

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Officer, NOB

Section: Cox's Bazar – Planning, Monitoring & Reporting

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Planning Specialist, P3, Cox's Bazar

1. Purpose of Assignment:

Under guidance of the PMR Specialist, Cox's Bazar, the Programme Officer will provide technical and administrative support to ensure quality, effective and efficient management of implementing partnerships in the Field Office in line with respective operational policies, CSO procedures and mainstreaming of risk-based implementing partnership management. The Programme Officer will also provide operational and administrative assistance throughout the programming process to facilitate the effective implementation of the Harmonized Approach to Cash Transfer (HACT) in line with the UNICEF HACT Policy and Procedure.

2. Major duties and responsibilities:

Implementing partnerships management

- Provide technical support to the Cox's Bazar Field Office programme staff in the formalization of implementing partnerships with largely Civil Society Organizations (CSO) and other implementing partners in line with relevant policies, procedures and guidelines, including the UNICEF CSO Procedure and guidance on work plans.
- Coordinate with and/or seek technical support of the Bangladesh Country Office (BC) on implementation of the UNICEF CSO and HACT Policy and Procedures as required, including supporting implementation of the Local Partnership Review Committee (LPRC) SOPs.

Quality Assurance

- Contribute to the design of and implement quality assurance strategies/processes for the implementation of the CSO procedures. This includes processes to ensure that implementing partners are selected and assessed in accordance with the CSO procedures and that all documentation is in line with corporate standards as stipulated in the CSO procedure, through the United Nations Partner Portal (UNPP).
- Support programme staff in development of quality and timely Partnership Cooperation Agreements (PCAs), Small-Scale Funding Agreements (SSFA) and Programme Documents (PDs); ensure their quality assurance for completeness as part of the LPRC review process.
- Support programme staff in preparing calls for Expressions of Interest (EOI) and conducting open/direct selection through UNPP for partner selection and finalization.

Support to HACT Assurance Plan

- Contribute to the development and monitoring of implementation of the BCO/Cox's Bazar Field Office HACT-related SOPs and internal procedures, including supporting implementation of the Quarterly HACT Assurance Plan and relevant assurance activities, in collaboration with BCO.
- Provide support to ensure that HACT assessments and assurance activities (Programmatic Visits, Spot Checks, Audits, etc.) are undertaken in accordance with corporate terms of reference and guidance and that appropriate follow-up action and escalation steps are taken as needed.
- Support the preparation of HACT implementation status reports/updates through collation of implementation information from inSight, eTools and

	relevant colleagues; ensure escalation of issues identified through assurance activities.
Analysis, monitoring and reporting	<ul style="list-style-type: none"> Analyze and monitor cash transfers at the Field Office level, paying particular attention to outstanding Direct Cash Transfers (DCTs) more than 6 months. Using appropriate corporate tools and systems including InSight and e-Tools, report on status of implementation of HACT and identify high risk areas requiring special attention and/or support from the regional office. Prepare reports and presentations including for the monthly Programme Management Team meeting, or as required.
Knowledge management and capacity building	<ul style="list-style-type: none"> Serve as the custodian of all implementing partnership documentation such as assessment and assurance reports, PCAs, SSFAs and PDs, ensuring that they are adequately circulated in the office and properly archived in eTools. Contribute to design and implementation of capacity development strategy/initiatives for Field Office staff and implementing partners to ensure they have shared knowledge and skills to fulfill their responsibilities under HACT and CSO Procedures, including supporting the HACT Trainings for staff and partners and roll out of eZHACT 2.0. Support staff and ensure they are knowledgeable and comply with the HACT and CSO procedures and other relevant corporate policies, procedures and guidance that impact on implementing partnership management. Act as eTools and UNPP focal point of the Field Office and provide continuous capacity development of staff in all modules of eTools as well as UNPP.

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

EDUCATION & OTHER SKILL: A first level university degree in a relevant field such as Development studies, International Development, Business Administration, Financial Management, Economics, Auditing, Project/Programme Management or another relevant technical field.

WORK EXPERIENCE: A minimum of 2 years of relevant professional experience (5 years of progressive experience preferred) in one or more of the following areas is required: programme development/management, financial planning and management, or another related area. Relevant experience in programme development/management in a UN system agency or organization is an asset.

LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

<p>Values</p> <ul style="list-style-type: none"> Care Respect Integrity Trust Accountability 	<p>Competencies</p> <ul style="list-style-type: none"> 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
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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?*</p> <p>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> <hr/> <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> <hr/> <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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" 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.