

## TERMS OF REFERENCE

### Junior Professional Officer (JPO)

#### I. General Information:

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Title:

Associate Donor Relations and Projects Officer (ADRPO)

Sector of Assignment:

Field Programme Support Office

Country:

Lebanon

Location (city):

Beirut

Agency:

United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

#### II. Supervision:

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Name of Supervisor:

Emanuela Rizzo

Title of Supervisor:

Field Programme Support Officer

Content and methodology of supervision:

- A work plan will be drawn at the beginning of the JPO opportunity inclusive of professional development objectives and will be monitored on a regular basis through regular discussion of key milestones and a final debrief;
- Guidance, supervision and coaching will be provided on a constant basis to ensure growth and development of the incumbent;
- The ADRPO will have weekly feedback meetings with the FPSO to discuss progress and issues encountered within the assignment;
- The ARPO will also take part in regular meetings of the FPSO team, and will meet with the Deputy Director (Programmes) and Director on an as needed basis.

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

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Donor Relations 30%

- Developing a donor engagement plan for the supervised portfolio;
- Under the supervision of Field Programme Support Officer, Lebanon (P4), participating as necessary in meetings with representatives of donor countries and organizations;
- Preparing briefing documents for the Field Director, senior management and donor meetings as requested;
- Providing a consistently high level of customer service to local donor representatives and their officials in capitals, liaising with relevant field departments;
- Assisting in developing and implementing the Agency and Field resource mobilization strategy.

#### Resource Mobilisation 40%

- Using donor intelligence to contribute to the development of the LFO fundraising strategy;
- Preparing project proposals and reports; as required, working on assigned project/s independently and coordinating with relevant staff in projects team;
- Formulating high quality and responsive project proposals, concept papers, and projects reports in coordination with respective field departments;
- Ensuring that Project Cycle Management (PCM) principles are incorporated into the formulation and implementation of all projects.

#### Visit planning 30%

- Overseeing the coordination and arrangement of field visits to Lebanon Field for donors, UNRWA colleagues from other fields, and other external parties as necessary.

### **IV. Qualifications and Experience:**

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#### Education:

A Master's university degree from accredited educational institution in International Relations, Political Science, Development or Humanitarian Studies, Public Administration, Social Sciences of other related fields.

#### Work Experience:

At least 2 years of experience in international cooperation project management in the context of donor governments or international non-government organizations including experience at international level outside their home country.

#### Key Competencies of the assignment:

- Interpersonal skills: Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise;
- Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required;
- Professionalism: Knowledge of project management, monitoring and evaluation methodologies, strong conceptual and analytical skills, and demonstrated problem solving abilities required;
- Communications: strong written and spoken English communications skills;
- Experience working on government funded international cooperation projects;
- Experience with the UN, national government or Non-Governmental Organizations (NGOs), or other relevant organization.

### **V. Learning Expectations:**

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The JPO will gain experience in the following areas:

- Resource Mobilisation: knowledge on effective resource mobilisation methods, including prioritisation and needs assessments; proposal writing and budget drafting; multi-stakeholder analyses and management;
- Project Administration and Management: increased capacity in project management and administration in line with donor agreements; development of reporting skills to respond to a variety of donor requirements;
- Donor Relations and Engagement: increased knowledge on donor engagement and relations; practice working with a varied donor community; practice drafting briefing notes and donor updates as required; information management;
- Capacity Building: experience in knowledge sharing and training.

## **VI. Background Information:**

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UNRWA is a United Nations agency mandated by the U.N. General Assembly to provide assistance and protection to some 5.6 million registered Palestine refugees. The Agency's mission is to help Palestine refugees in Jordan, Lebanon, Syria, West Bank and the Gaza Strip achieve their full potential in human development, pending a just solution to their plight.

The Field Programme Support Office team is of 14 staff members – 5 international and 9 national.

The JPO will be working in the FPSO as an Associate Donor Relations and Projects Officer (ADRPO). The Lebanon Field FPSO plays a critical role in resource mobilisation and external partnerships, in particular with key government donors and strategic NGO, UN and CSO partners. The unit supports and coordinates project planning processes, as well as ensuring compliance with grant management and M&E procedures.

Individual DRPO Officers support programmatic implementation and resource mobilisation for Health, FICIP, Education, Protection Youth and RSS Departments, as well as NBC Reconstruction. The unit is also responsible for planning and oversight of Program Budget Relieving and the Syria Emergency Appeal. Donor Visibility and Communications is managed in the unit.

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

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Lebanon is a family duty station according to the assessment of the UN Department of Safety and Security which UNRWA acknowledges and takes into consideration from a security management perspective. Living conditions have deteriorated in the last two years, with electricity and fuel shortages and difficulties in finding some medicines and other items. Hospital capacity has also reduced. Social unrest events such as road closures are frequent. The overall situation remains volatile as a new government seeks to stabilize the economy and address the shortages.

Beirut is the largest city in Lebanon with a population of 1.5 million. It is Lebanon's capital and main seaport.

### **Approved by:**

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Name:  
Mera Thompson

Title:  
Deputy Director of UNRWA Affairs

Duty Station:  
Beirut, Lebanon

Agency / Unit:  
UNRWA

Email:  
[m.thompson@unrwa.org](mailto:m.thompson@unrwa.org)

**Submitted by:**

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Name:  
Emanuela Rizzo

Title:  
Field Programme Support officer

Duty Station:  
Beirut, Lebanon

Agency / Unit:  
UNRWA

Email:  
[e.rizzo@unrwa.org](mailto:e.rizzo@unrwa.org)

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