

## ANNEX M: TERMS OF REFERENCE & REQUEST TEMPLATE

The following format should be used as a minimum requirement to outline the Terms of Reference (TOR) for each deployment. The Terms of Reference are a key element in assisting the recruitment and contracting process as well as providing benchmarks for evaluation and reporting. Use additional space if necessary.

I have read and understood the obligation of the UNHCR office vis-a-vis the Deployee as per the Deployment Partnership Agreement, in particular with regards to security.

Place/ Date:

Signature of direct supervisor:

Signature of technical supervisor

Signature of Representative

### PART A

<b>BASIC INFORMATION AND ACCOUNTABLE OFFICERS</b>
<b>UNHCR OFFICE:</b>
<b>NAME AND E-MAIL ADDRESS OF REPRESENTATIVE:</b>
<b>NAME/TITLE AND E-MAIL ADDRESS OF DIRECT SUPERVISOR:</b>
<b>NAME/TITLE AND E-MAIL ADDRESS OF TECHNICAL SUPERVISOR:</b>
<b>NAME/ TITLE AND E-MAIL ADDRESS OF HR/ADMIN FOCAL POINT:</b>
<b>DATE submitted for review to the HQs / Regional UNHCR Bureau/ RBWCA:</b> (if applicable; indicate names and signatures if cleared / where clearance required)
<b>DEPLOYMENT TO (Place/ Country): Sub-Saharan Africa example</b> The deployee will be based at UNHCR Representation. However, the deployee may be asked to conduct field missions to travel to and work in any of the other UNHCR offices.
<b>TYPE OF DUTY STATION (i.e. A, H, B, C, D, E)/ FAMILY/ NON-FAMILY:</b> <i>Category C/family duty station</i>
<b>R &amp; R CYCLE:</b> (Subject to change following UNHCR review of entitlements)

**PROPOSED FUNCTIONAL TITLE: BID Expert Level 2**

**EXPECTED START DATE/ ENDING DATE:**

**FOCUS OF DEPLOYMENT: BID Expert Level 2**

Child Protection Level 1/ 2 where applicable

## **QUALIFICATIONS AND SKILLS REQUIRED**

- University degree in relevant area (e.g. international human rights and/or refugee law, political/social sciences);
- Minimum 5 years work experience in relevant work area (e.g. child protection, protection of refugees, vulnerability/assistance needs assessment, preparing BIA/BID assessment, etc.);
- Knowledge of and/or preparedness to become familiar with and abide by UNHCR's principles, code of conduct and humanitarian goals;
- Thorough knowledge of the international legal framework governing refugees, asylum seekers, internally displaced persons and stateless;
- Undertake assessment of child protection risks, identify gaps and develop appropriate responses in cooperation with partners;
- Assist in the establishment/ improvement of mechanisms for identification of children at heightened risk and systems for referral and follow-up (case management), including but not limited to unaccompanied and separated children (UASC). This can include the drafting of strategy and SOPs.
- Proven experience in drafting BIAs/BIDs in UNHCR operations;
- Provide technical advice on child protection issues (such as UASC, alternative care, sexual and gender based violence involving children, etc.).
- Ensure that mechanisms are put in place for the continued monitoring and follow-up of children at risk;
- Experience delivering training in child protection (e.g. assessment of best interests, child protection case management);
- Awareness of gender issues and how to apply rights and community-based approach to identify and respond to specific needs;
- Awareness of the importance of preventing fraud and ways to mitigate risks;
- Capacity to adapt to changing work requirements and work in a team;
- Excellent interviewing skills (in English), including interviewing refugee children;
- Excellent drafting and analytical skills (in English);
- Strong interpersonal skills and ability to work effectively in teams;
- Ability to work in stressful situations and in hardship locations;
- International / field experience – particularly with NGOs or UN agencies working with refugees in countries of refuge – highly desirable; ability to work in a multi-cultural team.

Specify other skills needed to fulfil the assignment (experience / demonstrable skills):

- Strong interpersonal skills and ability to work effectively in a team;
- Excellent drafting and analytical skills;
- Ability to work in stressful situations and in hardship locations.

*Languages required, spoken and/or written, and level of fluency*

- Advanced proficiency in written and spoken in English and French is essential.
- Proficiency in French, Tigrinya or Arabic is desirable

## RESOURCES AVAILABLE TO SUPPORT DEPLOYMENT

- Office Space, including sufficient interviewing rooms*
- Computer/Laptop (including in the camps, if applicable); digital cameras, flash disks and other necessary computer equipment.*
- Access to proGres data base system, internet, email, and other necessary software Serigne*
- Interpreters*
- Transportation from temporary housing to office, at start of deployment*
- Transportation from office to interview site, where necessary*
- Cell phone, radio, and/or any other necessary communications equipment*
- Clerical support*
- Direct Supervision*
- Operational and administrative on-site briefing and orientation*
- Briefing with relevant partners, where necessary*
- Standard Operating Procedures and other guidelines*
- Administrative support to obtain work permit and, where applicable, resident visa*
- UNHCR identification badge, UNHCR ID card*
- Transportation upon arrival in capital city to office/ duty station outside the capital*

## ACCOMMODATION

*If the deployment is in a duty station where international staff customarily reside in UNHCR housing, will housing be provided to the Deployee? N/A*

Yes  No  N/a (n/a is for locations, where international staff do not reside in UNHCR housing)

*If the deployment is in a duty station where international staff customarily reside in independent housing, what support is UNHCR able to provide the Deployee in finding and obtaining housing? N/A*

The deployee will be responsible for finding his/her own accommodation. When on mission to field offices, the deployee will be expected to stay in UNHCR guesthouses.

*If the Deployee is to reside in independent housing, are there any MORSS or other restrictions on the type or location of housing?*

YES. The house has to be evaluated by the Security Officer, prior the signature of a lease agreement. Some areas are out-of-bound for international staff. The security risk assessment made will highlight recommendations to fulfil MORSS requirements.

*Is the Deployee expected to go on Mission? If so, where, how frequently? What accommodation is available at the mission location?*

The deployee will be considered “on mission” when traveling within the country. UNHCR guest houses are available. The deployee can stay in hotels/rented house in other locations.

## SECURITY

*Security level in country/ duty station/ at the mission location:*

Security level is 3 for all the country.

*Name and title of security officer and contact details (telephone, email address):*

*Confirm that the UNHCR Security Officer or UNDSS provide a security briefing to the Deployee upon arrival.*

*Yes*

*No*

*Please indicate whether there are any specific security measures that need to be taken into consideration for this deployment (e.g., curfew, travel restrictions, recent security incidents).*

Countrywide, road journeys should happen under day light. Travel to refugee hosting areas and camps are partially done with military escorts.

## ACCOUNTABILITY AND SUPERVISION

*Chain of authority of all staff to whom the Deployee is expected to report to in order of authority*

UNHCR Country Representative, UNHCR Assistant Representative (Protection), UNHCR Senior Protection Officer (ETM), Protection Officer

When on mission, the deployee will report to the relevant head of protection in each office.

*Name, title and contact details of responsible person at HQ, the Regional office/ Hub level – where applicable*

## **PART B:**

### **BACKGROUND**

This land-locked country not only accommodates a large number of refugees from neighbouring countries but is also a major transit hub for migratory movements northwards to Algeria, Libya and the shores of the Mediterranean Sea toward the European Union (EU).

The UN Refugee Agency acting within its mandate to protect persons in need of international protection has begun the evacuation of persons of concern at high risk through the Emergency Transit Mechanism (ETM). The ETM is an exceptional evacuation program that has been established as part of the overall response to the life-saving of refugees

and asylum seekers held in detention. Its purpose is to enable quick evacuation of UNHCR persons of concern and process the cases for durable solutions or alternative pathways.

While the operation is engaged to enhance the protection quality of all people of concerns living in the country through various initiatives and innovations, tremendous efforts are being made to seek solutions for them.

To this effect and in light of new resettlement perspectives available to the refugee population living in West and Central Africa, the office plans to resettle the refugees evacuated, some of those recognized as refugees from mixed migratory flows and those from the existing refugee populations who are in need of resettlement, including a large number of unaccompanied and separated minors.

The UNHCR operation will therefore benefit from the work of the deployee to support child protection activities, primarily Best Interests Procedure, in view of facilitating the resettlement of unaccompanied/separated children.

The deployee will be dedicated to conduct interviews and prepare assessment for the BID cases in conjunction with partners and protection staff to be presented to the relevant panels.

The deployee will conduct child protection assessments for individual children at risks and ensure appropriate referral and follow-up (case management), BID reviews and continued monitoring and follow-up. He/she will participate in the best interest assessment/determination as necessary and ensure that regular panel meetings are organized. He/she will conduct support missions to the field offices in order to clear the backlog of pending cases.

Furthermore, the BID Expert will work with field offices to gather statistics and informations related to the risks children face for a more accurate picture of child protection needs pertaining to resettlement advocacy.

The deployee will undertake any other related tasks required by the supervisor.

## DESCRIPTION OF TASKS, RESPONSIBILITIES AND DELIVERABLES WITHIN THE OVERALL PROTECTION STRATEGY

### *Child Protection Duties*

- Conduct BIA/BID interviews and draft the related reports;
- Provide technical support to UNHCR CP partner working in the ETM site and guesthouses;
- Assist in writing SOPs where appropriate as well as BIA,BIDs to enhance the search for solutions for children at high risks, target of producing 4-6 BIDs per week for UAC in ETM;
- In the best interest of children, identify and assess on a regular basis, the risks children may face in the site and guesthouses, refer the children to relevant services in a timely manner, follow-up regularly on the cases and discuss relevant solutions with persons in charge;
- Throughout all case processing activities, ensure that all required information is complete, credible and consistent, that the best interest of the Unaccompanied/Separated Children are being prioritized and that the standards set forth in the BID Guidelines are met;
- Record all case actions taken in the proGres database and in physical files and in COMPASS in line with the SOPs;
- Maintain an efficient follow-up mechanism on for children pursuant to the recommendations in the BIA/BID;
- Coordinate meetings of the BID Panel, when requested;
- As the Focal Point for Age Assessment, apart from interviewing and assessing, also coordinates with other internal units and liaising with other UNHCR operations for relevant information and documents.
- Ensure good working collaboration with all stakeholders for a proactive case identification;
- Ensure efficient use of proGres database for identification purposes;
- Conduct support mission to field offices to clear backlogs;
- Identify, prevent and report fraud in accordance to the established SOPs;
- Provide counselling to refugee children on the status of their case processing and liaise with relevant colleagues to timely follow-up on the cases;
- Develop BID statistics for ETM for a more accurate picture of child protection needs pertaining to resettlement;
- Ensure on the job, capacity building for UNHCR staff and other involved in the acse of the children;
- Strengthen the capacity of UNHCR and partners' staff on community-based child protection approach and tools in the site and guesthouses;
- Follow-up on the identification and documentation of children at risk with partners in ETM site and guesthouses, and ensure a technical management is in place as well as efficient referral systems (including, where appropriate, SOPs);
- Provide technical guidance to UNHCR and partners' staff on child protection tools and on child protection case management for refugee and asylum-seeker children at risk;
- When needed, conduct reviews of BIA/BID for the unit and follow through established reviewing process.
- In the absence of UNHCR Child Protection Officer, act as the Officer-in-Charge (OIC) in Child Protection (CP) Unit. Tasks under the OIC includes, but not limited to, management of the unit, coordinate all CP activities and maintain the high standard and reliability of Child Protection statistics, assign BIDs to case workers, ensure BID interviews and assessments are done in timely manner, review and prioritize cases for BID panel presentation, manage BID and other CP related referrals to and from RSD or RST units and liaising with units to ensure cases of unaccompanied minors were prioritized for submission. In addition to that, ensuring CP monitoring activities are conducted in the centres and there are presence and participation of CP Unit.

## REPORTING REQUIREMENTS

*The Deployee will be required to prepare reports following standard forms and deadlines:*

- An Initial Report within the first 6 weeks of assignment - optional
- Quarterly statistical and narrative reports for child protection and BID

- A Final Report (at the end of the assignment or end of the year)
- A Performance Appraisal Report (PAR) as per **Annex N**
- The quarterly reports and the Performance Appraisal Report (PAR) must be signed by the direct UNHCR supervisor, the technical supervisor and by the regional entity, where applicable and sent to the NGO employer.

**OTHER INFORMATION (optional)**

The expert will require a valid visa. Please ensure that you obtain the visa before starting your trip.

Housing cost can range from around USD 1200 to more for a standard house.

Date .....

Deployee's Name : .....