



**UNITED NATIONS CHILDREN'S FUND**  
**Terms of Reference**

**I. Post Information**

**Title: Programme Manger (Digital Trasformation )**  
**REGION/DIVISION: LACRO**  
**COUNTRY: Jamaica**  
**DUTY STATION: Kingston**

**PROPOSED LEVEL: NO3/C**

**II. Strategic Office Context and purpose for the job**

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. 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.

**Strategic context:**

The Joint Sustainable Development Goals (SDG) Fund is an innovative instrument to incentivize transformative policy shifts and stimulate the strategic investments required to put the world on track to meet the SDGs. The Joint SDG Fund is a multi-partner trust fund suitable for integrated support at scale, essential for achieving the 2030 Agenda. The Fund supports countries in advancing the Agenda 2030 by helping to reinforce their SDG financing ecosystem and catalyzing strategic investments that unlock public and private capital toward Global Goals. The SDG Fund provides design and catalytic grants channeled to UN Agencies to be used as de-risking capital that can unblock additional finance towards SDG-aligned targeted investments with the potential for replication and scaling up.

To address digital challenges and harness possibilities and solutions, and in line with SDG transformations from its 2023-2026 Strategy, the Joint SDG Fund has launched its first Window on Digital Transformation. It invests in joint UN action led by UN Resident Coordinators (RCs) and implemented by UN Country Teams (UNCTs) to develop systemic responses that simultaneously address policy, capacity, financing, and connectivity needs towards transformation impact. The Window builds on the Roadmap for Digital Cooperation launched by the UN Secretary-General in June 2020, which provides the framework for joint action toward a more inclusive, equitable, and safer digital world that serves the needs of everyone and is aligned with the UN Secretary-General's "Our Common Agenda". It supports the implementation of one

of the key six SDG transitions that represent the thematic priorities of the Joint SDG Fund in its new 2023-2026 Strategy “Financing Catalytic Action for the SDGs”.

The Jamaica RCO has submitted an Expression of Interest (EOI) titled ‘Empowering Jamaica’s Future: SDG Joint Programme on Digital Transformation for Education’ to receive funds from this window. The expected contribution is to support the modernization and enabling of the Education Management Information System to improve data collection, reporting, and use and thus education services delivery while driving transformative changes through leveraging existing digital solutions. Key goals are to harness the power of real-time data to enhance teacher management, improve student attendance, improve coverage and quality of the national school feeding program, and promote digital learning tools, increasing learning outcomes.

The leading agency is UNICEF and other Participating UN Organizations (PUNOs) in the proposed program are UNESCO, WFP, and FAO.

**Purpose for the job:**

The Programme Manager will lead the programming, execution, monitoring, and reporting of results of the Digital Transformation in the Education Sector joint program in Jamaica. He/She will work under the general supervision of the UNICEF Deputy Representative and in close collaboration with the Office of the Resident Coordinator, the secretariat of the SDG Fund, and the other participating PUNOs. It will also facilitate close coordination with public institutions and other partners from civil society, the private sector, and international cooperation.

**III. Key functions, accountabilities, and related duties/tasks:**

Summary of the key functions, accountabilities, and related duties or tasks include:

1. Coordinate the implementation of the Joint Program’s activities
2. Manage financial resources
3. Coordinate the establishment of alliances with United Nations agencies, national and local implementation partners, and other stakeholders.
4. Coordinate the monitoring, evaluation, and knowledge management activities of the Joint Program.
5. Provide substantive support to the implementation of communication and advocacy strategies.

1. Coordinate the implementation of the Joint Program’s activities
  - 1.1. Coordinate the design and formulation of the annual work plan and budget of the joint program and monitor compliance with planned actions;
  - 1.2. Coordinate the implementation of the program work plan with the participation of all PUNOs per the Joint Program document;
  - 1.3. Lead the Joint Program team, ensuring permanent liaison with participating agencies, participating public institutions, civil society, community organizations, and other partners or stakeholders to ensure program results are achieved and resources are managed.
  - 1.4. Support the technical secretariat of the steering committee, ensuring the timely convening of meetings, the preparation of pertinent documents, and the monitoring of established agreements.
  - 1.5. Coordinate the definition of the annual procurement plan (goods and services) of the different PUNOs and ensure the quality and timely delivery of the products;

<ul style="list-style-type: none"> <li>1.6. Contribute to project management processes, generation, and review of terms of reference and vendor selection; and advise on implementation strategy for digital technology initiatives; provide technical oversight.</li> <li>1.7. Coordinate the work of the UNICEF UNICEF Jamaica Country Office team members involved in programme implementation;</li> <li>1.8. Maintain close communication with the team of specialists in the areas of education, health and nutrition, T4D, ICT, and communications of the UNICEF Regional Office to exchange experiences, good practices, methodologies, and learning;</li> <li>1.9. Organize and develop events, trainings, workshops, and knowledge products;</li> <li>1.10. Identify possible risks and propose timely mitigation measures that keep the program on track.</li> <li>1.11. Document all processes within the program's framework and guarantee adequate management and archiving of information.</li> <li>1.12. Prepare periodic narrative progress reports and expenditure status reports</li> </ul>
<p>2. Manage financial resources</p> <ul style="list-style-type: none"> <li>2.1. Coordinate the implementation of activities with other participating agencies and institutional counterparts to use resources efficiently and guarantee the coherence of the Joint Program.</li> <li>2.2. Coordinate, supervise, and verify the quality of the recruitment processes and contracting goods and services, as necessary.</li> <li>2.3. Monitor budget implementation, coordinate the preparation of budget reviews, and expense tracking and reporting;</li> <li>2.4. Provide early warnings to HoAs in case of delays in budget execution and propose alternative measures to ensure adequate and complete investment of resources in a timely manner.</li> <li>2.5. Monitor and control the allocation and disbursement of funds;</li> </ul>
<p>3. Coordinate the establishment of alliances with United Nations agencies, national and local implementation partners, and other stakeholders.</p> <ul style="list-style-type: none"> <li>3.1. Establish and maintain good relationships with stakeholders and actively promote articulation between them, including government counterparts, implementing partners, and other international development partners.</li> <li>3.2. To lead the articulation between the different United Nations agencies to guarantee the internal coherence of the program in its various phases: programming, execution, monitoring, and reporting.</li> <li>3.3. Provide information to partners on the implementation of program activities, establishing performance indicators, and monitoring the achievement of results;</li> <li>3.4. Identify capacity development needs and support program partners through technical assistance, mentoring, training, learning, and exchange of experiences for optimal capacity development.</li> <li>3.5. Identify opportunities for the mobilization of resources to promote projects and interventions to reinforce the work of agencies on digitalization issues in the educational sector that allow continuity or strengthen the efforts of this program;</li> <li>3.6. Seek articulations with the work carried out by other United Nations agencies and national, regional, and international partners.</li> <li>3.7. Where relevant, connect academia to innovation opportunities; and engage the private sector to maximize the use of corporate social responsibility (CSR)</li> <li>3.8. Represent the joint program at events and meetings as delegated.</li> </ul>
<p>4. Coordinate the monitoring, evaluation, and knowledge management activities of the Joint Program.</p> <ul style="list-style-type: none"> <li>4.1. Following the guidance established by the SDG Fund and in coordination with the technical teams of the agencies and the government, agree on the monitoring and evaluation mechanisms, including the tools to collect inputs and measure the program indicators.</li> </ul>

<p>4.2. Coordinate the information gathering with the project team and monitor the progress of the implementation of activities using results-based management tools;</p> <p>4.3. Coordinate the preparation of financial and narrative reports on program activities and write consolidated reports.</p> <p>4.4. Coordinate the development of learning documents, documentation, summaries, and presentations related to the activities implemented within the framework of the Joint Program per the knowledge management plan.</p> <p>4.5. Prepare relevant documentation such as project summaries, agendas, briefing notes, speeches, minutes, talking points, presentations, etc.</p> <p>4.6. Participate in donor meetings and public information events, as delegated.</p>
<p>5. Provide substantive support to the implementation of communication and advocacy strategies.</p> <p>5.1. Under the guidelines of the SDG Fund and in coordination with other agencies' technical and communication teams, develop and implement a communication strategy for the joint program.</p> <p>5.2. Support writing communication inputs and products about the joint program and different PUNOs' work, including producing content for the communication pieces.</p> <p>5.3. Promote the dissemination of project activities and results.</p> <p>5.4. Ensure the application of communication guidelines by agencies, national and local partners, and other stakeholders.</p>

<p><b>IV. Impact of Results</b></p>
<p>Strengthen technology solutions as part of larger systemic efforts to transform education and lifelong learning, making it more inclusive, equitable, effective, relevant, and sustainable.</p>

<p><b>V. Competencies and level of proficiency required</b></p>	
<p><b><u>Core Values attributes</u></b></p> <p>Care Respect Integrity Trust Accountability Sustainability</p>	<p><b><u>Core competencies skills</u></b></p> <p>-Nurtures, Leads and Manages People (2) -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)</p>

<p><b>VI. Recruitment Qualifications</b></p>	
<p>Education:</p>	<p>An advanced university degree is required in business administration, planning for development, economics, social sciences, international development, project management or related sciences.</p>

	Additional education in computer science, software engineering, and information technology management, will be an asset
Experience:	<p>Five (5) years of experience in coordinating programs and projects or development initiatives including experience in planning, budgeting, implementation, monitoring, and reporting processes of development programs and projects is required.</p> <p>*A first-level university degree in development studies or a relevant field combined with seven years of professional experience may be accepted in lieu of an advanced university degree.</p> <p>Experience in a UN organization or “innovation and technology for development (T4D) will be an asset.</p>
Technical Competencies:	<p>Professional technical knowledge and expertise in international development and project management.</p> <p>Knowledge about innovation, information technology, digital transformation, change management, education management, and/or food security will be an asset.</p> <p>Experience in developing and Implementing UN Joint Programs will be an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of an additional UN Language or language of the duty station is considered an asset.