

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-Cox's Bazar: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Specialist (Social Protection)

Section: Emergency Coordination

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Emergency Manager, Cox's Bazar

1. Purpose of Assignment:

UNICEF has the fundamental mission of promoting the rights of every child, everywhere, in everything the organization does, which includes programmes, advocacy and operations – turning its commitment to children's rights into action by providing and supporting child-focused programmes across areas of Health, Nutrition, WASH, Education, Protection, Social Protection and Community Engagement. UNICEF alongside other humanitarian actors strives to meet the needs of the most disadvantaged and excluded children and families.

In Cox's Bazar, following a refugee influx in 2017, there are currently 926,561 Rohingya located in 34 refugee camps. More than half of this population (55 per cent) are children while 52 per cent are women and girls among the overall 80 per cent women and children in the Rohingya population. One in three refugee families have at least one easily identifiable protection vulnerability. The local host community has been socially and economically affected by the refugee influx, with reduced income being reported. The community is further reported to be coping negatively to this reduced income, with 37.8 per cent of households comprising a girl who was married before 18 in the previous year (child marriage) and 9.4 per cent of children 10-14 working instead of going to school (child labour). The COVID-19 pandemic further exacerbated by these issues, with 49 percent reduction in income being reported in the World Bank Panel Survey. In response, UNICEF is designing and implementing more humanitarian cash transfer programmes and supporting GOB, increasing coverage of social protection programming among the host communities to learn lessons for shock-responsive social protection and sustainable scale-up in Bangladesh.

Under the supervision of the Emergency Manager, Cox's Bazar Field Office, and technical oversight support from Chief of SPEAR, Dhaka, the post of Programme Specialist (Social Protection) will set up and/or adapt, implement and manage humanitarian cash/voucher interventions in response to the current crisis and act as technical expert on cash/voucher assistance in inter-agency forums on behalf of UNICEF. Also, support Government and BCO with technical assistance in the improvement of social assistance programs to optimize outcomes for children. The Programme Specialist will also support and coordinate adolescent programming in Cox's Bazar Office.

2. Major duties and responsibilities:

Social Protection:

1. Provide technical assistance to Government child-focused Social assistance programme -Mother and Child Benefit Programme (MCBP)
 - Support capacity strengthening of local stakeholders in beneficiary targeting
 - Support integrated services (health, nutrition, birth registration) delivery for MCBP beneficiaries
 - Document lessons of MCBP integrated services implementation
 - Coordinate vulnerability and deprivation analysis to inform design of social assistance programme which prides greater inclusivity to enhance inclusive social development for the most deprived population in the host community.
2. To design, implement, monitor and evaluate Humanitarian cash and voucher assistance programmes:
 - Support the design, implementation and coordination of cash/voucher- programming in Cox's Bazar among participating sections.
 - Coordinate and support capacity building of staff in payment and information systems for cash assistance – bKash and HOPE, respectively
 - Gather data and produce analysis to inform, design and plan the evolution of cash-based programming towards longer-term social protection schemes, in collaboration with the government.
3. To represent UNICEF at inter agency coordination platforms and regularly present at different Cox's Bazar-level cash-based response meetings
 - Cash Working Group (Transfers Working Group),
 - UN joint program for social protection (UNJSP)
 - UN Common Cash system (inter-agency collaboration UNICEF WFP, UNHCR and IOM).

Adolescent Development and Participation (ADAP)

Provide the coordination and operational management of Adolescent Programming

- Provide implementation oversight of Adolescent Programming in Cox's Bazar Office.
- Ensure quality standards of the integrated adolescent and youth programme through consistent and effective review and monitoring and/or evaluation of the integrated programme.
- Ensure that the integrated adolescent programme in Rohingya camps and host communities is strengthened by knowledge management and evidence generation through data collection, analysis and reporting for results.
- In collaboration with other sections, coordinate efforts to make results frameworks across Implementing partner Programme Documents, cohesive
- Provide support in the design of concepts, systems and preparation of funding proposals
- Coordinating with sections, throughout the entire project cycle, that adolescent engagement, is in line with the 'Interagency Guidelines for Working with and for Young People in Humanitarian Settings'.

- Participate in relevant networks focused on adolescent programming, including Generation Unlimited, to ensure the integrated adolescent programme is informed by the latest evidence-based best practices.
- Ensure that risk management and mitigation measures are in place, as per global best practices to Adolescent Programming.
- Identify and oversee the development of a system to ensure the availability of reliable age, sex and disability disaggregated adolescent programme data. Lead semi-annual integrated adolescent programme review meetings with counterparts.
- Document lessons learned and successes/failures to guide implementing partners in continued collaboration on adolescent programming
- Supervise any evaluation or feasibility assessment related to adolescent programming

4. Programme management as Social protection and ADAP Team lead

- Establish and supervise Social protection programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds.
- Take appropriate actions to support optimal use of programme funds. Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.
- Support proposal development and report writing for adolescent related programmes - coordinating with respective Section team leads.
- Lead efforts in consultation with sections to mobilize funds to support the integrated adolescent and youth programme including the development of donor proposals.

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

EDUCATION & OTHER SKILL:

An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field.

WORK EXPERIENCE:

Five years of relevant professional work experience is required, focused on post-crisis recovery, complex emergencies, humanitarian response, including experience in early recovery.

Experience in emergency cash programming is required. Experience in designing, delivering, evaluation, systems strengthening, and policy advocacy of social protection systems is highly desirable.

Background/familiarity with emergency is considered as an asset.

LANGUAGE PROFICIENCY:

Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Competencies

- Demonstrates Self Awareness and Ethical Awareness
- Works collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drives to achieve impactful results
- Manages ambiguity and complexity

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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>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.</p> <p><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></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>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)</p> <p><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></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</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.