

UNICEF – BURUNDI
TERMS OF REFERENCE FOR TEMPORARY CONTRACT

JOB TITLE: Chief Adolescent Empowerment and Community Resilience (AECR) - Adolescent empowerment, skills development, C4D and RCCE)

CONTRACT TYPE : TA
JOB LEVEL : P-4
DURATION : June 1, 2021 – November 30, 2021
LOCATION : Bujumbura, Burundi

I - Background:

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

One in every four Burundians is an adolescent. This group is growing faster than all the other age groups and is projected to reaching 3.4 million in 2030 (ISTEEBU 2017). When this phenomenon called "demographic dividend" occurs in a population, a window of opportunity opens for spectacular economic growth through increased productivity, greater household savings, and lower costs for basic social services provided to children. However, this demographic dividend will be acquired only if strategic investment is made towards equipping this important cohort of adolescent with skills and knowledges enabling them to contribute fully to the development of their families and communities while reaching their full potential. Unfortunately, there are significant barriers to young people accessing education and training. Additionally, there are widespread concerns about the relevance and the quality of education and training.

For 2021 and beyond, UNICEF Burundi is investing in ensuring adolescent's smooth transition into work and livelihoods opportunities and is working on designing innovative approach to delivering the skills program at large scale while maintaining quality standard in the program delivery and lowering cost. Interventions are anchored in the belief that **if** girls and boys (adolescents 10-19) are equipped with the 21st century skills and **if** the quality and opportunities for skills development exist, most importantly **if** partnerships between private and public sectors to support adolescent readiness to work is increased (through the Generation Unlimited Partnership), **then** girls and boys are equally prepared for the transition to work and are engaged citizens, **because these** adolescents would have gained the skills needed for productive lives and opportunities for job and livelihoods would increase.

The Chief of AECR in Burundi manages a full section with two mandates: 1) adolescent empowerment 2) all aspects related to C4D and Risk Community and Community Engagement and has an instrumental role in accelerating sectors' achievements in support to the Country Programme.

II- Purpose:

The Chief AECR reports to **the Deputy Representative** for general guidance and direction. The Chief supports country office programming processes by providing expert technical advice and operational support to country office colleagues and internal and external partners and stakeholders to ensure that children and adolescent development and participation established under the Convention on the Rights of the Child, international treaties/framework and UN intergovernmental bodies, are integrated in UNICEF's advocacy, policies, programmes and humanitarian work. The Chief contributes to the achievement of sustainable and scalable results on adolescent and C4D related programmes/projects according to plans, allocation, results based-management approaches and methodology (RBM) and UNICEF's Strategic Plans, standards of performance and accountability framework.

Main duties and responsibilities:

▪ Country Programme planning and development

- Design, formulation, management, execution, monitoring and evaluation of a behavioural change and social mobilization strategy, plan of action and programme activities in support of the country programme.
- Design and update the situation analysis and conduct assessments to establish age and sex disaggregated evidence-based data for UNICEF advocacy and development of policies, frameworks and programmes to promote evidence-based C4D strategies and adolescent development and participation in the country.
- Assess national/regional/international development priorities to identify opportunities and strategies and courses of action to enhance the delivery of services and achievement of objectives on adolescent development and participation. Work in coordination with Child protection, Gender, Communication, Education, HIV/AIDS, Health, Nutrition, Social policy, WASH, Planning, Emergency and Monitoring & Evaluation to support development of a strategic framework for adolescents, across all sectors.
- Establish specific goals, objectives, strategies and implementation plans for C4D, adolescent development and participation programmes/projects across all sectors using results-based planning terminology and methodology (RBM). Prepare relevant documentation for programme review and approval.
- Participate in CO programme formulation, planning and preparation to provide input, advice and operational support on the integration of cross sectoral policies and frameworks that promote social and behavior change for both the first and second decades of life. This includes the processes of SMR and CPD formulation.
- Provide technical advice to support all aspects of alternative learning to earning for adolescents/youth, informing COs relevant programming, with a focus on measurable and evidence based blended/digital and experiential learning opportunities.
- Support the CO with the strategic direction, road map and development of pathways for YOMA and ATINGI to existing programming, leveraging and/or aligning GenU, Upshift and other models/platforms, in collaboration with partners.
- Lead the development of communications and advocacy strategies around country operations of GenU in Burundi, ensuring visibility and engagement and influence with existing and prospective partners.
- Apply innovative approaches and promote good practices to support the implementation and delivery of programme results on adolescent skills development and civic engagement
- Research information on potential public and private donors and prepare resource mobilization materials and briefs for fund raising and partnerships supporting adolescent skills development and civic engagement

▪ Programme management, monitoring and delivery of results

- Plan and/or collaborate with monitoring and evaluation initiatives to establish age disaggregated benchmarks, performance indicators and other UNICEF/UN system indicators, to assess and

strengthen performance accountability, coherence and delivery of sustainable results on C4D, adolescent development and participation programmes and projects.

- Participate in major monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to engage stakeholders to take required action/interventions to achieve results related to social and behavior change for both children survival and adolescent development.
- Prepare/assess monitoring and evaluation reports to identify gaps, strengths and weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
- Plan, monitor and oversee the use of programme resources (financial, human, administrative and other assets) certifying/verifying compliance with organizational rules, regulations and procedures, donor commitments and standards of accountability and integrity.
- Ensure timely reporting and liquidation of resources.
- Provide technical leadership to generate knowledge on the situation of community and adolescent development, support sector specific analysis of data on social and behavior change related drivers, including social norms. Support further analysis of data on adolescents and improve utilization of sex and age disaggregated data within UNICEF monitoring and evaluation tools and among partners.
- Submit/prepare proposals, programme/project reports to donors and other partners to raise resources for C4D and adolescent interventions and keep donors informed on programme progress and critical issues
 - **Advocacy, networking and partnership building**
 - Lead advocacy drive for social inclusion of communities and adolescent rights and programming within the country office, with other UN and government and non-government partners based on improved evidence and data.
 - Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN system agency partners, donors, internationally recognized institutions, NGOs, research institutes, youth led organizations and private sector to reinforce cooperation and/or pursue opportunities to promote goals and achieve sustainable and broad results on UNICEF's C4D, adolescent development and participation initiatives.
 - Contribute to the preparation of advocacy and communication strategies and implementation plans and activities for maximum communication impact and outreach to promote awareness, establish partnership/alliances and to ensure that C4D, adolescent development and participation programmes and initiatives are adequately resourced and supported.
 - Participate and/or represent UNICEF in inter-agency (UNCT) discussions and planning on adolescent development and participation to ensure organizational position, interests and priorities are fully considered and integrated in the UNDAF development planning and agenda setting process. Collaborate with inter-agency partners/colleagues the UNDAF planning and preparation of programmes/projects including emergency preparedness.

▪ **Innovation, knowledge management and capacity building**

- Promote, document and disseminate critical thinking, innovative approaches and good practices on C4D, adolescent development and participation initiatives through advocacy and technical advisory services.
- Keep abreast, research, benchmark, introduce and implement best and cutting edge practices on C4D, adolescent development related issues. Institutionalize and disseminate best practices and knowledge learned to support development, planning, implementation and scale up.
- Contribute to the development of policies and procedures and introduce innovation and best practices that promote the rights of women, children and adolescents and enhances their development and participation as active members of society and their community.
- Organize/plan/implement capacity building initiatives to enhance the competencies of a wide range of internal and external partners/stakeholders to achieve sustainable results on C4D, adolescent development and participation programmes and initiatives.

Major deliverables:

- A Theory of Change and strategy for C4D mainstreaming in the office is developed
- Donor reports for AECD are submitted on time (Sitrep, reports,...)
- Formative research on Burundi blended learning model and scale up strategy available and submitted to regional office on time – July 2021
- Evaluation and final report of the skills development program funded by the Peace Building Fund (PBF) available and submitted to the secretariat of PBF – December 2021
- Launch of Generation Unlimited Burundi
- Generation Unlimited Burundi action plan implemented, documented and key results shared across partners – December 2021
- Regular meeting of GenU partnership's board held regularly (every three months)
- Other adolescent programming that is launched in Burundi in the course of 2021 (for example Trac2 in partnership with UN agencies) is implemented in a timely manner and contributes to the overall employability and skills agenda
- Collaborates with other sections in developing multi-sectoral partnerships for advancement of adolescent agenda
- The adolescent referral pathway tested in Ruyigi is properly disseminated and used for fundraising for scale
- Contributions of adolescent programme to mid-year review, joint missions with the Government or other partners as well as to the Country Office Annual Reports and SitReps are conducted in a timely and quality manner.
- Lessons learnt from the implementation of the Skills4Girls program documented and disseminated – December 2021

III- Minimum qualifications and requirements

An advanced university degree in one of the following fields is required: anthropology, psychology, sociology, political science, communication for development, education or another relevant technical field.

Work Experiences:

- A minimum of eight years of professional experience in development, planning and management of adolescent young people's participation, skills development, entrepreneurship or the creation of employment opportunities for adolescents.
- Additional experiences in social development planning, social and behavior change communication/communication for development will be an asset.
- Familiarity with UNICEF procedures and systems

- Experience in inclusion and equity approaches including on gender equality and children with disabilities or other minority groups will be an asset
- Proven track record in working with a diverse range of partners including NGOs, other UN agencies
- Experience working in a developing country is considered as an asset.

Languages:

Fluency in French and English.

COMPETENCIES AND LEVEL OF PROFICIENCY REQUIRED (BASED ON UNICEF PROFESSIONAL COMPETENCY PROFILES).

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Competencies

- Builds 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
- Nurtures, leads and manages people