



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

### Educate A Child Programme Associate, LICA 6 (UNOPS)

Private Partnerships & Philanthropy (PPAP), Private Sector Partnerships Section (PSP), UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is seeking an Educate A Child Programme Associate, LICA 6 (UNOPS) within the Private Partnerships & Philanthropy section (PPAP), of Private Sector Partnerships Services (PSP) in Copenhagen, Denmark.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

**Title:** Educate a Child Programme Associate

**Duty Station:** Copenhagen, Denmark

**Duration:** 15 July 2018 - 31 December 2018

**Contract Type:** Local Support, LICA 6 (equivalent to G6)

**Closing date:** 3 July 2018

### Organisational context

Educate A Child (EAC) is a programme of the Education Above All Foundation supported by Her Highness Sheikha Moza bint Nasser of Qatar. In 2012, UNHCR entered into a multi-million multi-year agreement with the EAC/EAA Programme. The current agreement has been running for over over 5 years and has complemented UNHCR's Education Strategy for 2012-20. The gross EAC/EAA donation to UNHCR is nearly sixty million USD spread over four years, benefitting out of school children in 12 countries in Africa, Asia and the MENA Region. Discussion is underway to extend this partnership for a further 3 to 4 years.

The objectives of the EAC/EAA Programme are to enroll and retain children in primary school through the following key activities: improve the quality of education offered, ensure protective learning environments, accommodate new enrolment, address gender

imbalances, develop the capacity of teachers, provide technical assistance, strengthen and broaden partnerships with governments to implement country specific education plans, and ensure that vulnerable children are identified and supported. It is expected that the Programme and Partnership will continue beyond 2018 when most activities of the current agreement comes to an end.

## Duties and responsibilities

The purpose of this assignment is to assist the EAC/EAA Donor Focal Points in PSP with all the programmatic elements of this major partnership. This will range from but not limited to; supporting all the 14 implementing operations with planning and budgeting with the DIP 201 site code as a tracking tool, monitoring implementation of the project as well as coordinating the financial reporting in closed coordination with the Senior Finance Officer as well as with the DFAM's Accounts Receivables unit counterparts on Donor Financial Reporting.

Under the overall supervision of the Senior Corporate Relations Officer and in close collaboration with the Senior Finance Officer, the incumbent will assist in the following:

Budgeting:

- Provides inputs on the EAC/EAA programmes budgetary allocations breakdown to the 14 field operations implementing the EAC Programme in alignment with the UNHCR annual detailed planning cycle and Resource Allocation Framework.
- Verifies that the commitments made for the EAC/EAA Programme contribution Agreement by the 14 implementing operations are aligned and included within their approved Operating Levels (OL) and AOL (Above Operating Level).
- Ensures that the EAC Implementing Operations have detailed their EAC Programme budgets using the DIP201 site code as a tracking mechanism for ease of reporting.
- Ensures the alignment of the EAC Programme Budget with the Operations Plans in Focus for the 14 operations implementing the Programme.
- Follows-up with the Field and the Bureaux on any changes (contextual or programmatic) required with regards to EAC/EAA Programme budgetary alignments and prioritization.
- Assists the EAC/EAA Donor focal points and the Senior PSP Finance Officer in providing inputs and reviewing the submissions made to the Budget Committee requesting increase/decrease of the Operating Level with particular reference to the EAC/EAA Programme.

- Supports the Senior Finance Officer in Following up with operations and/or Bureaux in order to ensure that they can accommodate the transfers of funds as per the Budget Committee decisions.

#### Financial Monitoring and Capacity Building:

- Supports the PSP Senior Finance Officer and EAC/EAA Donor focal points in monitoring the implementation progress of the EAC Programme Contributions in the UNHCR Financial System.
- Provides regular updates to the EAC/EAA HQ team on the financial implementation progress and draws attention to the potential challenges that may require managerial decision making and/or intervention.
- Tracks and ensures that EAC/EAA Programme related expenditure are booked using the EAC Programme tracking tool (site code DIP201).
- Supports the PSP Senior Finance Officer and Donor focal points in carrying out EAC/EAA related capacity building activities (i.e. training materials, webinars, and workshops on budgeting and reporting on the EAC/EAA Programme) for example on using the DIP201 site code.
- Working closely with the PSP Senior Finance Officer, supports AFS AR unit in collecting, coordinating, verifying and consolidating the Financial Reports from 14 EAC/EAA programme implementing operations for Mid-Year and Year-end Financial reporting.

## Monitoring and Progress Controls

- Outputs include: tracking matching contributions and budget allocations dedicated to the grant, compiling expenditure reports from HQ and field locations, reconciling EAC/EAA reporting with reports generated by UNHCR's financial software (MSRP) and UNHCR's results based management software (Focus), creating a database for indicators of implementation of the grant.
- Mid-Year and annual reports to the donor will need to be prepared. Internal reports will be on a monthly basis. Updates on matches and budget allocations will be required as frequently as weekly during certain points of the year.
- There will be ongoing monitoring of day to day performance to ensure regular support tasks are effectively fulfilled to standard and deadline. There will be a monthly performance meeting and an appraisal at the end of the contract

- Objectives and KPIs will be set and measured through regular meetings with the direct supervisor of the role

## Essential minimum qualifications and professional experience required

- Completion of secondary education with post-secondary training/certificate in Business Administration, Social Science or related field.
- Minimum of 6 years of previous job experience relevant to the function.
- Knowledge of UNHCR financial rules, procedures and processes or other not-for-profit businesses.
- Knowledge of UNHCR specific programmes (MSRP, Focus, etc) or other business management systems
- Computer skills (in MS office).
- Fluency in English

## Key Competencies

- Analytical Thinking
- Technological Awareness
- Negotiation and Conflict Resolution
- Planning and Organizing
- Stakeholder Management

## Location

The successful candidate will be based with the UNHCR team in UN City, Marmorvej 51, 2100 Copenhagen, Denmark

## To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to [dencocmuhr@unhcr.org](mailto:dencocmuhr@unhcr.org) indicating “Educate a Child Programme Associate” in the subject of the email.

P11 forms are available at [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)



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**Closing date for receipt of applications: 3 July 2018**

**Female candidates are encouraged to apply**

**Issued on 26th June 2018**