

La Oficina en Costa Rica del Alto Comisionado de las Naciones Unidas para los Refugiados (ACNUR), informa y les invita a participar en el **concurso UNOPS “Asociado Senior de Intervención en Efectivo” LICA 7**.

Los detalles generales de la vacante se describen a continuación:

Nombre del puesto	<b>Asociado Senior de Intervención en Efectivo</b>
Referencia del puesto	<b>N/A</b>
Nivel del puesto	<b>LICA 7</b>
Sede de trabajo	San José, Costa Rica
Duración de contrato	01 de febrero al 31 diciembre 2020
Fecha límite para aplicar	22 de noviembre del 2019
Hora límite para aplicar	12 horas (hora de Costa Rica)
Requerimientos	<ul style="list-style-type: none"> <li>• Las personas interesadas deben ser costarricenses, nacionalizadas costarricense, o extranjera con residencia permanente en Costa Rica con permiso laboral.</li> <li>• Completar Formulario PHF</li> <li>• Carta de interés.</li> </ul>
Medio/forma de aplicar	Favor enviar sus aplicaciones a la siguiente dirección: <ul style="list-style-type: none"> <li>• correo electrónico: <a href="mailto:cossa@unhcr.org">cossa@unhcr.org</a></li> </ul> Indicar en el asunto: Puesto + apellido + nombre
Modalidad de selección	Solo los candidatos en lista corta serán contactados para una entrevista y una prueba técnica escrita.
Documentos adjuntos	<ul style="list-style-type: none"> <li>• Descripción de funciones</li> <li>• Formulario PHF</li> </ul>

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

**Title:** Senior Cash-Based Intervention Associate  
**Project:** Cash-based Interventions (CBI)  
**Duty station:** San Jose, Costa Rica  
**Section/Unit:** CBI Unit  
**Contract/Level:** Local - Specialist ICA, Level G7  
**Duration:** 01.02.2020 through 31.12.2020  
**Supervisor:** CBI Officer, Ms. Davina Hayles

### **1. General Background**

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

**As of mid-September 2019, Costa Rica's Refugee Unit reported a total of 70,000 asylum-seekers from Nicaragua – the majority having arrived since April 2018 as a result of the socio-political upheaval in the country. To illustrate the stark increase, in 2017, Costa Rica received just 78 total asylum requests from Nicaraguans. The overall applications from persons of all nationalities also increased significantly, with the starkest increase in applicants in 2018 – after Nicaraguans – being persons from Venezuela, El Salvador, Colombia, and Honduras. The UNHCR representation in Costa Rica estimates that by the end of the year, Costa Rica will be host to more than 100,000 refugees and asylum seekers.**

The unprecedented increase of asylum seekers in Costa Rica required adjustments in the way UNHCR and its partners are providing humanitarian assistance and protection to its population of concern (PoC). According to needs assessments conducted in the Greater Metropolitan Area (GAM) and the northern border zone between February and April 2019, a considerable number of participants declared not being able to meet their most basic needs, having to reduce daily meals and living in precarious shelter conditions. Prolonged waiting times to formally file asylum claims with the Migration Authority (DGME) and the resulting undocumented status of persons of concern (PoC) increase their vulnerability and impedes access to the social welfare system or labor market. As a result, UNHCR had significantly stepped up its operational response and capacities during 2019. The Cash-Based Intervention was redesigned to cater for an increased number of persons in need and allowing for scaling-up the Program if needed. As per end-of October around 2,000 households received a multipurpose cash grants through prepaid cards. CBI is directly implemented by UNCHR Costa Rica in close cooperation with its partner agencies.

## **2. Purpose and Scope of Assignment**

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

The incumbent assists and advises in the overall setup, implementation, monitoring and development of the Cash Based Interventions in Costa Rica. The position holder works in close cooperation with and reports to the CBI Officer. Internally, she/he coordinates needs of beneficiaries of the CBI with Protection Unit for further assistance and liaise with UNCHR's partner agencies criteria and prioritisation for sectoral cash grants. The incumbent works independently with minimal oversight from the supervisor. The position may directly supervise some support staff.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity

### **Main tasks and responsibilities:**

- Establishes monthly beneficiary and distribution lists and ensures invitation of selected PoCs with the Call Centre
- Organises and leads monthly financial trainings and card distribution to beneficiaries
- Ensures beneficiary communication coordinating closely with the Call Centre and Partner organisations and ensure consistency and transparency
- Refers particular Protection cases to the respective units/partners and ensures follow-up
- Follows-up on the Complaint and Response mechanism by verifying logged records and participates in revision of cases to minimise inclusion and exclusion errors
- Actively participates in the design and introduction of sectoral cash grants based on a needs assessment and analysis of secondary data defining criteria, processes and monitoring mechanisms
- Leads the the organisation and implementation of regular post-distribution monitoring in San Jose and liaise with the Field Office for harmonisation.
- Assists in the revision of selection criteria, and scorecard and maintains a regular exchange with the surveyors
- Analysis regular numbers and vulnerabilities of the surveys done and proposes adaptations, if applicable.
- Contributes to the development of a comprehensive CBI Strategy taking into consideration the relevant internal planning and strategic documents.
- Participates in meetings with the social welfare office, analysis monthly reports and reports on trends and inclusion.
- Monitors and develop improvement of Workflows within the unit and interfaces with other units
- Provide inputs to the operation's Multifunctional Team (MFT) to ensure smooth financial processing of the cash assistance program
- Maintain relationships with partners and financial service providers to facilitate the flow of information between databases.

### **3. Monitoring and Progress Controls**

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

- # of cash grants delivered
- # of beneficiaries declaring that the processes were clear and understandable
- Deadlines are met on time
- Communication is maintained smooth and clear
- Continuous improvement of workflows and initiative to contribute to it.

#### **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)

High school diploma in social science, psychology or similar

##### **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.)

Essential:

7 years of work experience in the area of social work, preferably including field work in an NGO.

Good knowledge about Costa Rica social welfare programmes and its content

Experience in project work and qualitative and quantitative surveys

Desirable:

Good knowledge of UNHCR financial rules, procedures and processes.

Knowledge of UNHCR specific programmes (MSRP, Focus, etc.).

Prior exposure to UNHCR refugee operations and functions relating to office administration and programme activities.

Completion of the UNHCR Learning programmes or specific training relevant to functions of the position.

##### **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)

Core Competencies:

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies:

Managing Performance

Judgement and Decision Making

Cross-Functional Competencies:

Analytical Thinking

Technological Awareness

Planning and Organizing

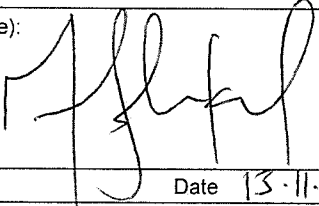


Language Requirements

For International Professional and Field Service jobs: Knowledge of English and UN working language of the duty station if not English.

For National Professional jobs: Knowledge of English and UN working language of the duty station if not English and local language.

For General Service jobs: Knowledge of English and/or UN working language of the duty station if not English.

Project Authority (Name/Title): Gabriel MUNENE Programme Officer		Contract holder (Name/Title):	
Signature	Date 13.11.19	Signature	Date