

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR: No, new request

#### General Information:

**Title:** Sustainable Livelihoods Officer (Evidence Generation & Analysis), P2

**Sector of Assignment:** Relief and Social Services Department (RSSD)

**Country:** Jordan (HQ)

**Location (City):** Amman

**Agency:** UNRWA

#### II. Supervision:

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**Name of Supervisor:** Lia Pozzi

**Title of Supervisor:** Senior Programme Advisor (Sustainable Livelihoods)

Content and methodology of supervision:

*(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)*

**Supervision Overview:** The Junior Professional Officer (JPO) will receive comprehensive supervision from the Senior Programme Advisor (Sustainable Livelihoods) to ensure alignment with unit objectives and facilitate professional development. The supervision will focus on fostering an inclusive work environment, providing strategic guidance, and enhancing the JPO's skills in evidence generation and analysis.

#### Type of Supervision:

- **Regular Meetings:** The JPO will participate in bi-weekly one-on-one meetings with the supervisor to discuss ongoing projects, address challenges, and provide updates on progress. These meetings will serve as a platform for open communication and support.
- **Team Meetings:** The JPO will attend weekly team meetings to engage with other unit members, share insights, and collaborate on collective goals. This will encourage a collaborative atmosphere and enhance knowledge sharing among team members.
- **Feedback Sessions:** Structured feedback sessions will be conducted quarterly to evaluate the JPO's performance against established work plans. These sessions will focus on discussing achievements, areas for improvement, and setting objectives for the upcoming quarter.

#### Methodology:

- **Performance Reviews:** The JPO's performance will be assessed based on key performance indicators (KPIs) established at the beginning of their assignment. Feedback will be provided in a constructive manner, highlighting strengths and identifying areas for growth.
- **Mentorship:** The supervisor will act as a mentor, providing guidance on technical skills related to evidence generation, data analysis, and program development. This mentorship will include sharing best practices and facilitating learning opportunities.
- **Capacity Building:** The supervisor will support the JPO in identifying training needs and opportunities for professional development. This may include participation in workshops, seminars, or online courses relevant to their role.
- **Continuous Support:** The supervisor will maintain an open-door policy, encouraging the JPO to seek assistance or clarification on tasks as needed. This approach aims to foster a supportive environment conducive to learning and growth.

#### Output Expectations:

**Year 1:** The JPO is expected to demonstrate progress in their ability to generate evidence and conduct analyses independently while actively participating in team dynamics. By the end of Year 1, they should have completed at least two major assessments and contributed to key reports.

**Year 2:** The JPO should take on greater responsibilities in leading data collection initiatives and presenting findings to stakeholders. By the end of Year 2, they should have established themselves as a reliable resource within the unit.

### **III. Duties, Responsibilities and Output Expectations:**

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Please include percentages for each duty:

*(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)*

#### **1. Evidence Generation and Data Analysis (30%)**

Assist in the design and implementation of data collection processes related to vulnerability, livelihoods, risks, and social protection programs. Conduct analyses to support targeting methodologies, ensuring program beneficiaries are identified based on evidence and needs assessments. This includes conducting assessments, surveys, socioeconomic surveys, and wealth ranking initiatives utilizing community-based strategies.

##### **Output Expectations:**

- **Year 1:** Develop a comprehensive data collection framework, complete at least two major assessments, and produce analysis reports that inform program targeting strategies for at least three key initiatives.
- **Year 2:** Independently manage data collection initiatives and lead data analysis efforts, producing preliminary reports on findings that inform program strategies.

#### **2. Reporting(20%)**

Contribute to the preparation of reports that summarize findings from analyses and provide actionable recommendations for program improvement. Document key outcomes from stakeholder engagements to support advocacy initiatives.

##### **Output Expectations:**

- **Year 1:** Contribute to at least two major reports detailing findings from assessments and analyses.
- **Year 2:** Take a leading role in drafting reports for senior management and external stakeholders.

#### **3. Advocacy and Policy Support (30%)**

Collaborate with the Protection Unit to assess the legal framework for the right to work and rights at work. Recommend and implement advocacy initiatives and policy reforms to improve economic inclusion for Palestine refugees. Support strengthening livelihoods interventions by ensuring they are market-based while strategically determining UNRWA's role compared to other partners.

##### **Output Expectations:**

- **Year 1:** Conduct initial assessments of existing policies affecting economic inclusion and propose actionable recommendations.
- **Year 2:** Implement advocacy initiatives based on assessments conducted in Year 1, engaging with relevant stakeholders.

#### **4. Coordination and Collaboration (10%)**

Work alongside team members and external stakeholders to integrate evidence into program planning and decision-making processes. Facilitate consultations with various stakeholders, including community representatives, government agencies, NGOs, line ministries, private sector actors, and development partners to advocate for the economic inclusion of refugees in services such as business development, micro-finance, training, savings accounts, poverty alleviation, and social protection.

##### **Output Expectations:**

- **Year 1:** Facilitate at least three collaborative workshops with stakeholders to gather insights on program development.
- **Year 2:** Establish ongoing partnerships with key stakeholders, enhancing data sharing and collaboration efforts.

#### **5. Capacity Building (10%)**

Support training initiatives for staff and partners on data analysis tools and methodologies to strengthen overall evidence generation efforts. This includes developing training

materials for staff on data collection methodologies.

**Output Expectations:**

- **Year 1:** Assist in developing training materials for staff on data collection methodologies.
- **Year 2:** Conduct training sessions independently, enhancing team capacity in evidence generation.

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**IV. Qualifications and Experience:**

**Education (only Master's degree or equivalent):**

*(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)*

An advanced (Master's) degree from an accredited educational institution in economics, Social Sciences, or a development-related discipline, with a focus on evidence generation, data analysis, and program evaluation

The ideal candidate should possess both theoretical knowledge and practical skills to analyze complex socio-economic issues, design effective interventions, and leverage data-driven insights to inform policy and program development. The candidate should also be adept at applying quantitative and qualitative research methods to assess vulnerabilities and opportunities within refugee communities, ensuring that interventions are tailored to meet their specific needs.

**Key Competencies of the assignment:**

*(Indicate technical knowledge, professional/language skills)*

**Technical Knowledge:**

**Evidence Generation and Data Analysis:** Strong understanding of methodologies for data collection, analysis, and interpretation related to vulnerability, livelihoods, and social protection programs. Proficiency in statistical software (e.g., SPSS, R, Stata) and data visualization tools to support evidence-based decision-making.

**Monitoring and Evaluation (M&E):** Expertise in developing M&E frameworks and tools that align with international best practices. Ability to design qualitative and quantitative assessments that inform program strategies and measure impact.

**Program Development:** Knowledge of program design principles, particularly in the context of humanitarian and development interventions. Familiarity with the Sustainable Livelihoods Program (SLP) and related frameworks for economic inclusion.

**Professional Skills:**

**Collaboration and Coordination:** Proven ability to work effectively with diverse stakeholders, including government agencies, NGOs, private sector actors, and community representatives. Experience facilitating consultations and workshops to gather insights for program development.

**Communication:** Excellent written and verbal communication skills, with the ability to prepare high-quality reports, presentations, and policy briefs that summarize findings and provide actionable recommendations.

**Capacity Building:** Experience in designing and delivering training initiatives for staff and partners on data analysis tools and methodologies. Ability to foster an evidence-based culture for decision-making within teams.

**Language:** Proficiency in English is required; knowledge of Arabic is highly desirable given the context of working with Palestine refugees. Ability to communicate effectively in both languages will enhance collaboration with local stakeholders.

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**V. Learning Expectations:**

Upon completion of the assignment, the JPO will have / be able to...

*(Indicate training / learning activities, based on which learning programme will be structured.*

*Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)*

**Professional Capabilities:**

**Conduct Comprehensive Assessments:** The JPO will be proficient in designing and executing comprehensive assessments related to vulnerability, livelihoods, and social protection. They will

be able to gather and analyze data effectively to inform program strategies tailored to the needs of Palestine refugees.

**Implement Evidence-Based Program Strategies:** The JPO will have the skills to develop and implement evidence-based program strategies that address economic inclusion and social mobility for vulnerable populations. This includes integrating findings from data analysis into actionable program designs.

**Lead Data Collection and Analysis Initiatives:** The JPO will be capable of independently managing data collection initiatives and leading data analysis efforts. They will be able to produce insightful reports that guide decision-making processes at both operational and strategic levels.

**Facilitate Stakeholder Engagement:** The JPO will excel in facilitating consultations and workshops with diverse stakeholders, including government agencies, NGOs, community representatives, and private sector actors. They will be able to advocate effectively for the inclusion of Palestine refugees in economic support services.

**Support Policy Development and Advocacy:** The JPO will possess the knowledge and skills to assess legal frameworks related to economic rights and work conditions for Palestine refugees. They will be able to recommend and implement advocacy initiatives aimed at improving policy environments for economic inclusion.

**Build Capacity Within Teams:** The JPO will be equipped to design and deliver training sessions for staff and partners on data analysis methodologies and tools. They will foster an evidence-based culture within teams, enhancing overall decision-making capabilities.

**Contribute to Monitoring and Evaluation Frameworks:** The JPO will have experience in developing monitoring and evaluation frameworks that assess program effectiveness. They will be able to utilize these frameworks to ensure continuous improvement in program delivery.

**Engage in Cross-Sector Collaboration:** The JPO will be adept at collaborating with multi-functional teams, particularly in areas related to protection, economic inclusion, and social services. They will understand how to leverage partnerships for enhanced program impact.

**Adapt to Changing Contexts:** The JPO will develop the ability to adapt program strategies in response to changing socio-economic conditions or emerging challenges faced by Palestine refugees. They will be prepared to lead contingency planning efforts as needed.

#### **Measurable Results by Year:**

##### **Year 1:**

- Successfully complete at least two major assessments.
- Produce analysis reports that inform targeting strategies for three key initiatives.
- Facilitate three collaborative workshops with stakeholders.
- Contribute to two major reports detailing findings from assessments.

##### **Year 2:**

- Independently manage data collection initiatives.
- Lead data analysis efforts, presenting findings at strategic planning sessions.
- Conduct independent training sessions for staff on data collection methodologies.
- Implement advocacy initiatives based on policy assessments conducted in Year 1.

**Orientation Briefing Subjects:** Upon arrival at the duty station, the JPO will undergo an orientation briefing that includes:

- Overview of UNRWA's Mission and Strategic Objectives
- Introduction to Evidence Generation Frameworks
- Gender Mainstreaming Principles
- Stakeholder Mapping Strategies
- Monitoring and Evaluation Standards

## **VI. Background Information:**

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*(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and*

*national staff in the whole office and in the unit where the JPO will be working, etc.)*

UNRWA's Relief and Social Services Department (RSSD) has a long history of providing essential services to Palestine refugees, including social assistance, health care, education, and microfinance. In recent years, the Agency has faced increasing challenges, particularly in the area of sustainable livelihoods. To address these challenges, UNRWA has been exploring innovative approaches to support the economic empowerment of Palestine refugees.

The JPO will be working on a project focused on understanding the impact of various UNRWA programs, including cash assistance, microfinance, vocational training, and shelter support, on refugee livelihoods. By analyzing data from multiple sources, the JPO will contribute to developing evidence-based strategies to enhance the effectiveness of these programs. The ultimate goal is to identify opportunities to strengthen the impact of these interventions and to promote sustainable livelihoods for Palestine refugees.

## **VII. Information About Living Conditions at the Duty Station:**

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*(Indicate briefly the main characteristics of the place of assignment)*

Jordan has a population of almost ten million. It is bordered by Syria to the north, Iraq to the north-east, Saudi Arabia to the east and south, as well as the West Bank and Israel to the west. The nation has a Mediterranean climate with hot, dry summers and cool, damp winters. August is the hottest month and January the coolest. The average temperature in Amman ranges from 4 to 12 degrees Celsius in January, to 18 to 32 degrees Celsius in August.

The principal ethnic majority are the Jordanians of Bedouin Arab origin. Palestinian Arabs comprise over 40 per cent of the population, while Arabs as a whole constitute 98 per cent of the population. Other ethnic minorities include the Circassians, Armenians, and Kurds. The people of Jordan are welcoming and warm to visitors.

The official religion of Jordan is Islam. 93 per cent of the population is Sunni Muslim, while Christians account for 5 per cent.

The official language is Arabic while the people speak a dialect which is common to Syria, Lebanon and areas of Iraq. English is also widely understood.

Jordan has quite an advanced healthcare system, although services are highly concentrated in Amman. Many medical professionals available in Amman are licensed and/or trained abroad and return to Jordan to set up their own medical practice. Doctors are proficient in English.

Jordan offers a wide variety of international primary and secondary education options including the US, British and French systems, as well as bilingual Arabic-English domestic programmes.

A wide range of housing options exist in Amman. Luxurious private villas as well as large to small apartments are available, either furnished or unfurnished. Generally, apartments are found through agents, personal reference or strolling through desired neighbourhoods looking for "for rent" signs.

Several international airlines offer daily services between North America, Europe, Middle Eastern countries and the Far East. Amman's Queen Alia International Airport is 40 minutes from downtown Amman.

Modern grocery shopping centres, full service malls and movie theatres are readily accessible. There are numerous fitness centres and several clubs that offer gyms, swimming, playgrounds and other amenities.

Dead Sea and Aqaba hotels offer sophisticated resort holidays within easy driving distance of Amman. The historic sites of Petra, Jerash, Madaba and the desert castles are readily accessible and offer a unique insight into the rich history of the region. For the more adventurous traveller, hiking, cycling or rock climbing are available in the breathtaking Wadi Rum Desert, the wadis around the Dead Sea, the Eastern Desert or the northern wildlife reserves.

### **Approved by:**

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**Submitted by:**

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