

# TERMS OF REFERENCE VACANCY ANNOUNCEMENT

VN NUMBER: DRS/2018/010

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<b>Organisation</b>	:	U.N.H.C.R.
<b>Job Title</b>	:	Associate Economic Inclusion Officer
<b>Duty Station</b>	:	Geneva, Switzerland
<b>Duration</b>	:	ASAP – 31 December 2018
<b>Contract Type</b>	:	UNOPS
<b>Contract Level</b>	:	IICA-1
<b>Closing date</b>	:	<b>Thursday, 28<sup>th</sup> June 2018</b>

## GENERAL BACKGROUND:

UNHCR established and has been in the process of implementing the Global Livelihoods Strategy from 2014-2018, with a focus on increasing the positive impact on persons of concern by improving the quality of UNHCR livelihoods programming and building models of collaboration with other stakeholders for the livelihoods and economic inclusion of persons of concern.

In 2016, the UN General Assembly endorsed the New York Declaration for Refugees, which committed Member States to enhance protection of refugees through a 'whole-of-society' approach. This was affirmed in the Comprehensive Refugee Response Framework (CRRF) where one of the four objectives is to enhance refugee self-reliance.

Leveraging the growing global momentum, UNHCR is working to translate the objectives of the CRRF into impactful results for persons of concern. In order to support UNHCR country operations, the Livelihoods Unit in the Division of Resilience and Solutions (DRS) aims to provide guidance and build field capacities to achieve the following objectives: 1) improve the enabling environment for refugees to work - including through advocacy on the right to work, freedom of movement, to own assets, to have access to financial instruments; 2) identify and engage key partners (such as private sector, social enterprises, development actors and government ministries) and services to either develop new or include refugees and host community members in existing programmes, projects, financing, labour opportunities and trainings; 3) reform current UNHCR livelihoods programming to ensure maximum impact is achieved for persons of concern through a results-based, market-driven approach; and, 4)

undertake research to understand the socio-economic impact of refugees on host communities and economies and to identify opportunities which can support refugees as consumers, producers and laborers.

**PURPOSE AND SCOPE OF ASSIGNMENT:**

The Associate Economic Inclusion Officer will work with the Livelihoods Unit in DRS to provide technical support and guidance to field operations on livelihoods and economic inclusion interventions.

**Responsibilities include the following:**

- Contribute to the development of guidance for UNHCR operations on livelihoods and economic inclusion interventions for persons of concern, including through application of the Livelihoods Programme Steps and Standards;
- Conduct monitoring of the guidance note by establishing and implementing a work plan for the Livelihoods Unit to collect data on field operations' livelihoods and economic inclusion strategies and programmes through surveys, document reviews and individual interviews with field operations; liaise with bureaux, DRS and other divisions, field operations and regional offices;
- Analyse, present and distribute results and recommendations on monitoring of the guidance note monitoring through presentations, a global analysis report and action plans;
- Analyse Focus data including livelihoods budgets, staffing information, and achievement on the Global Strategic Priority impact indicator for livelihoods;
- Collect and maintain organization of operations' livelihoods and economic inclusion assessments, partnership documents and strategies and M&E reports; share best practices and resources across operations;
- Consolidate information on high-quality indicators and M&E tools used in the field, and make them available to other operations; support roll-out and revision of newly developed livelihoods indicators for monitoring of livelihoods programmes;
- Support completion of a centralised evaluation on UNHCR livelihoods and economic inclusion programmes;
- Serve as regional focal point for countries in Europe and provide technical assistance on operations' positioning/engagement in livelihoods and economic inclusion interventions;
- Support the Livelihoods Unit with additional tasks as needed, including facilitating in-country trainings, drafting reports on progress achieved, collating learnings on specific models such as the Graduation Approach, mainstreaming industry best-practice MERS standards and recruitment of livelihoods and economic inclusion experts.

**MONITORING AND PROGRESS CONTROLS:**

- Development and monitoring of guidance on livelihoods and economic inclusion for persons of concern, resulting in data collected and analysed on global operations' livelihoods and economic inclusion initiatives and programmes, as well as tailored recommendations for operations shared;
- Capacity of field operations built and technical support provided on livelihoods and economic inclusion interventions through facilitation of in-country trainings, webinars and strategic missions;

- Organized inventory of all livelihoods and economic inclusion assessments, strategies, M&E tools, and other important documents from the field updated; sharing of best practices across operations.

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

##### **Education:**

- Masters Degree in Development Economics, Economics, Statistics, Public Policy, or related fields.

##### **Work Experience:**

- At least 4 years of professional experience required
- Experience with quantitative analysis of large amounts of data required
- Experience with M&E and/or impact evaluation
- Experience with economic inclusion and livelihoods programming

##### **Competencies:**

- Proficiency in MS Excel and other data analysis programs, e.g. Stata
- Excellent interpersonal and communication skills for a multi-cultural environment
- Fluency in English required; knowledge of another UN language an asset

#### **TO APPLY:**

Interested applicants should submit the required documents listed below by e-mail to [HQDRSVAC@unhcr.org](mailto:HQDRSVAC@unhcr.org) indicating “Associate Economic Inclusion Officer” DRS/2018/010 in the subject of the email at latest by [Thursday, 28<sup>th</sup> June 2018](#).

- Letter of motivation, addressing each of the personal requirements in the vacancy notice;
- Completed UN Personal History Form (P11) signed, including testimonials/degrees/certificates.
- The UN personal History Form is mandatory;
  - P 11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)
  - **All application received without a P 11 will not be considered**

[Geneva 20 June 2018](#)