**UNICEF-BCO: TERMS OF REFERENCE (TOR)**

**Job Title and Level: Programme Officer, P2**

**Section: Chief Field Office**

**Duration: 364 days**

**Duty Station: Cox’s Bazar**

**Reports to: Chief of Field Office**

**Purpose of Assignment:** 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. UNICEF Cox’s Bazar field office under the UNICEF Bangladesh Country office (BCO) is providing vital humanitarian and emergency response services to the Rohingya Refugees in the camps. Currently it is estimated that about nearly one million Rohingya Refugees live in the camps in Cox’s Bazar.

Within this context, the Programme Officer is expected to provide secretariat functions for the Local Partnership Review Committee (LPRC), manage overall coordination of some grants /supervision of the total programme commitment and utilization of fund of sector coordination with a broad range of projects, including programme/project formulation, design, planning and management with strategic focus on achievement of UNICEF's Organizational priorities.

**1. Major duties and responsibilities:**

Under the general supervision of Chief of Field office, the incumbent may be assigned the primarily, shared, and contributory accountabilities for all or part of the following areas of major duties and key end-results.

**1.1 Oversight support function for the LPRC Secretariat.**

• Provide oversight and coordination functions to the LPRC Secretariat and ensure compliance with the LPRC-SOP guidelines inclusive of enhancing simplification of the LPRC business processes to fast-track processing of the PDs/partnerships to deliver results to women and children.

• Facilitate capacity building to Team Leads/ PD Managers on the LPRC SOP, LPRC Workflow processes and checklist for PRC, Non-PRC, and Amendment Submissions to enhance shared understanding in the office.

• Provide strategic guidance and direction on IP selection modalities through the UN Partner Portal (UNPP), as well as coordinate with PMR to ensure that all NGO Partners fully adopt CSO Templates in sync with the Guidance for CSO partnership with UNICEF.

• Review all PD submissions to ensure their compliance with the checklist for PRC prior to their final submission to the LPRC for review and endorsement.

• Prepare Minutes of the LPRC for review and endorsement as well as make close follow up with BCO to ensure that approved PDs are shared with NGO partners for their prompt signature to enhance rapid start of the programmes.

1.2 **Programme Management and Coordination**

• Coordinate and support the development of high-end concept notes/proposals/budgets for selected grants and prepare work plans through consistent and effective analysis of critical unmet needs in sync with JRP and CPD key priorities and in consultations with concerned sections/Team Leads, for sharing with donor through Resource Mobilization Unit.

• Coordinate intra-office meetings and forums to establish and ensure progress against agreed Concept Notes/Proposals/donor reports, as well as coordinate selected donor field missions and/or virtual meetings.

• Facilitate NGO Partner Meetings for selected grant (s) to ensure effective coordination and preparation of strategic moment of reflections to review progress, challenges and provide strategic solutions to enhance Quality, Reliability of Services and Vlaue for Money.

• Support and coordinate the timely preparation and submission of Quarterly, and Annual reports and briefs as required

• Ensure the timely preparation of annual programme and financial reports.

• Support the Emergency Manager in the preparation of the emergency preparedness plan; and facilitate weekly meetings and follow up the action points with program sections.

• Support Emergency Manager in the review of HAC and determination of People in Need (PIN) and corresponding budget requirements to address unmet needs of women and children.

1.3 **Optimum Use of Program Funds.**

• Monitor programme implementation progress and compliance of sectoral coordination; monitor the allocation and disbursement of programme funds.

• Making sure that funds are properly coordinated, monitored, and liquidated; take appropriate recommendations or actions to optimize use of programme funds.

• Coach the program assistants to monitor the grant utilization and to be able to provide background information on finance data on status of grants, budget estimates and expenditure forecasts in their respective sections.

1.4 **Programme Monitoring and Evaluations.**

• Undertake field visits to monitor and assess programme implementation and decides on required corrective action; collaborate and prepare annual program status reports in a timely manner, as required; and monitor and track the progress of the emergency preparedness plan.

1.5 **Local Capacity Building/Sustainability.**

• Provide NGO and government authorities with technical assistance and supports in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

1.7 **Rights Perspective and Advocacy at the National, Community and Family Levels.**

• Promote the organization goals of UNICEF through active advocacy and communication.

1.8 **Partnership, Coordination and Collaboration.**

• Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve better understanding of the progress and status of the implementation of selected programme(s) for certain donor(s) to enhance accountability and effective reporting for results.

• Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours, and to coordinate financial and supply management requirements and accountability of selected grant(s).

• In collaboration with the Communications Team, ensure regular engage of the relevant donor counterparts and the effective delivery of the agreed Communications and Visibility Plan.

• Ensure establishment of accurate and synchronized data management system for certain grants clearly capturing data sets of target beneficiary figures, grants received, number of engaged NGO partners, number of facilities supported and their geo-coordinates etc.

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

**EDUCATION & OTHER SKILL:** University degree in Social Sciences, Business Administration, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or other relevant disciplines, with specialized training in conflict resolution.

**WORK EXPERIENCE:** Two years of relevant professional work experience. Developing country work experience or background/familiarity with emergencies is considered an asset.

**LANGUAGE PROFICIENCY:** Fluency in English and another UN language

**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

▪ Drive 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.

1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below.

☐ Yes ☒ No

2a. Is this a Direct\* contact role?

☐ Yes ☒ No

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.

☐ Yes ☒ No

*\*“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.*

3a. Is this a Child data role? \*:

☒ Yes ☐ No

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)

☐ Yes ☒ No

*\* “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”.*

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 children1; or Measures to manage other safeguarding risks are considered unlikely to be effective2.*

☐ Yes ☒ No

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.