

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Child Protection Specialist

Section: Cox's Bazar - Child Protection

Duration: 364

Duty Station: Cox's Bazar

Reports to: Child Protection Manager

1. Purpose of Assignment:

UNICEF has committed to ensure that by 2026, children, families and communities in Bangladesh have increased knowledge and understanding of violence against children and women and are empowered to prevent violence and other harmful practices, including in humanitarian settings and in areas affected by climate change. This is a key pillar of the Child Protection Programme in Bangladesh and is especially important in the context of Cox's Bazar.

The Child Protection Specialist (P3) will lead the pillar on Ending VACW in Cox's Bazar. The Child Protection Specialist will spearhead and represent UNICEF's work on ending VACW in the Rohingya refugee camps and other refugee relocation areas, and in the Bangladeshi host communities. The role and context bridge the humanitarian and development realms and call for a preventive lens that focuses on promoting positive social norms, attitudes and practices. In particular, the Child Protection Specialist will work with national level colleagues to ensure roll-out of UNICEF's support to a national scalability programme "Accelerating Protection for Children (APC)" under the leadership of the Ministry of Women and Children's Affairs (MoWCA) across Bangladesh. The objective of the APC initiative is to empower and develop marginalized adolescents through Adolescent Clubs which follow the Peer Education Model. UNICEF will strengthen the system of the government and make the adolescent empowerment programme sustainable in accordance with UNICEF Country Programme.

In this respect the Child Protection Specialist will be central to the achievement of the programme output and to the fabric of the child protection team in Cox's Bazar; she/he will have excellent project management and technical skills that equate to strong leadership of the pillar in alignment with UNICEF's Child Protection strategy nationally.

The Child Protection Specialist will be instrumental to every stage of the programme/project cycle. She/he will support the preparation and development of programmes/projects, and will be responsible for the management, implementation, monitoring, reporting, and evaluation related to output on Ending VACW in Cox's Bazar. The Child Protection Specialist will facilitate the administration and achievement of concrete and sustainable contributions to national and international efforts to create a protective environment for children against all harm, and to protect their rights to survival, development and wellbeing, as established under the Convention on the Rights of the Child, international treaties/frameworks and UN intergovernmental bodies.

The position will be supervised by the Child Protection Manager (P4) with technical oversight of the Chief of Child Protection (P5) and pillar leads at national level.

2. Major duties and responsibilities:

1	<p>Support to programme/project planning and development</p> <ul style="list-style-type: none">• Support the updating of a situation analysis for the child protection programmes/projects where/when required to ensure that data on child protection issues is available to guide UNICEF's strategic policy advocacy, intervention and development efforts, and to set programme priorities, strategies, and design and implementation plans. Keep abreast of development trends to enhance programme management, efficiency and delivery.• Participate in strategic programme discussions. Formulate, design and prepare programme/project proposals, ensuring alignment with UNICEF's Strategic Plan and Country Programme, as well as coherence and integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies and national priorities, plans and competencies.• Establish specific goals, objectives, strategies, and implementation plans using results-based planning terminology and methodology (RBM). Prepare required documentations for review and approval.• Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results.• Provide technical and operational support throughout all stages of programming processes to ensure integration, coherence and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.
2	<p>Programme management (including HACT), monitoring and delivery of results</p> <ul style="list-style-type: none">• Plan and collaborate with colleagues and external partners to establish monitoring benchmarks, performance indicators, other UNICEF/UN system indicators and measurements, to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results.• Participate in monitoring and evaluation exercises, programme reviews and annual reviews with the government and other counterparts to assess progress and to determine required actions and interventions to achieve results.• Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or 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, surveys and exchange of information with partners to assess progress, identify bottlenecks and potential problems. Take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.• Monitor and verify the optimum and appropriate use of programme resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments, as well as standards of accountability and integrity. Ensure timely reporting and liquidation of resources.• Prepare regular and mandated programme/project reports for management, donors and partners to keep them informed of programme progress.
3	<p>Technical and operational support to programme implementation</p> <ul style="list-style-type: none">• Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners and donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, best practices, and approaches on child protection related issues to support programme management, implementation and delivery of results.

	<ul style="list-style-type: none"> • Arrange and coordinate availability of technical experts with Regional Office/HQ to ensure timely and appropriate support throughout the programming process. • Participate in child protection programme meetings, including programme development and contingency planning discussions on emergency preparedness in the country or other locations designated, to provide technical and operational information, advice and support. • Draft policy papers, briefs and other strategic programme materials for management use, information and/or consideration.
4	<p>Networking and partnership building</p> <ul style="list-style-type: none"> • Build and sustain effective close working partnerships with relevant government counterparts, national stakeholders, global partners, allies, donors, and academia - through active networking, advocacy and effective communication - to build capacity, exchange knowledge and expertise, and to reinforce cooperation to achieve sustainable and broad results in child protection. • Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnerships/alliances and to support fund raising for child protection programmes and emergency interventions. • Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on child protection related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of programmes/projects. Ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF process for development planning and agenda setting.
5	<p>Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> • 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. • Keep abreast, research, benchmark, and implement best practices in child protection management and information systems. 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 and stakeholders to promote sustainable results in child protection and related programmes/projects.

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

EDUCATION & OTHER SKILLS:

An advanced university degree in one of the following fields is required: international development, child rights, human rights, child protection, psychology, sociology, international law, or another relevant social science field.

WORK EXPERIENCE:

A minimum of five years of professional experience in child protection development, planning and management is required.

Experience working in a developing country is considered as an asset.

Relevant experience in programme development in child protection related areas in a UN system agency or organization is considered as an asset.

Experience in both development and humanitarian contexts is considered as an added advantage.

LANGUAGE PROFICIENCY:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is 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 	<ul style="list-style-type: none"> 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)

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

<p>* "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".</p>	
<p>4. Is this a Safeguarding response role*</p> <p><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></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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.