
**TERMS OF REFERENCE
(Individual Contractor Agreement)**

Title:	Programme Assistant
Project:	UNHCR
Duty station:	Quito (Solanda), Ecuador
Section/Unit:	Field Office Pichincha
ICA Level:	Local support
Corresponding level:	LICA 4
Duration:	from [04/01/2021] to [31/12/2021]
Supervisor:	Programme Associate

1. General Background

Ecuador has historically hosted the largest population of refugees in Latin America, with over 67,000 people officially recognized as refugees. Ecuador has mainly hosted Colombians who fled the armed conflict, but during the last five years, more than 1.3 million people from Venezuela have entered to Ecuador, and an estimate of 350,000 have stayed in the country. Limitations to regular access to the territory for Venezuelans applied in 2019 have resulted in an increase of irregular movement. This has exposed persons of concern at border crossings, especially women, children and LGBTI individuals, to a higher risk of trafficking, exploitation smuggling, scams, violence, sexual abuse and exploitation. Additionally, undocumented Venezuelans staying in Ecuador will lack access to formal labor market opportunities, exposing them to high risks of exploitation and negative coping mechanisms.

In 2019, UNHCR has responded to emergency situations that have surpassed national reception capacities, and has provided humanitarian assistance (including emergency shelter, provision of core relief items and CBIs) at border points and main hosting cities. UNHCR will continue to advocate to the right to access the territory for those requiring international protection, and will provide assistance to those at risk, while also aims to promote and emphasize local integration strategies.

The field office Quito (Solanda) is responsible for the operation in the centre of Ecuador (Pichincha, Santo Domingo, Chimborazo, Cotopaxi, Tungurahua and the north of los Rios). The Area of responsibility hosts approximately 45% of all Venezuelan and Colombian refugees residing in the country. In the field office, UNHCR works with a total of 12 implementing partners, and coordinates with a large number of operational partners, both from the government and civil society. In Quito, besides the Venezuelan and Colombian refugees there is a presence of refugees from other continents, who often do not speak Spanish and require a differentiated response. A large percentage of Venezuelans in transit by foot or public transport to another country or city in Ecuador pass through the AoR.

This position will be based in Quito; however also focus on improving UNHCRs programatic response in Santo Domingo and Ambato.

The Programme Assistant receives guidance from more senior programme staff and may receive indirect guidance from other sections and units relevant to the country programme(s). UNHCR Manual, programme objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the Programme Assistant.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with partners and other stakeholders to collect information, monitor programme activities and implement administrative requirements. S/he is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Manual, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

UNHCR seeks to recruit persons devoted to the purposes of the Office of the High Commissioner for Refugees who have commitment to humanitarian principles and functionally relevant work experience with different stakeholders. The ideal candidate for the position of Programme Assistance should have flexibility and adaptability i.e. analyzing, adapting to, and working effectively in a variety of situations, often under demanding conditions, and coping with the unforeseen or unexpected. Strong team spirit as well as result-oriented work style are also a must. The candidates should have demonstrated strong analytical skills and proven advanced knowledge of worksheets such as Excel. A high level of organisation skills is also required in order to support the operation in all duties related to official missions as well as in coordination and logistics for workshops and other similar events. Frequent travel to the sierra centro and Santo Domingo is foreseen for this position.

2. Purpose and Scope of Assignment

1. Activity with Partners

- Provide support to ensure partnership agreements are established in a timely manner, regularly monitored and reported on in compliance with established guidelines and procedures included in the framework for implementing with partners.
- Assist the programme associate in the daily activities regarding partner coordination and meetings
 - Assist in negotiations of agreements with implementing partners while ensuring that final contracts are drafted under UNHCR's financial rules and instructions;
- Provide support to the Programme Associate on the coordination of the multi-functional team, and ensure a multifunctional review of the implementation and performance of partner agreements and contracts, evaluate work plans, progress reports, indicators, budget, financial reports and expenditures;

2. Financial Monitoring of Partners

- Assist in ensuring compliance with issuance of audit certificates for partners in line with the Policy on Risk-Based Project Audits.
- Perform onsite projects financial verifications
- Ensuring financial reports are delivered on time

3. Direct Implementation Responsibilities

- Provide administrative assistance and support in routine services and activities within Programme.
- Contribute to monitoring activities implemented through partnerships and those under direct implementation based on Results based Management and programming instructions.
- Support the delivery and records of equipment and other supplies donations to partners and other stakeholders

4. Information Management Responsibilities

- Provide support to monthly activity info reports
- Analyze statistics and data; to improve programming within the field office.

5. Use UNHCR's corporate tools (e.g. Focus Client, Global Focus Insight and FOCUS Reader, MSRP) for core activities related to planning, budgeting, implementation and reporting, generating data for evidence-based programmatic decisions and analysis.

6. Actively contribute to UNHCR's programming of community of practice and to the improvement of programming tools and processes.

7. Undertake field visits as required including Santo Domingo and Sierra Centro

8. Perform other duties as required.

3. Monitoring and Progress Controls

- Participate in project monitoring meetings that will be held by the programme associate in a regular basis
- Provide assistance in negotiations of agreements with implementing partners while ensuring that final PAs are drafted under UNHCR's financial rules and instructions;
- Provide assistance in the review of the implementation and performance of partner agreements and contracts, evaluate work plans, progress reports, indicators, budget, financial reports and expenditures.

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

- Completion of Secondary education – High School Diploma
- Additional training courses in social and humanitarian sciences, project management or international relations.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- Minimum 2 years of previous job experience relevant to the function
- Demonstrated experience in Programme Management, Operation Management Cycle, Results based Management and related processes.
- Computer skills (in MS office) including advanced Excel skills (pivot tables, data management, etc).
- Knowledge of Spanish. Knowledge of English is desirable.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Capable of team work and working under stress
- Prior exposure to UNHCR refugee operations and functions relating to field office programme activities.
- Proven coordination skills
- Knowledge of the local context will be valued.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date