

Reporting Contractor (International/National) East Jerusalem, State of Palestine (11 months)

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Job no: 498279

Work type: Consultancy

Location: State of Palestine

Categories: Knowledge Management, Social and Economic Policy, Statistics and Monitoring, Communication / External Relations

1. Purpose of the Assignment

Under the supervision of the Programme & Planning Specialist, in close coordination with the Deputy Representative, and the Monitoring & Evaluation team, the Reporting contractor will support UNICEF State of Palestine with reports, proposals, monitoring and HACT implementation.

Major Tasks to be accomplished: *Reports / Documents*

1. Support the preparation and submission of timely and quality donor reporting using standard UNICEF quality assurance checklist and reporting templates.
2. Support adherence to the Insight calendar of 'due donor reports' and internal plan related to the preparation of donor reports according to the timeframe for submission.
3. Prepare a work plan for the production of human interest materials for donor reporting, in collaboration with the Communication section.
4. Coordinate with the programme sections to gather, consolidate and edit information (narrative and expenditures) for all required reports on contributions to State of Palestine.
5. Provide support to meet donor visibility requirements, in cooperation with Communication and programme colleagues.
6. Coordinate with colleagues to collect inputs and draft the UNICEF humanitarian Situation Reports, every three months, in line with the HQ guidance. Share with core group of colleagues for review (in SoP, RO and HQ), integrate comments and share for final review and submission.
7. Support the programme sections to compile, produce and disseminate other high quality mandatory UNICEF documents, including but not limited to: Annual Country Office Report (COAR), donor briefings, and PPT presentations.
8. Contribute to advocacy initiatives, prepare key messages, papers, Q&A, briefing notes, presentations, as needed.

Proposals

1. Support the drafting of quality concept notes and proposals for submission to donors, with inputs from programme colleagues.
2. Provide support in updating the resource mobilization action plan and tracking progress.
3. Provide support in preparing the UNICEF's Humanitarian Action for Children (HAC) appeal
Monitoring and HACT

1. Support UNICEF in monitoring results; conduct field visits and prepare reports;
2. Support UNICEF and its implementing partners in implementing the Harmonized Approach to Cash Transfers (HACT) assurance plan. Help review micro-assessment reports and develop action plans, in close consultation with Operations and Programme colleagues.
3. Attend HACT meetings and provide inputs; facilitate HACT training;

Other

Deliverables and deadlines

- Monthly reports, with key achievements, recommendations and workplan for the following months:
- Monthly workplan of assignments and tasks
- Final drafts of donor reports due in the related month
- Final draft of Sitrep due in the related month

- Other reports required by the office and part of the agreed workplan
- Final drafts of concept notes and proposals as agreed in workplan
- Workplan for the production of HIS and donor visibility as related to donor reporting
- Updated HACT assurance plan

Qualification and Experience

- Advanced university degree in Social Sciences or related field.
- Minimum of 5 years of relevant experience (incl. report writing in humanitarian contexts, project management, communication)
- Previous experience in humanitarian settings
- Excellent written and oral English
- Strong analytical, communication and report writing skills
- Excellent written and oral presentation skills
- Ability to present information in clear, understandable tables, charts and graphs
- Willingness & ability to work in difficult environments, in often stressful time-critical situations
- Good interpersonal skills; able to work in or with a multidisciplinary team
- Cultural and gender awareness and sensitivity.

Competencies

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication
- Working with people
- Drive for results

Functional Competencies

- Formulating Strategies and Concepts
- Analyzing
- Applying Technical Expertise
- Learning and Researching
- Planning and Organizing

General Conditions

- Under the consultancy agreements, a month is defined as 21 working days
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- Consultants are not entitled to annual leave.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- Consultants to complete the basic and advanced security course and submit certificates to UNICEF before any travel is undertaken;
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to provide documentary evidence of health insurance coverage, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant upon arrival, at the HR Section.

Advertised: 02 Aug 2016 FLE Standard Time

Applications close: 16 Aug 2016 FLE Standard Time