TERMS OF REFERENCE
(FOR Temporary Appointments)

UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Programme Officer, (Budget), P2

Section: Planning, Monitoring & Reporting

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Chief of Planning and Monitoring, P4, Dhaka

1. Purpose of Assignment:

Cox's Bazar continues to represent a highly complex humanitarian and development setting, characterized by large-scale refugee presence, evolving funding constraints, and increasing emphasis on transformative approaches. The operating environment requires strengthened coordination, regular budget monitoring, and efficient resource utilization.

Under the guidance of the Chief of Planning and Monitoring, the Programme Officer (Budget) supports strategic programme financial management, budget planning, and grant oversight for UNICEF's Rohingya Refugee Response in Cox's Bazar. Operating in a complex humanitarian environment, the incumbent ensures efficient, compliant, and results-oriented use of resources across a large and diverse portfolio of grants.

This role contributes to evidence-based planning and monitoring by providing high-quality financial analysis, funding gap insights, and timely reporting to support senior management decision-making. The Programme Officer (Budget) strengthens grant management processes in support of Budget Owners by review and analysis contributing to compliance with donor conditions and UNICEF financial regulations and promotes transparency and accountability in resource utilization. The role contributes to the effective implementation of UNICEF's Country Programme, aligned with the Core Commitments for Children (CCCs), Joint Response Plan (JRP), and inter-agency coordination structures. The assignment covers both refugee and host community contexts across camps and district-level systems, including engagement with government, sector coordination platforms, and inter-agency mechanisms.

In addition, the incumbent supports inter-agency financial reporting requirements, including contributions to the Joint Response Plan (JRP), reporting to the Rohingya Coordination Platform (RCP), and reconciliation and validation of funding data reported to the Financial Tracking Service (FTS). This role also contributes to strengthening financial management capacity and systems across programme sections to optimize programme delivery and results for children.

2. Major duties and responsibilities:

- **Contribution Management (Budget Planning, Allocation and Monitoring)**
- **Support Management and Sections through Technical Assistance and Guidance**
- **Reporting and Inter-Agency Financial Transparency**
- **Support Partnerships in Financial Reporting (Donor Financial Reporting, Funding Gap Analysis), Contributing to Compliance of all Financial Operations with International Public Sector Accounting Standards (IPSAS), UNICEF Financial Regulation and Rules, Organizational Plans, Policies, Procedures, Guidelines, Standards of Performance, Ethics, and Integrity.**
- **Support Cost Distribution and Payroll Calculations and Planning**
- **Design and Implement Capacity-building Initiatives to Strengthen Budget Management Practices Across Programme Sections.**

Usually, the post is expected to deliver analytical briefs, consolidated coordination inputs, tracking of commitments, programme performance analysis, and structured documentation of decisions.

1.	**Contribution Management (Budget Planning, Allocation and Monitoring):** • Liaise with Country Office and programme sections on incoming funds, grant allocations, and reallocations to ensure optimal alignment with programme priorities. • Support integrated fund planning and tracking, including preparation of regular and ad hoc financial reports for senior management. • Support analysis to inform fund allocation, coding structure, and estimation cost recovery planning. • Contribute to grant budget development, monitoring, and revisions in line with UNICEF regulations and donor requirements. • Collect, analyze, and interpret financial data to support evidence-based planning and resource allocation. • Strengthen tracking systems to identify underutilization, pipeline risks, and funding imbalances, and recommend corrective actions. • Monitor grant implementation, including burn rates, expiries, and utilization trends, and advise on timely reallocations and adjustments. • Conduct grant reviews and reconciliations, including year-end adjustments and closures, in coordination with Finance. • Support and contribute to improved compliance for grant management- IPSAS, UNICEF Financial Regulations and Rules, and donor conditions.
2.	**Support Management and Sections through Technical Assistance and Guidance:** • Analyze and validate financial data from UNICEF corporate systems (VISION/SAP) to ensure accuracy and reliability for planning and reporting. • Provide financial inputs to key planning and reporting frameworks (e.g., JRP, HAC), supporting consolidated office-level financial oversight. • Lead and coordinate periodic funding gap analysis across programme sections, identifying critical shortfalls and priority interventions. • Support UNICEF-led sectors in financial planning, monitoring, and reporting within the Rohingya refugee response. • Coordinate timely and accurate financial reporting to the Rohingya Coordination Platform (RCP) in collaboration with programme sections. • Conduct financial analysis of grant performance, advising utilization efficiency, risk mitigation, and strategic reallocations. • Generate actionable financial insights and recommendations to support senior management decision-making in a dynamic humanitarian context.
3.	**Reporting and Inter-Agency Financial Transparency:** • Support the preparation, validation, and submission of funding data to the Financial Tracking Service (FTS) in line with inter-agency reporting timelines. • Reconcile and validate FTS data against UNICEF internal systems (VISION/SAP) to ensure accuracy, completeness, and consistency. • Liaise with relevant units to verify funding data, resolve discrepancies, and maintain data integrity. • Contribute to strengthening UNICEF's position in inter-agency financial transparency and reporting within the Rohingya response.
4.	Support Partnerships in Financial Reporting: • Preparation and quality assurance of donor financial reports, ensuring compliance with UNICEF standards and donor requirements. • Monitor grant performance by analyzing budgets versus expenditures, identifying variances, risks, and compliance issues. • Analyze funding trends, utilization patterns, and donor pipelines to inform resource mobilization strategies. • Support programme sections in preparing accurate and consistent financial input for donor reports,

	proposals, and management briefs. • Ensure quality assurance and integrity of financial data across systems and external reporting. • Contribute to programme budget formulation and funding proposals, aligning with donor priorities and conditionalities. • Utilize funding analysis to inform donor engagement and resource mobilization efforts.
5.	**Support Cost Distribution and Payroll Calculations and Planning:** • Support programme sections on cost allocation strategies, ensuring alignment with grant conditions and funding availability. • Support and review payroll cost distribution to ensure accuracy and compliance with donor requirements. • Analyze payroll trends, funding gaps, and workforce cost structures, providing recommendations to optimize resource utilization.
6.	**Capacity Building and Strengthening Grant Management:** • Design and deliver targeted training on budgeting, financial monitoring, and donor compliance requirements. • Develop and disseminate practical tools, guidance notes, and standard templates to strengthen budget management practices. • Provide ongoing technical support and coaching to programme staff, including grant focal points and programme managers. • Promote best practices and strengthen adherence to financial policies, procedures, and donor requirements. • Monitor the effectiveness of capacity-building initiatives and continuously improve approaches based on feedback and results.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION:
A First University Degree (i.e. Bachelor's degree or equivalent) in accounting, finance, business administration, economics, or financial management is required.

WORK EXPERIENCE & OTHER SKILL:
A minimum of 2 years of progressively responsible professional experience in programme budgeting, financial planning and management, grant management, or related areas is required. Experience in programme financial planning, monitoring, and reporting in a large and complex operational context is required.

DESIRABLE EXPERIENCE/SKILLS:

- Strong familiarity with major donor requirements and reporting frameworks (e.g., ECHO, FCDO, World Bank, KfW, Government of Japan) is an asset
- Familiarity with Rohingya Refugee Response context
- Understanding of UNOCHA funding mechanisms, including Financial Tracking Service (FTS) reporting processes, is an asset.
- Prior Experience in strengthening grant management systems and tools.
- Experience delivering capacity-building or training on financial management to programme staff.
- Experience working with grant management and donor reporting is highly desirable.
- Experience with UNICEF financial systems (VISION/SAP) or similar ERP systems is an asset.
- Experience in a humanitarian or emergency context, preferably in refugee or displacement settings, is strongly desirable.
- Experience in inter-agency financial reporting platforms (e.g., FTS, JRP processes, or similar) is an asset.

LANGUAGE PROFICIENCY:
Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Core Values	**Core competencies**
▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability	▪ 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) ▪ Drive to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)