

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Title: Associate External Relations Officer
(Equivalent) Grade: P2
Sector of Assignment: External Relations
Country : Colombia
Duty Station(city): Bogotá
Agency : UNHCR
Duration of Assignment: 12 months (renewable for another year)

II. Supervision

Name of Supervisor : Rosalie Fournier
Title of Supervisor : External Relations Officer
Content and Methodology of Supervision :
The Associate External Relations Officer will be supervised by and will report to the External Relations Officer, and will work in close coordination with the Program Unit. Meetings with the External Relations team will be held on a weekly basis and bilateral meetings with the External Relations Officers will be held when needed. UNHCR has a standard yearly appraisal process for all UNHCR staff, including affiliated workforce. The appraisal process include a number of target objectives and competencies to be set at the beginning of the year jointly with his/her supervision. The system provides for a mid-term and end-of-year evaluations, during which supervisor provides feedback sessions on performance.

III. Duties, Responsibilities and Output Expectations

Main tasks:

Mainly related to KOICA projects:

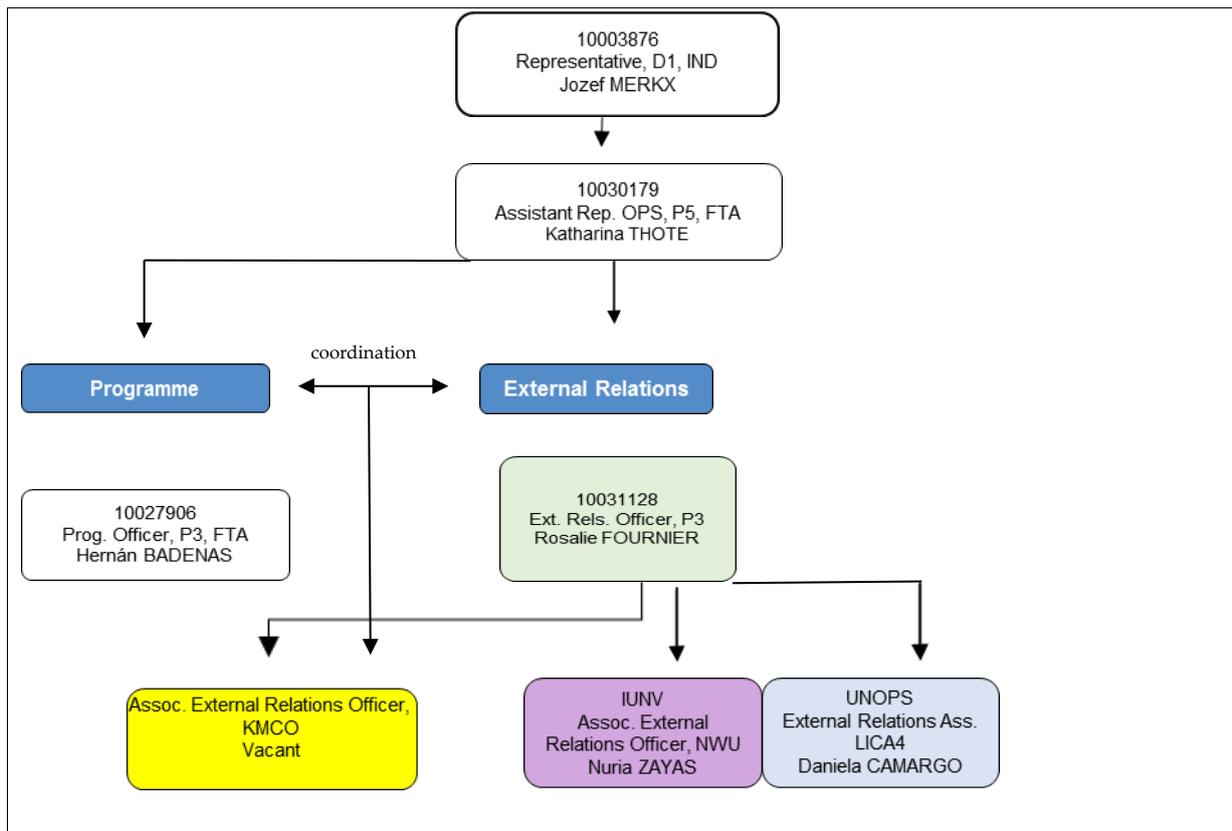
- Undertake proper collection, monitoring and use of baselines, standards and indicators needed to measure and analyze UNHCR's performance, trends and target interventions in relations to KOICA projects.
- Undertake field visits to evaluate and improve the planning, programming, implementation and monitoring of KOICA projects.
- Assist in implementing the establishment of sound monitoring processes, in reviewing final KOICA reports and on progress in order to advise on any corrective actions required or the need for additional resources to reach planned target levels.
- Assist in keeping KOICA briefed on developments and assist in the development of funding submissions, appeals and reports.

Other External Relations tasks:

- Draft project proposals as well as interim and final reports for both public and private UNHCR Colombia donors, especially as it relates to KOICA (IDP situation), Korea (Venezuela Situation) and Japan;
- Support in the organization of UNHCR donor missions and briefings, especially as it relates to KOICA (IDP situation), Korea (Venezuela Situation) and Japan contributions;
- Support the work with potential and current public and private sector partners and UNHCR donors, especially for Asian donors, in close collaboration with the Livelihoods and Economic Inclusion Unit, especially for potential partners in the labour insertion strategy;
- Stay abreast of the challenges posed by the political context, the UN and humanitarian reform, and institutional developments in the area of forced displacement in Colombia, the situation of Venezuelan refugees and migrants and humanitarian operations;
- Any other duties related to External Relations and Program as assigned by supervisor.

Output Expectations:

- Project proposals and intermediate and final reports drafted and delivered to the donor on time, based on an established schedule, especially as it relates to KOICA projects.
- Relations with donors, especially Asian donors, developed, maintained and improved through among others, the organization of field visits and meetings, production of communication material and briefing notes and timely responses to donor consultations.
- Relationship with potential private donors strengthened, especially potential private Asian partners.



IV. Qualifications and Experience

Required Education and Work Experience

Required:

- Undergraduate degree (equivalent of a BA/BS) in Business Administration, Law, Economics, Social Science, International Affairs, Public Management or related field plus minimum 3 years of previous job experience relevant to the function. Graduate degree (equivalent of a Master's) plus 2 years or Doctorate degree (equivalent of a PhD) plus 1 year of previous relevant work experience may also be accepted.
- Excellent drafting and reporting skills in English and working knowledge of Spanish.
- Experience in conducting, participating and reporting on meetings, and drafting reports.
- Donor reporting, programme/project development, planning, implementation, and/or monitoring experience.

Key Competencies of the Assignment

- Completion of the UNHCR Learning programmes or specific training relevant to functions of the position
- Computer skills (in MS office)
- Knowledge of additional UN languages.
- Good knowledge of UNHCR operations both at Headquarters and in the Field.
- Managerial competencies:** Empowering and Building Trust, Managing Performance.
- Cross-Functional competencies:** Analytical thinking, Planning and organizing, Political awareness.

V. Background Information

Overall background:

The UNHCR Office in Bogotá requires support in the area of External Relations to develop, maintain and strengthen the relationship with UNHCR donors in Colombia, thus ensuring efficient fund-raising to ensure the proper functioning of the Organization. The incumbent will support the implementation of UNHCR Colombia resource mobilization plan to raise funds for the UNHCR response in relations to Venezuelan refugees and migrant, Colombian returnees as well as displaced persons affected by the situation of violence and conflict in some parts of the country, especially as it relates to Asian donors, particularly KOICA. The functions of external relations might be performed predominantly with partners, media, government embassies and other international organizations on matters of importance to the Organization.

Background information specific to the KOICA project:

Through three main components, the KOICA project seeks to strengthen the national system for assisting victims (SNARIV), both at the national and local level, as well as empower the affected communities for their effective participation in the achievement of durable solutions. The main objectives are: i) National programs of SNARIV institutions properly reflect the needs of IDPs so that selected resources can be delivered to IDP communities; ii) Effective/efficient coordination mechanisms for IDPs are established based on strengthened capacities of the Victims' Unit and local authorities; and iii) Victims effectively participate in protection and solutions processes to pursue their rights. The project is implemented in five selected municipalities (Quibdó, Arauca, Turbo, Mocoa, and Cúcuta), all of which have a high number of IDPs and victims of the armed conflict. Within these municipalities, nine communities are prioritized in local integration processes in informal (non-legalized) settlements. Technical assistance will be provided to State institutions in the capital but with national coverage, thereby impacting the lives of displaced people beyond the five selected municipalities.

VI. Information about Living Conditions at the Duty Station

Location of the work place

Colombia is a large country (1,141,748 km²); its population rises to 47,000,000 citizens. Bogotá is an "A" category duty station. Located 2,600 meters above the sea level, Bogota is the capital of the country, with almost 8,000,000 inhabitants. National and different international banks have offices in Bogota, and ATMs can be found all around the city. Temperatures in Bogota vary from 3°C to 23 °C. Very good health facilities can be found in Bogota and in other capital cities in the country. Bogota offers a huge amount of leisure and cultural activities; interesting museums, libraries, parks, cinemas, and very good restaurants. A considerable number of international schools are located in Bogotá. The Branch Office is located in the Quinta Camacho township, which is close to the District's Financial Centre.

Housing

Furnished apartment:

If you want a maximum of privacy and independence, you can rent your own apartment. This option requires to close a rental agreement and to pay a guarantee. The monthly rent

depends on the standard of the apartment and on the district. This option requires a minimum stay of one month.

Family stay:

This is your choice if you are looking for contact with the local people and really want to experience Colombian culture and every-day-life in Bogotá. A family stay in general is cheaper than renting your own apartment. You can practice your Spanish and last but not least try the tasty Colombian food every day.

This accommodation option always includes free use of the kitchen and of all common spaces in the house (living room, terrace, garden etc.). Depending on previous agreements you can also use telephone, internet and the washing machine, so you can really feel at home.

Student residence:

If you are looking for a cheap accommodation option and want to live together with other international students in a friendly environment, then this is your choice. Student dorms are safe places, and always include access to internet, kitchen, washing machine, telephone etc.

RENTING

Usually, the rent is paid monthly directly to the landlord. In some cases there is an additional monthly fixed amount for maintenance of the building and costs for water, electricity, telephone etc.

For rooms in shared apartments or student dorm, usually no deposit is required. The rooms are single rooms and furnished. According to further agreements, it is also possible to rent a double room. In Colombia, the International System of Units (SI) is used, heir to the Metric Decimal System. Therefore, it is necessary to take this information into account in order to avoid inconveniences with distance, or the charger of your mobile phone or the height somewhere.

COST OF LIVING

One of the main benefits of living in Colombia is the low cost of living. Moreover, the low cost of living comes with living in a country that offers many of the first-world amenities and infrastructure that you would expect in a much more expensive location.

Colombia uses a tiered, *estrato* (stratum) system to determine the cost of utilities, including electricity, natural gas, water, and telephone and internet service. The system assigns an *estrato* number to neighborhoods based on the average income of its residents. Lower *estrato* neighborhoods pay lower rates than higher *estrato* neighborhoods.

Couple Budget (picture below)

Utility	U.S. \$
Rent (two-bedroom, two-bathroom)	\$325 – \$1,300
Electricity (no heat, but air on the coast)	\$35 – \$100
Water & sewer	\$15 – \$30
Gas (cooking & heating water)	\$10 – \$20
Trash pickup	\$5 – \$20
Internet (20megs)	\$15 – \$20
Phone – landline (no long distance)	\$15 – \$20
Cable TV (basic package)	\$10 – \$30
Cellphone (post-play basic plan)	\$15 – \$30
Maid service (once per week)	\$40 – \$60
Health plan (basic public plan)	\$40 – \$80
Medications (copay for mid-tier)	\$10 – \$25
Transportation (bus, taxi, Uber, Metro)	\$40 – \$75
Groceries (mix of local & imported – no alcohol)	\$250 – \$400
Dining out (2/week)	\$100 – \$300
Movies/theater/concert (1/week)	\$20 – \$60
Clothing (basic local brands)	\$60 – \$100
Miscellaneous (personal care, hairdresser, manicure)	\$25 – \$50
Monthly total:	\$1,030 – \$2,720

DOMESTIC ELECTRICITY

110 volts of alternating current to 60 hertz (110V AC, 60Hz)

INDUSTRIAL FACILITIES

220 volts of alternating current to 60 hertz (220V AC, 60Hz)

Security and Safety

UNHCR Associate Security Officer

Mr. Próspero Guerrero – Telephone numbers: +571 546 3666 Ext. 2500 +57 3103149842

Security Intern, Mr. Jesús Florez – Mobile number: +57 320 3465923

UNDSS Colombia

Security Operations Centre – Telephone numbers: +571 376 2849 +57 313 8858390

UNDSS Bogotá

Telephone numbers: +571 488 9000 +57 311 5612176

EMERGENCY TELEPHONE NUMBERS

POLICE:

Metropolitan Police – Telephone number: 112

Dijin (National Directorate of Judicial Police) – Telephone number: 157

Traffic Police – Telephone number: 127. Civil Defense – Telephone number: 144

Tourist Police – Telephone numbers: +571 337 4413 +571 243 1175

MEDICAL EMERGENCIAS - Telephone number: 125

Cruz Roja – Red Cross - Telephone number: 132

Firemen – Telephone number: 119

Emergency Prevention and Attention Department of Bogotá – Telephone number: 429-7414

OTHER USEFUL TELEPHONES

Ministry of Foreign Affairs of Colombia

Visas and Immigration - Address: Carrera 13 N° 93-68 Of. 203

Telephone numbers: +571 640-8576, 640-8977, 640-8987, 640-8997

Central PBX: 566-2008

Required visa type and Issuance Process

Please refer to the "Resolución 439/2016" in the attached file, where you can find what nationalities are authorized to access the country without a visa; kindly direct any queries on this regard to Ms. Gabby Córdoba (cordobag@unhcr.org) or Ms. Delsy Barbosa (barbosa@unhcr.org).

VII. Agency Information

Name of Country Director: Jozef Merckx, UNHCR Representative in Colombia

Number of Staff: total (290), International (32)

Number of Korean staff (if any): JPO (0), UNV (0), Others (0)

Address: Calle 71 N° 12-25, Bogotá, DC Colombia

Telephone/Email/Website:

(+57 (1) 5463666) ; colbo@unhcr.org ; <https://www.acnur.org/colombia.html>

Organization structure: The United Nations High Commissioner for Refugees (UNHCR) established a presence in Colombia at the request of the Government of Colombia in 1997, in order to promote the protection of displaced persons, those at risk of displacement and refugees. Today, UNHCR has 11 offices in Colombia and is responding to the protection and humanitarian needs of Colombian internally displaced persons affected by the armed conflict in Colombia as well as Venezuelan refugees and migrants and Colombian returnees who are either transiting or have intention to stay in Colombia.

Pictures of the Office Building (Exterior & Interior)



Submitted by

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Agency / Unit: UNHCR

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