**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** | | |
| **Job Title and Level: Information Management Officer, NOB** | | |
| **Section: Child Protection** | | |
| **Duration: 364 days** | | |
| **Duty Station: Dhaka** | | |
| **Reports to: Chief Child Protection** | | |
| 1. **Purpose of Assignment:**   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 favouritism. 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. Therefore, 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.  **Job organizational context**:  UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of their children and their families. Defending children’s rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential to benefit a better world.  The prevalence of violence against children is increasing day by day in Bangladesh where 89% of children from 1 to 14 years’ experience physical violence and psychological aggression at home by their parents or caregivers. During the last eight months from 1 January to 16 August, 781 children experience violence and neglect across the country including rape, beating, sexual harassment 164 children were murdered, and 81 were kidnapped. Due to lockdown for COVID-19, violence against children and women increased at 35%. UNICEF report in 2018 shows that 80% of teenage internet user felt they needed stronger protection and safety support whilst online and 20% user already had fallen victim to online harassment and abuse. Bangladesh has also a long history of natural disasters and remains vulnerable to disasters and the impacts of climate change. Bangladesh has frequently experienced disasters such as floods, cyclones, waterlogging, fires, earthquakes, and landslides. Children are among those who suffer the most during disasters, facing risks such as displacement, family separation, injuries, and violence and diseases. In addition, incidents of violence, exploitation, abuse, and neglect increase in the aftermath of a disaster.  In the framework of the EU supported program “Fostering Rights and Empowerment Among Most Marginalised Adolescents and Children with Disabilities in Bangladesh”, the Child Protection Information Management Officer is a Temporary Appointment (TA) position and will be based in the Country Office in Dhaka where the Child Protection Programme is a component of the Country Programme (or UNSDCF). The IM Officer reports to the Chief of Child Protection. The CPIMO will support the section within the EU program framework. The Programme will focus to strengthen child protection systems and access to basic social services and ensuring opportunities for children, adolescents, and their communities to participate in community and policy change discussions. The Programme is looking to build the confidence of marginalised adolescents and to empower them and their communities to challenge harmful social norms, stigma, and discriminatory practices. The CPIMO’s main accountability will be to develop an information management system and mapping of key child protection and community-based services available for the most vulnerable communities in line with MICS19 indicators  The Child Protection Information Management Officer will support the Child Protection Section in the UNICEF Bangladesh programme and its monitoring at a national level and will work under the supervision of the Chief of Child Protection. The IM Officer supports the Child Protection Section is to ensure that up-to-date data necessary for effective child protection programming is collected, analyzed, and presented, in line with relevant standards. | | |
| 1. **Major duties and responsibilities:** | | |
|  | In close coordination with the Child Protection section in UNICEF Bangladesh the CP Information Management Officer is responsible for the following key areas:  • Provide technical support and guidance to UNICEF and main stakeholders like the MoCA and MoSW and other Partners in the field, to collect, process, and manage data.  • Collect and Compile qualitative and quantitative information and coordinate activities between all sector stakeholders in support of the annual work plan and HAC in a programmatic manner.  •Provide assistance in developing, testing, and maintaining new features of the program and field monitoring systems.  Support data analysis of available datasets, and produce regular statistical reports, visualizations, necessary to facilitate planning, performance monitoring, partnership, and decision making.  • Provide support for the collection, quality assurance, and analysis of data for UNICEF CP program monitoring and reporting, with attention to data consistency, alignment of targets, and with a focus on child protection.  • Ensure data from partners and stakeholders, including governmental entities, is periodically and consistently collected and stored in a way that allows comparability and compatibility and is available for regular and ad hoc analyses to support decision-making as appropriate.  • Support with the rollout of a real-time field monitoring system including quality assurance of pre and posts, data entry quality checks, analysis, and programmatic recommendations.  • Provide technical support and quality assurance to the collection, use, storage, and sharing of information related to the development and humanitarian CP activities, results, and resources, including prevention and response to harmful practices and violence against children and the impact of COVID 19 to child protection issues of concerns.  • Maintain monthly reporting on CP related activities from field offices, including through the 4W’s  • Build the capacity of MoWCA/DSS and other relevant UNICEF partners to develop mapping of interventions and services, establish a GPS system and the use of CP monitoring and reporting tools and related analysis, and provide training to data management Staff.  • Monitor the coverage and complementarity of Child Protection activities and identify any gaps and duplication, including through the regular updating of visual GIS maps.  • Update and manage the resource documents on the CP page of the AoR website  • Support regular and effective communication and information exchange between MoWCA, DSS, and district CP program sections.  • Serve as a Child Protection Information management focal point to the Inter-Cluster Information Management Working Group.   * Undertake other relevant tasks as directed by his/ her supervisor or Chief of Child Protection and assist with other duties in support of the UNICEF Child Protection programs. | |
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| **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**  **EDUCATION & OTHER SKILL:** A university degree in one of the following fields is required: social science, statistics, information management, economics, engineering, or another relevant technical field.    **WORK EXPERIENCE:** A minimum of two years of relevant professional experience with information management systems. Demonstrated experience in data collection, data analysis as well as preparing reports and presentations.  Relevant experience in both development and humanitarian contexts in Child Protection related areas in a UN system agency or organization is considered as an asset.  Work experience relevant to CP and Child Protection in Emergencies is an asset.  Experience and/or training in cluster information management is desirable.  **LANGUAGE PROFICIENCY:** Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset. | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | |
| **Values**   * Care * Respect * Integrity * Trust * Accountability | | **Competencies**   * 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) * Drives to achieve impactful results (2) * Manages ambiguity and complexity (2) |

**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 "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)