days	Expected start date	01.06.2023

Child Safeguarding
Is this project/assignment considered as " <u>Elevated Risk Role</u> " from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
Direct Contact Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</i>
Child Data Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</i>
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Background
<p>UNICEF promotes the rights and welfare of all children and adolescents in everything we do. Together with our allies, we work in 190 countries and territories to transform this commitment into practical actions that benefit all children, especially focusing our efforts on reaching the most vulnerable and excluded, worldwide.</p> <p>The UNICEF Latin America and Caribbean Regional Office is based in Panama, operating in 36 territories, including 24 country offices.</p> <p>UNICEF works to put the rights and well-being of the most disadvantaged children at the heart of the social, political, and economic agenda, in line with our equity focus, working across our organization and with our partners in government, civil society and the private sector to support shifts in public policy, fuel social engagement, and increase investment for children.</p> <p>The UNICEF Latin America and Caribbean Regional Office is based in Panama, operating in 36 territories, including 24 country offices. UNICEF works to put the rights and well-being of the most disadvantaged children at the heart of the social, political, and economic agenda, in line with our equity focus, working across our organization and with our partners in government, civil society and the private sector to support shifts in public policy, fuel social engagement, and increase investment for children.</p> <p>The education challenges faced by refugee and migrant children and adolescents in the LAC Region have increased by the impact of the COVID-19 pandemic. Although most of the schools have already reopened, many refugee and migrant children are still facing multiple obstacles to accessing education services in their host countries, such as lack of spaces or enrollment, lack of documentation, schools materials,</p>

infrastructure, language issues, lack of financial resources, and among others, poor knowledge of the normative and policies.

Since the beginning of the migration crisis, UNICEF Regional Office has provided LAC Country Offices with technical support to develop and implement context-appropriate strategies to ensure education access and permanence for migrant and refugee children and those in host communities.

Job organizational context: The Education Specialist GJP is to be used in a Regional Office (CO) where the Education Programme is a component of the Regional Programme; the specialist reports to the Education Specialist in charge of the EiE section.

For more information about UNICEF and its work. (www.unicef.org/lac).

For every child,

[education]

Purpose of the Job

Purpose for the job: Under the guidance and general supervision of Education Specialist, the Specialist supports the development and preparation of the Education migration programs and is responsible for managing, implementing, monitoring, evaluating, and reporting the progress of education migration programs/projects within the Regional Education in Emergencies programme. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of results on the education to improve learning outcomes and equitable and inclusive education, especially for refugee and migrant children and adolescents.

The Specialist contributes to achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

How can you make a difference?

Key functions, accountabilities and related duties and tasks

Summary of key functions/accountabilities:

1. Support to programme development and planning
2. Programme management, monitoring and delivery of results
3. Technical and operational support to programme implementation
4. Networking and partnership building
5. Innovation, knowledge management and capacity building.

Impact of results

1. Support to programme development and planning

- Support the preparation, design and updating of the situation analysis for the education in emergencies programmes to ensure that current and comprehensive data on education issues including data on migrants and refugees is available to guide UNICEF's strategic policy, advocacy, intervention, and development efforts on education programmers.
- Help supervisor set priorities, strategies, design, and implementation plans. Keep abreast of development trends to enhance programme management, efficiency, and delivery.
- Participate in strategic programme discussion on the planning of education in emergencies programmes. Formulate, design and prepare programme proposals for the EiE sector, ensuring

alignment with UNICEF's Strategic Plans and Regional Programme and coherence with UNICEF regional strategies, priorities, plans and competencies.

- Establish specific goals, objectives, strategies, and implementation plans for the sector using results-based planning terminology and methodology (RBM). Prepare required documentations for programme review and approval.
- Work closely and collaboratively with internal colleagues and partners to discuss strategies and methodologies, and to determine Education in emergencies regional priorities to ensure the achievement of concrete and sustainable results for children and adolescents including migrants and refugees.
- Provide technical and operational support throughout all stages of programming processes and to ensure integration, coherence, and harmonization of education -migration programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.

2. Programme management, monitoring and delivery of results

- Plan and collaborate with internal colleagues and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators to assess/strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the assigned sector on education in emergencies programmes.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- Prepare and assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme management.
- Identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Actively monitor programmes/projects through field visits and surveys, and exchange information with stakeholders to assess progress, identify bottlenecks and potential problems, and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
- Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
- Prepare regular and mandated programme reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and country office partners and donors on interpretation, application and understanding of UNICEF policies, strategies, processes and best practices and approaches on education and related issues to support programme management, implementation, and delivery of results.
- Arrange/coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process.
- Participate in education programme meetings including programme development and contingency planning to provide technical and operational information, advice and support.
- Draft policy papers, briefs and other strategic programme materials for management use.

4. Networking and partnership building.

- Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, global partners, donors, and academia through active networking, advocacy,

and effective communication to build capacity, exchange knowledge/expertise and to reinforce cooperation to achieve sustainable and broad results on education programmes.

- Prepare communication and information materials to promote awareness, establish partnerships and support fund raising for education in emergencies programs.
- Participate and/or represent UNICEF in appropriate inter-agency discussions on education in emergencies, migration and other related issues ensuring organizational position, interests and priorities are fully considered.

5. Innovation, knowledge management and capacity building

- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results related to education-migration response.
- Keep abreast, research, benchmark, and implement best practices in education management. Assess, institutionalize, and share best practices and knowledge learned.
- Contribute to the development and implementation of policies and procedures to ensure optimum efficiency and efficacy of sustainable programmes and projects.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results on education in emergencies and related programmes/projects.

To qualify as an advocate for every child you will have

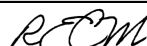
Education	An advanced university degree in one of the following fields is required: education, economics, psychology, sociology, or another relevant technical field. Alternatively, a first-level university degree in a relevant field combined with two additional years of qualifying professional experience may be accepted in lieu of the advanced university degree.
Work Experience	A minimum of five years of professional experience in programme planning, management, and/or research in education is required. Education in emergency experience in humanitarian and/or migration crisis contexts is required. Experience working in the coordination of inter-agency initiatives is required. Prior experience working within the LAC region is required. Experience working in a developing country is considered as an asset. Relevant experience in a UN system agency or organization is considered as an asset.
Languages	Fluency in Spanish and English is required. Knowledge of French or Portuguese will be considered an asset.



For every Child, you demonstrate ...

Core values of care, respect, integrity, trust, and accountability. UNICEF competencies in building 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 and nurtures, and leads and manages people.

Approved by

Supervisor

Name:	Ruth Custode	Signature:	
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Title:	Education Specialist	Date:	18-03-2022
Head of Section			
Name:	Italo Dutra	Signature:	
Title:	Regional Adviser Education	Date:	18/04/2023
Deputy Regional Director [If Programme]			
Name:		Signature:	
Title:		Date:	
Head of Office			
Name:	Anne-Claire Dufay	Signature:	
Title:	Regional Director, OIC	Date:	