Terms of Reference Programme Specialist (TA P3)

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| SECTION | Lagos Field Office | |
| DIRECT SUPERVISOR | Chief Field Office | |
| CONTACT DETAIL OF SUPERVISOR |  | |
| REQUEST DETAILS | | |
| FUNCTIONAL TITLE | Programme Specialist for Skills Development | |
| DUTY STATION | Lagos, Nigeria | LGA: |
| GRANT |  | |
| CONTRACT DURATION | 364 days | |
| JUSTIFICATION | | |
| UNICEF GenU 9JA (Generation Unlimited Nigeria) is a public-private-youth partnership platform established by UNICEF Nigeria Country Office to support UNICEF Nigeria’s programmes deliver results at scale for children and young people. Primary focusing on supporting young Nigerians successfully transition from learning to earning, UNICEF GenU 9JAaims to support 20 million young people, aged 10-24, access connectivity, digital learning, 21st Century skills and/or livelihood opportunities by 2030. UNICEF GenU 9JA crowds in public and private partners as well as young people with the aim to co-create innovative solutions to be implemented by all partners at scale in support of all UNICEF Nigeria’s programmes. It is a powerful partnership partform focused on unlocking all existing in-country, regional and global investments in support of empowering young people to play a positive role in their societies and the global economy. It unleashes the voices of young people, creates synergies between major actors and accelerates momentum towards achieving the Sustainable Development Goals. UNICEF GenU 9JA gives a special focus to adolescent girls and boys, and young people with specific needs, especially those at greater risk of being left behind, such as youth living with disabilities, young people on the move, young people affected by conflict and natural disasters, rural youth and youth from poor backgrounds. UNICEF GenU 9JA is committed to taking urgent action today so young people have the support they need to assume leadership roles tomorrow. To have maximum impact, UNICEF GenU 9JA focuses on three main priorities:  **Conectivity and Digital Learning:**   * Adolescent girls and boys are connected to the internet throughout Nigeria * Adolescent girls and boys are supported to complete primary and secondary education with meaningful learning outcomes, including through digital learning such as the Nigeria learning Passport (NLP), the Passport to Earning (P2E) and YOMA * Out-of-school children (adolescent mothers, youth from poor households, youth living with disabilities, youth living in areas affected by conflict, youth on the move, etc.) are supported to obtain accredited and flexible learning opportunities, including digital skills through YOMA and the NLP * Schools and communities are connected to the internet and have access to data (through local hubs – school to school connectivity, etc.) with the support of UNICEF GenU 9JA partners, such as his Towers, Airtel, MTN, etc.   **Workplace Readiness:**   * All young Nigerians have access to opportunities to develop skills for learning, employability, entrepreneurship and active citizenship * All young Nigerians are supported to transition from learning/skilling to earning, through career guidance, opportunities for volunteering, internships and apprenticeships * All young Nigerians have access to the Youth Agency Marketplace - **YOMA** – the dedicated UNICEF GenU 9JA digital marketplace for young people to build and transform their future by 1. engaging in social impact challenges and volunteering opportunities, 2. Gaining access to GenU’s partners’ certified skills offers, 3. Gaining access to livelihood-related opportunities. YOMA supports young people to build and transform their futures by actively engaging and volunteering in social impact tasks and learning opportunities. YOMA is an ecosystem solution that links young Nigerians with opportunities, provided by UNICEF GenU 9JA’s partners, such as private enterprises and educational institutions. Through impact tasks and challenges, YOMA accelerates local impact in areas such as education (e.g. youth facilitating e-enabled skills development of at-risk adolescents), entrepreneurship mindset development (e.g. youth acquiring market-relevant skills, leadership abilities and knowledge) children’s health (e.g. youth facilitating immunization drives, working on environmental disease prevention), and climate change (e.g. youth planting trees, safeguarding healthy wetlands). As a market creating innovation, YOMA satisfies a global demand for SDG impact since young people can deliver on it, thus creating new opportunities.   **Youth engagement and empowerment:**   * UNICEF’s U-Report programme has been scaled up to act as the vehicle of choice for UNICEF GenU 9JA to funnel young people towards YOMA and give them access to available skills and livelihood opportunities * UNICEF’s Youth Challenge programme is further scaled up and tailored to be embedded on YOMA for young Nigerians, especially young adolescents and women, to gain greater opportunities to engage, including digitally, and voice their opinions on issues affecting them as well as gain the capacity to acquire entrepreneurship skills and financial support   **How can you make a difference?**  Under the supervision of the Chief of Field office in Lagos, Nigeria, the incumbent will support UNICEF's catalytic role in the development of UNICEF GenU 9JA, manage the GenU 9JA ongoing projects (i.e. Unilever FUCAP, GESP P2E, SAP, Botnar Foundation, etc.) and nurture YOMA Nigeria.The Programme Specialist will be responsible for managing UNICEF GenU 9JA’s budget and fundraising needs, as appropriate. She/He will chair GenU 9JA’s Task Force 2 on Workplace Readiness, and work closely with all GenU 9JA partners and young champions, the Young People’s Action Team, the U-Report Specialist and all programme sections and the Innovation Manager to ensure a seamless support to UNICEF’s programming. . | | |
| **MAIN RESPONSIBILITIES & TASKS** | | |
| **Tasks:Support the GenU 9JA Lead to implement the enabler in support of NCO’s programmes’ for delivery of results at scale:**   * Provide support in ensuring GenU 9JA’s Strategy is integrated into UNICEF programme strategies and aligned to outcomes for children and adolescents in education, health, nutrition, child protection, WASH, Gender and Developmentand other relevant programme sections * Implement existing GenU 9JA projects, such as Unilever FUCAP, GESP P2E, SAP and Botnar Foundation * Manage GenU 9JA programme budgets and fundraise, as needed * Chair Task Force 2 and organize quarterly meetings * Support GenU 9JA’s Secretariat to monitor implementation and progress of the GenU 9JA strategic plan and ensure timely contribution from UNICEF NCO on agreed components * Work as an integral part of GenU 9JA’s national secretariat in support of nurturing the existing public-private-youth partnership platform, identifying prospective shared-value partnerships, organizing co-creation meetings with potential new partners and supporting the PSP Unit formalizing new partnerships. Support the organization of theSteering Committee and Task Forces meetings * Nurture the close colloabration between YOMA, U-Report, the YPATs, the Gender and Development Unit and all programme sections * Work closely with UNICEF NCO’s CAP section to ensure that marketing and communication of GenU 9JA activities and progress is undertaken via media, social media and youth engagement * Support the PSP Unit and the relevant programme sections develop of a resource mobilization strategy and funding proposals for NCO to support adolescent and young people’s development. Conrtibute to fundraising proposals * Ensure regular progress reporting to the GenU 9JA PPYPP, and Regional Office. * Monitor progress and produce mid-year and end of year M&E reports * Act as YOMA focal point and continue nurturing the platform. Liaise with the YOMA Global Team on a regular basis and upload partners’ offers as they come in * Perform other related duties as guided by the direct Supervisor | | |
| **OUTPUTS** | | |
| * Implementation of UNICEF GenU 9JA current programmes, budget management and fundraising * Internal and external coordination, support and facilitation of the GenU 9JA related activities and budgets * Monitoring and evaluation of results for NCO’s programmes * Management of the YOMA platform | | |
| **DELIVERABLES** | | |
| * Project implementation reports * Budget planning and monitoring reports * YPATs engagement plan * NCO Programme sections’ mapping needs for GenU 9JA’s support * TF2 quarterly meeting minutes * Fundraising proposals * Progress and results reports for GenU 9JA presented at the Steering Committee * Lessons learned report (End of Contract)   **Performance indicators for the evaluation of results:**   * 90% of the current GenU 9JA current projects and budgets are implemented and monitored in a timely manner * TF2 meets on a quarterly basis and minutes are provided in a timely manner * YOMA is nurtured and partners’ offers are uploaded on the digital platform within a week * 4 new co-creation workshops with prospective new partners organized, coordinated and produced high-quality presentations and key notes * Mid-year and end-of-year monitoring reports produced and presented * Management of GenU knowledge: keep key notes, reports and presentation available to all team and organized on the dedicated GenU Nigeria SharePoint * Produce high-quality, timely reports and documents * Communication with all stakeholders, demonstrating a sense of initiative, accuracy and accountability | | |
| **REQUIRED QUALIFICATIONS AND COMPETENCIES** | | |
| EDUCATION | * An advanced university degree in one of the following fields is required: International Development, Anthropology, Psychology, Sociology, Education or another relevant field. * A bachelors degree with an additional 2 years of relevant professional experience nay be accepted in lieu of the advanced university degree. * A minimum of five (5) years of relevant experience, at the national and international level working with children and marginalised youth in the global south, including on adolescent/youth/community engagement and innovation * Experience with working Generation Unlimited globally or at national level will be an asset * Experience with the private sector will be an asset | |
| LANGUAGE | English | |
| SKILLS AND WORK EXPERIENCE | * Specialised training in youth, gender, diversity, community leadership and engagement, entrepreneurship, innovation and social, behavioural change is an asset * Strong interpersonal, communication, public speaking, presentation, writing, critical thinking and analytical skills * Fluency in English * Previous experience will be an asset * Experience working with the private sector * Experience working with digital innovation tools will be an asset * Experience in working with teams * Good computer skills with software proficiency in Windows, Microsoft Office Suit (Word, Excel, PowerPoint, Outlook, OneNote) * Previous positive work experience with UNICEF would be an advantage | |
| REQUIRED COMPETENCIES | UNICEF's core values of Care, Respect, Integrity, Trust, and Accountability (CRITA)   * Nurtures, Leads and Manages People (1) * Demonstrates Self Awareness and Ethical Awareness (1) * Works Collaboratively with others (1) * Builds and Maintains Partnerships (1) * Innovates and Embraces Change (1) * Thinks and Acts Strategically (1) * Drives to achieve impactful results (1) * Manages ambiguity and complexity (1) | |
| FUNCTIONAL COMPETENCIES | * Formulating Strategies and Concepts [ II ] * Analysing   [ III] * Relating and Networking [ II] * Deciding and Initiating Action [ II] | |
| **It is advantageous for the candidate to have:** | * Comfortable skills talking to all levels of the organisation * Understanding of community-based channels of influence, community-based communication and development, participatory rural appraisal (PRA) methodologies, and/or ethnographic research * Knowledge of the Nigerian national and local government, health, education and youth structures is an asset * Experience with monitoring and evaluation * Experience giving user-based feedback to the development of software applications * Previous experience with SMS-based campaigns, mobile phone or other technology applications * experience working with development actors: donors, UN agencies, government ministries * Knowledge of environment in which UNICEF operates, and understanding of the constraints of working in a developing-world environment | |