

<b>Post Title: Implementing Partnership Management Specialist (IPM)</b>
<b>Grade : P3</b>
<b>Position ID : .....</b>
<b>Unit: PM&amp;E</b>
<b>Duty Station : Port au Prince, Haiti</b>
<p><b>1. Context</b></p> <p>The situation in Port-au-Prince and the country at large continues to worsen. Neighborhood gangs have gained power over time, and non-governmental organizations, agencies, and programs have had to accept this situation and seek alternative ways of working. Despite the challenges, UNICEF in Haiti has decided to continue its operations in conflict zones and areas at risk. <i>It is unclear how long the country can sustain such a dire situation, as improvements have yet to be seen.</i></p> <p>Haiti facing a dire situation with the deepening of a multi-faceted crisis which has had severe impacts on the country and its population. Armed violence, political instability, economic recession, and weak institutions have exacerbated the humanitarian situation. Armed gangs, numbering around 200, hold significant control and influence, particularly in the metropolitan area of Port-au-Prince, where they control nearly 80% of the territory. This has led to an environment of fear, restricting the freedom of movement and access to essential services, with alarming levels of sexual violence, kidnappings, and other criminal activities, posing a particular threat to children.</p> <p>The presence of criminal violence and insecurity further complicates the humanitarian response, making it challenging to provide necessary assistance and support to those in need. Moreover, the control of gangs over the national roads from Port-au-Prince to other regions, including the south and the Artibonite (northern) region, hampers the movement of people, goods, and humanitarian aid, exacerbating the challenges faced by the affected population.</p> <p>Addressing the crisis in Haiti requires urgent and coordinated efforts from the international community, the Haitian government, and humanitarian organizations. Comprehensive measures are needed to restore stability, provide necessary protection, ensure access to essential services, and deliver humanitarian aid. A concerted approach involving local authorities, international partners, and the Haitian government is essential to mitigate the impacts of violence and insecurity and safeguard the well-being and safety of the affected children and families.</p>
<p><b>2. Purpose for the Job</b></p> <p>The Implementing Partnership Management Specialist is responsible for providing technical and administrative support to ensure quality, effective and efficient management of implementing partnerships in the country office in line with respective operational policies, procedures and mainstreaming of risk based implementing partnership management in Haiti Office.</p>
<b>3. GRANT: GE230021, WBS: 1830/A0/09/880/003/001</b>
<b>4. Duration: 364 days</b>
<b>5. Supervisor: Chief Planning Monitoring and Evaluation</b>

## **6. Summary of Key Functions/Accountabilities:**

Under the direct supervision of the Chief PM&E, the temporary IPM Specialist, P3 will be responsible of:

### **a) Support to implementing partnership management**

- Provide technical support to the country office in the formalization of implementing partnerships with government, civil society organizations and other implementing partners in line with relevant policies, procedures and guidelines, including the CSO Procedure and guidance on work plans.
- Provide technical and administrative support in the implementation of HACT in line with the HACT policy and procedure and other relevant organizational policies, procedures and guidelines, including the DFAM Policy 5: Cash Disbursements Supplement 3-Cash Transfers (HACT). This includes coordinating the preparation of CO annual assessments and assurance plan, facilitating its execution and coordinating with other adopting agencies as appropriate.
- Coordinate with and/or seek technical support of the Regional Office on implementation of the CSO and HACT procedures.

### **b) Quality assurance**

- Contribute to the design of and implement quality assurance strategies/processes for the implementation of the CSO procedure. This includes processes to ensure that implementing partners are selected and assessed in accordance with the CSO procedure and that all documentation is in line with corporate standards as stipulated in the CSO procedure.
- Contribute to the design and implementation of quality assurance strategies/processes to ensure that HACT assessments and assurance activities are undertaken in accordance with corporate terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed

### **c) Innovation, knowledge management and capacity building**

- Serve as the custodian of all implementing partnership documentation such as assessment and assurance reports, PCAs, SSFAs and programme documents, ensuring that they are adequately circulated in the office and properly archived.
- Design and implement capacity building strategy/initiatives for CO staff to ensure that CO staff are knowledgeable and comply with the HACT and CSO procedures and other relevant corporate policies, procedures and guidance that impacts on implementing partnership management
- Design and implement capacity building initiatives for staff of implementing partners to ensure that they are knowledgeable on all aspects of partnering with UNICEF, with particular emphasis on the HACT and CSO procedures.
- Participate in country office ERM exercises to ensure that risks for implementing partnership management are identified and mitigation measures put in place.

## **7. Impact of Results**

The effective support provided by the Implementing Partnership Management Specialist to the careful planning and effective implementation of the HACT activities directly impacts on programme execution, delivery of sustainable results, and promoting national ownership and accountability for programme resources.

## **8. UNICEF values and competency Required (based on the updated Framework)**

### **i) Core Values**

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

### **ii) 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.

## 9. Recruitment Qualifications

### Education:

An advanced university degree (master's degree) in one of the following fields is required: Development studies, International Development, Business Administration, Financial Management, Economics, Auditing, Project/Programme Management or another relevant technical field.

### Experience:

- A minimum of five (5) years of professional experience in one or more of the following areas is required: programme development/management, financial planning and management, or another related area.
- 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.

### Language Requirement:

- Fluency in French and English is required.
- Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

## 8. Signature

Prepared by: **Abdoulaye Gueye**

Chief PM&E Surge

Signature 

Date August 13th 2023

Approved by: **Francois Kampundu**

Representative OIC

Signature 

Date 13/08/2023