**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-Cox’s Bazar: TERMS OF REFERENCE (TOR)** | |
| **Job Title and Level: Emergency Specialist, P3** | |
| **Section: Emergency Coordination/Field Services** | |
| **Duration: 364 days** | |
| **Duty Station: Cox’s Bazar, Bangladesh with frequent travel to Bhasan Char** | |
| **Reports to: Emeregncy Manager Cox’s Bazar** | |
| UNICEF works in 190 countries and territories globally to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global, national and local presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfil their potential – to the benefit of a better world.  **Context**:  Bangladesh hosts the world’s largest population of refugees, predominantly people of the Rohingya ethnic minority from Myanmar. As of Decemebr 2021, approximately 902,947 Rohingya refugees sheltered in Bangladesh, having fled violence and persecution in Myanmar. In the last couple of months Government of Bangladesh (GoB) relocated about 27,000 refugees to an island called Bhasan Char. GoB plans to relocate up to 100,000 refugees in the coming months.  The Government of Bangladesh and UNHCR on behalf of UN have signed MOU in October 2021 providing framework for the UN engagement in Bhasan Char. UNHCR coordinates the work of UN agencies and other humanitarian organistaitons active on Bhasan Char. UN agencies gradually scales up their intervnetions across eight sectors to support and complement the work of GoB. Considering sector expertise, physical presence and commitment to funding UNICEF will lead the Education and WASH sectors and provides substantial technical support to other sectors including Nutrition, Protection and Health. UNICEF will also support program implementation through NGOs and Government.  **The purpose for the job**:  Under overall over sight of Chief of Field Office and direct supervision of the Emeregncy Manager of Cox’s Bazar field office, the incumbent will be responsible for the overall coordination, planning, implementation, monitoring and reporting of UNICEF’s emergency response activities in Bashan Char Refugee Camp. | |
| **Major duties and responsibilities**: | |
| 1. **Emergency Planning, Preparedness and Response** | |
| * Facilitates and support the development and adoption of emergency preparedness plans for Bhasan Char in line with the UN Joint Response Plan (JRP) and Humanitarian Action for Children (HAC). * Adopts adequate emergency preparedness measures through the development and updating of Bhasan Char contingency plans and establishment of early warning mechanisms, to ensure effective preparedness and response to specific emergencies. * Support and coordinate the humanitarian needs assessment in collaboration with Government counterparts, UN and NGO partners to assess the current needs of Rohingya refugees in Bhasan Char to inform appropriate programme interventions. * Develop and maintain Bhasan Char Humanitarian situation database and ensure consistent flow of information of the humanitarian situation are effectively coordinated within the office whilst management is kept informed of humanitarian developments in relevant policies, situation developments, potential threats and opportunities/issues in the island. * Executes the timely delivery of assistance and procurement of supplies, monitors the appropriate and effective use of UNICEF resources/inputs. Identifies problems and constraints in order to ensure effective project delivery. Sets up a reporting system and sends situation reports to concerned parties. * In the event of an emergency, takes prompt action as a member of the Emergency Response Team to implement the initial operational tasks relating to emergency assistance in coordination with the programme and operations teams. | |
| 1. **Programme management, monitoring and delivery of results** | |
| * Provides oversight, technical and operational support for the implementation of UNICEF supported programmes in Bhasan char to government counterparts and NGO partners on the application and understanding of UNICEF policies, strategies, processes and best practices. * Work collaboratively with programme sections and implementing partners to collect/analyze/ share information on implementation issues, provide solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decisions required. * Undertake monitoring field visits to identify critical issues and bottlenecks for timely corrective action. * Participate in monitoring and evaluation exercises, programme and sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions. * Coordinate in the preparation of sectoral progress updates and reports (SITREPS etc) for management, donors and partners. * Undertake capacity mapping and gap identification exercises to develop a capacity-development strategy for implementing partners. | |
| 1. **Optimum use of Programme funds** | |
| * Assist in establishing programme work plans and monitors progress and compliance. * Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated. * Takes appropriate actions to optimize use of programme funds. * Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation. | |
| 1. **Partnership, Coordination and Collaboration.** | |
| * Maintains continuous, effective and strategic coordination, communication, consultation and liaison with Government, UN agencies and NGOs to appeal for Rohingya Refugees resulting from the emergency situation requiring an effective emergency response in all sectors. * Support in the identification of implementing partners and ensures that the UNICEF support is effectively provided to the Rohingya refugees with respect to sectoral coordination mechanisms established within the framework of the sectoral coordination approach. * Participates in humanitarian and sector coordination mechanisms in Bhasan Char and keeps Cox’s Bazaar field office management informed of all humanitarian developments in the island in terms of policies, strategy, situation developments, potential threats and opportunities/issues in partnership. * Coordinate high level delegations and missons for donors and UNICEF senior management | |
| **2. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**  **Education**  Advanced University degree in one of the following fields: social sciences, public administration, international law, public health, nutrition, international relations, business administration or other related disciplines. Preferably a combination of management, administration, and relevant technical fields.  **Work Experience**  Five years of progressively responsible professional work experience at the national and international levels in programme/project development, planning, implementation, monitoring, evaluation and administration.  Specialized training/experience in emergency response management highly desirable.  **LANGUAGE PROFICIENCY:** Fluency in English is required. Knowledge of local dialect is considered an asset. | |
| 1. **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability | **Core 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 |

**ild Safeguarding Certification**

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) 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.

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| 1.Is this position considered as an "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“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.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “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”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*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* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

End.

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). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)