

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Title: Programme Officer

(Equivalent) Grade: P2

Sector of Assignment: Health

Country : The Federal Democratic Republic of Ethiopia

Duty Station(city): Addis Ababa

Agency : The United Nations Children's Fund (UNICEF)

Duration of Assignment: 1 year (with possible additional 1 year extension)

II. Supervision

Name of Supervisor : Julia Battle

Title of Supervisor : Health Specialist (MNCH Cluster Lead)

Content and Methodology of Supervision :

Supervision will be conducted in accordance to the UNICEF internal procedures related to the performance management based on the performance plan, with regular discussion and feedback sessions including mid-year and end-year appraisals.

III. Duties, Responsibilities and Output Expectations

Task Description

Under the overall guidance of Chief of Health Section and the Maternal, Newborn, Child Health Cluster Lead, the KMCO will undertake the following tasks, focusing on but not limited to the project funded by KOICA:

- Contribute to the implementation of the KOICA funded project/UNICEF programme activities, aiming at (i) increasing coverage and improved quality of high impact childhood illnesses, case management and newborn care services, (ii) improved newborn and child health service utilization at primary health care level, (iii) improved ownership and sustainability of the public health system at community level
- Assist in providing technical support to programme activities for implementation and monitoring tasks
- Support capacity building activities for partners and create/maintain knowledge management tools
- Undertake frequent monitoring visits to project sites, reporting on progress, and advising on actions required to improve/correct progress
- Contribute to resource mobilization activities, draft reports, project proposals, TORs, advocacy materials, case studies and other relevant documents as required
- Support other programme activities related to UNICEF programme in Ethiopia, as required

Results/Expected Outputs

- Reports/proposals as and when needed are in place
- UNICEF field interventions are duly monitored and are on track with regard to the programme progress milestones and indicators
- UNICEF programme best experiences and achievements are well documented and shared with the partners, donors and wider public
- Programme advocacy is strengthened through regular meetings and engagement with KMCO, and an expansion of the number of and variety of initiatives undertaken and organizations engaged
- Developed capacity of government staff and/or implementing partners
- Age, gender and diversity perspective is systematically applied, integrated and documented in all activities throughout the assignment

IV. Qualifications and Experience

Required Education and Work Experience

- Required Degree Level: Master's degree or equivalent in public health or other fields related to the work of UNICEF (or Advanced University Degree with an additional two years of experience on top of the below)
- Experience: At least two years progressively responsible for professional work experience in MNCH (Maternal, Newborn and Child Health), child rights, or community development
- Experience and proven knowledge in (i) development programme/project administration, (ii) monitoring and evaluation, (iii) community participation and development
- Previous international and cross-cultural experience (i.e., studies, volunteer work, internship, etc.) would be highly regarded.

Key Competencies of the Assignment

- Ability to research, design and execute ideas and transfer knowledge
- Strong understanding of UNICEF programmes and policy
- Computer skills (i.e., Word, Excel, PowerPoint, internet research and others)
- Good interpersonal, networking and communication skills
- Flexible, adaptable, and open to learning and new experiences
- Respect for diversity and adaptability to other cultures, environments and living conditions
- Willingness to contribute and work as part of a team and travel to rural and remote areas
- Language Skill: Fluency in spoken and written English

V. Background Information

About UNICEF Ethiopia Country Office

UNICEF has been operating in Ethiopia since 1952 and is present in eight administrative regions of the country. The overall goal of the new UNICEF programme 2016-2020 is to build on the achievements of the past years and advance the fulfilment of the rights of all women and children in Ethiopia of survive and thrive, development, participation and protection.

About the Project Funded by KOICA

Under the project title of 'Optimizing Integrated Community Based Case Management of Newborn and Childhood Illnesses in Benishangul-Gumuz and Afar

Regions of Ethiopia', UNICEF Ethiopia Country Office, through its partnership with KOICA, support to the government of Ethiopia to increase access to MNCH (Maternal, Newborn and Child Health) quality service, especially for the most vulnerable and hard to reach communities in Benishangul-Gumuz and Afar Regions in Ethiopia. The UNICEF Ethiopia Country Office Health Section will be primarily responsible for the overall planning and management of the project operations, as well as coordinating other bodies and organizations associated with the project, with the Chief of Health Section and Maternal, Newborn, Child Health Cluster Lead playing the oversight role of design, implementation and monitoring of this project through the Federal Ministry of Health and Regional Health Bureau and other partners. The Health Section team will be supported by Addis-based Health Specialist as well as UNICEF field offices, which will play a critical role in implementation, managing and monitoring of the project in the specific sites. The MNCH unit will closely follow the day-to-day management of the project.

VI. Information about Living Conditions at the Duty Station

Location of the work place

Ethiopia is located in East Africa. It is a landlocked country bordered by Somalia, Eritrea, Sudan, South Sudan, Djibouti and Kenya. It is mountainous with desert lowlands to the northeast and has been landlocked since Eritrea, bordering the Red Sea, gained its independence in 1993.

Addis Ababa, the capital city of Ethiopia, whose name means "New Flower", is the seat of the UNECA, African Union as well as many regional and international organizations.

Amharic is Ethiopia's official language and the most widely spoken. Outside the larger cities and towns, indigenous languages are likely to be spoken. These include: Tigrinya, Oromigna, Guaragigna, and Somali. English is the main foreign language taught in schools. The major religions are Christianity (mainly Orthodox Church) and Islam.

Housing

Private/commercial houses are usually made available by brokers who maintain a list of houses of different standards and rental prices. The brokers also liaise between the house owner and the would-be tenant, and facilitate the negotiation between the two parties. Brokers usually charge negotiable commission. It is advisable to use well-known brokers who cannot exaggerate on their commission and to agree on the commission in advance.

Types of housing are diverse depending on its location and rental payment. And commute times vary but housings are available near UNECA compound within walking distance or using a private car or local taxi.

Prior to moving into the house, it is recommended to see if a standard lease agreement available.

Security and Safety

The overall security situation in Addis Ababa is calm and remains low frequency of incident. However recently in Addis Ababa, crimes has not only been increasing targeting the local people, but also foreigner and international communities. The incidents take place day and night indifferently through snatching, pickpocketing, robbery, etc. So, it is highly advisable to (i) be alert and aware of surroundings, (ii) be sensitive and respectful of local customs, culture and traditions, (iii) avoid overcrowded, isolated areas and unnecessary movements.

Upon joining UNICEF, staff members are obliged to take a security briefing. The UNICEF Security Officer is authorized to conduct security briefings on behalf of UNDSS for all UNICEF Ethiopia Country Office staff.

Online trainings, including BSAFE, are also mandatory. Trainings can be found on the UNDSS website. The certificate should be submitted to HR and the Security Officer. In addition to this, the Volunteers are expected to complete other mandatory trainings on Prevention of Sexual Exploitation and Abuse, Prevention of Sexual Harassment and Abuse of Authority at work place, Ethics & Integrity as well as Workplace HIV/Aids Policy.

Required visa type and Issuance Process

It is a mandatory requirement that a staff member/consultant traveling to Ethiopia with a national passport obtains a Business Entry Visa or a Resident Multiple Visa for him/herself and his/her spouse/children, respectively before departure for Ethiopia. Visas shall be obtained online or from the Ethiopian Embassy/Mission in the country from where the travelers originate their journey. UNICEF will provide documentation needed to facilitate this application.

Yellow fever vaccination is requirement (which should be taken at least two weeks prior to travel) and proof of vaccination may need to be presented on arrival.

VII. Agency Information

Name of Country Director: Adele Khodr

Number of Staff: Total (392), International (58)

Number of Korean staff (if any): Regular Staff (2), UNV (1), Others (0)

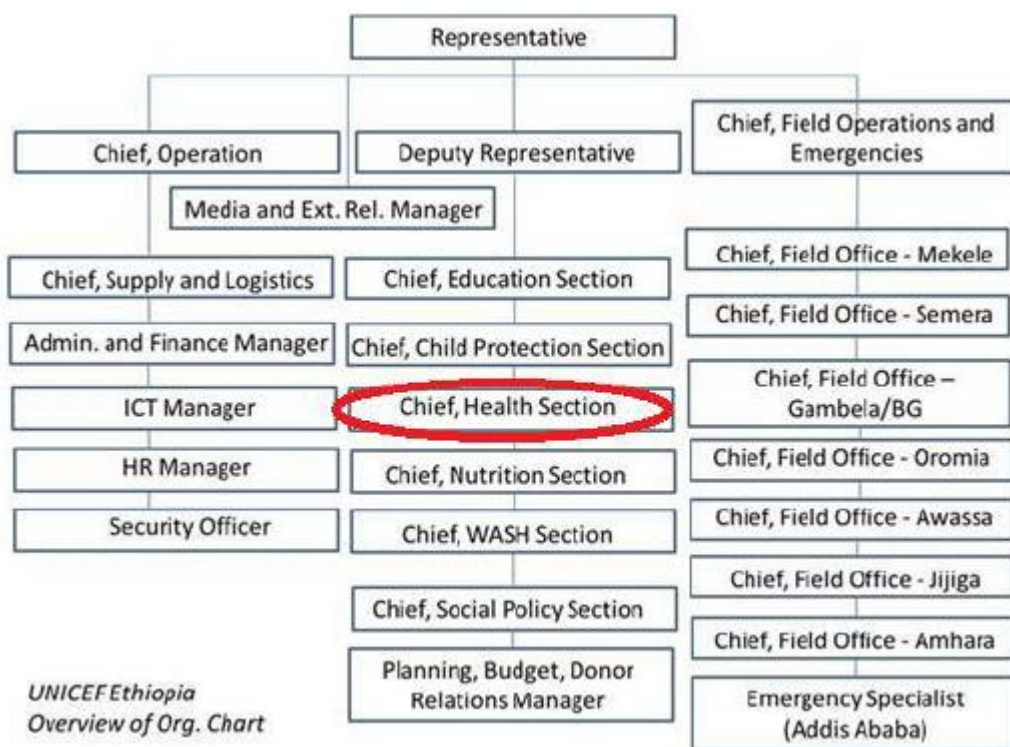
Address: UNICEF, UNECA Compound, Zambezi Building (2nd, 3rd and 4th floors),
Box 1169, Addis Ababa, Ethiopia

Telephone/Email/Website:

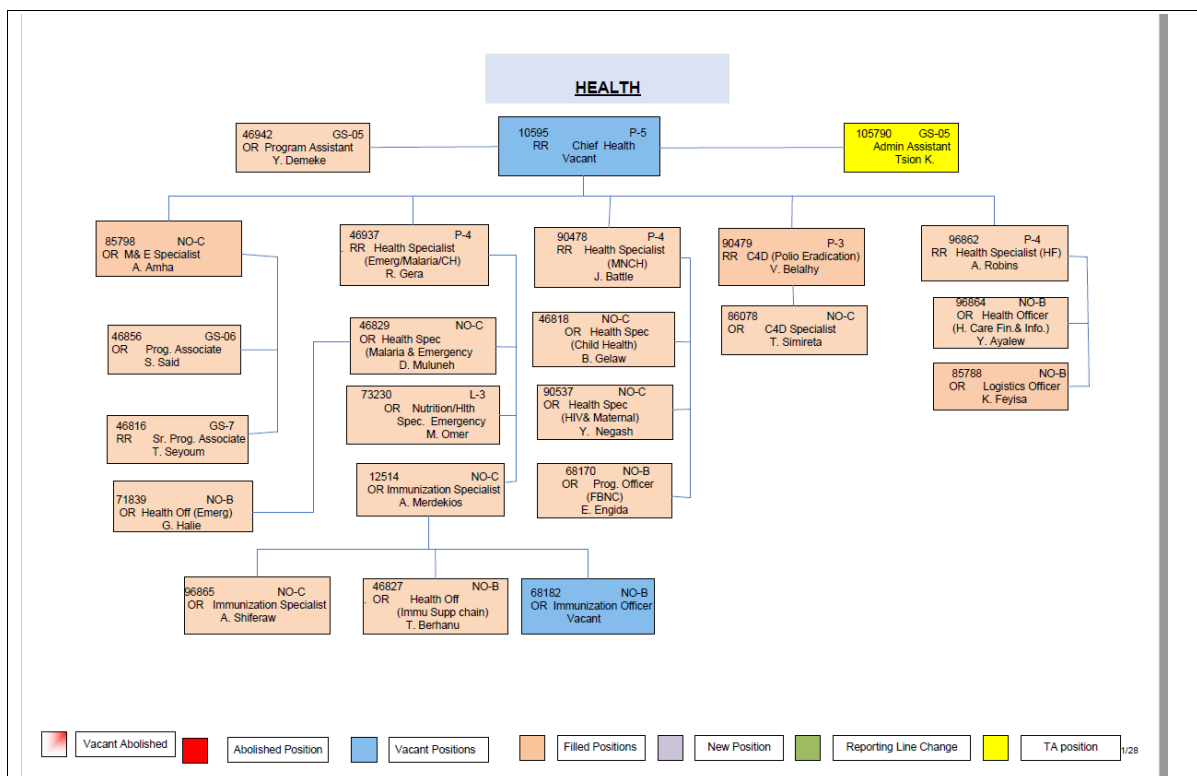
- TEL: +251 115 184 001
- Email: akhodr@unicef.org
- Website: www.unicef.org/Ethiopia

Organization structure :

- Organization structure of UNICEF Ethiopia Country Office
 - 19 staffs in Health Section, UNICEF Ethiopia Country Office
 - 14 health staff in 8 regional offices (3 staffs from Benishangul-Gumuz and Afar Field Offices)



- Organization structure of Health Section



Pictures of the Office Building (Exterior & Interior)



Submitted by

Name: Ms. Adele Khodr

Title: Country Representative

Agency / Unit: UNICEF Ethiopia Country Office

Email: akhodr@unicef.org

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