

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Senior Programme Associate PSEA (GS7)

Section: PSEA unit Cox's Bazar Field Office

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Programme Manager PSEA

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.

UNICEF Bangladesh remains committed to supporting institutionalizing SEA prevention and response in its work in Bangladesh.

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.

Given the seriousness of the concerned issues globally as well as in Bangladesh, a dedicated PSEA unit is fully functional with dedicated technical staff to drive the institutionalization of UNICEF strategy on PSEA. The PSEA Programme Associate will support the day-to-day operations of the PSEA unit and work in close collaboration with section's PSEA focal points and implementing partners in support of PSEA programme delivery.

1. Purpose of Assignment:

Under the direct supervision of the Programme Manager PSEA based in Cox's bazaar, the UNICEF Senior Programme Associate PSEA will provide range of procedural, administrative, and operational tasks for the effective roll out of PSEA and Child Safeguarding global guidelines, standards and tools and support implementation to prevent SEA in humanitarian and development settings.

2. Major duties and responsibilities:

- | | |
|---|--|
| 1 | Assist in documenting and managing reported SEA allegations in a confidential manner within the UNICEF data protection policy. |
| 2 | Assist in updating the established confidential data management system on SEA cases, case management and provide statistical non-identifying and trends in coordination with the PSEA Programme Manager. |

3	Support the PSEA unit in day-to-day activities including liaising with partners, maintaining database of partners and follow up of issues.
4	Follow up with section's PSEA focal points and implementing partners in support of PSEA programme delivery.
5	Facilitate organizing PSEA related meetings, trainings, workshops, and events, including preparing agendas, taking note and minutes of the meeting and translation from Bangla to English and English to Bangla during the event.
6	Provide logistical and administrative support for field visits, missions, and trainings including travel arrangements, raising travel requisitions.
7	Gather and compile data and information for the preparation of documents.
8	Organize and coordinate filing of documents and maintain mailing lists.
9	Take care of the PSEA Hotline Number, assist the PSEA Programme Manager to receive Sexual Exploitation and Abuse (SEA) allegations and child safeguarding concerns and document accordingly.
1	Carrying out transactions in VISION ensuring programme results, activities and programme coding are as per annual/rolling work plans and makes amendments and alterations as per section revisions when necessary.
11	Performs other duties, as required, and assigned by supervisor

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL: Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization such as Social Sciences, Gender and development studies, Law, International Relations, Government, Public Administration, Public Policy, Social Policy, or another relevant technical field.

WORK EXPERIENCE: A minimum of seven years of progressively responsible administrative work closely related to support of programme activities.

Previous professional working experience related to children's and women's rights, on violence prevention and response, in particular sexual violence and other forms of gender-based violence, child safeguarding programming and/or child protection will be considered an asset.

Background/familiarity with emergency is considered as an asset.

Experience of work with other UN agencies is considered an asset.

LANGUAGE PROFICIENCY: Fluency in English and in Bangla is required. Knowledge of Burmese language will be considered an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<u>Values</u>	<u>Competencies</u>
<ul style="list-style-type: none"> Care Respect Integrity Trust Accountability Sustainability 	<ul style="list-style-type: none"> 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)

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
If yes, check all that apply below.		
2a. Is this a Direct* contact role?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<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>		
3a. Is this a Child data role? *:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<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>		
4. Is this a Safeguarding response role*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<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>		
5. Is this an Assessed risk role*?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>		

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.