



## TERMS OF REFERENCE

### Associate Expert

**INT-012-14-P061-01-V**

Please indicate if this ToR supersedes a previously submitted ToR for the same position: YES

☒

NO

### I. General Information

---

**Title:**

Associate Expert for Protection of Civilians Coordination

**Sector of Assignment:**

Peacekeeping Policy and Best Practices

**Organization/Office:**

DPKO/OUSG/PETD (Policy, Evaluation and Training Division)

**Duty Station:**

New York, NY, United States

**Date Required:**

As soon as possible

**Duration:**

1 year (with possible extension for another year)

### II. Supervision

---

**Direct Supervision by:**

Coordination Officer (PoC Coordination Team Leader)

**Title of Supervisor:**

Protection of Civilians Coordination Team Leader

**Content and methodology of supervision:**

The supervisor and incumbent will be in contact concerning all aspects of the work on a daily basis. A personal work plan will be developed, including roles and responsibilities, expected outputs, and personal learning goals. Planning will be undertaken jointly on a one-to-one basis or with the entire Unit, depending on the nature of the activity. Technical skills will be acquired through mentoring, on-the-job training, and, where required, through external capacity building initiatives. Knowledge will also be provided in the form of training manuals, lessons learned and best practices reports, as well as guidance documents, many of which developed by PBPS. Initial supervision will be as intense as necessary, gradually guiding the Associate Expert (AE) towards greater independence and responsibility. In addition to informal contact on a daily basis, a section as well as a team meeting are held once a week. The AE will be encouraged and guided to manage all aspects of his/her work, including planning, implementation and review.

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

---

Under the supervision of the Protection of Civilians Coordination Team Leader, the main responsibility of the Associate Expert will be to examine and assist in improving the implementation of Protection of Civilians (POC) mandates in UN peacekeeping operations.

The specific responsibilities of the Associate Expert include the following duties:

- Enhancing organisational knowledge on protection of civilians in peacekeeping
  - a. Contribute to POC lessons learned exercises through research, analysis, and liaison with missions, potentially including required travel to mission areas; and assist missions in developing comprehensive POC strategies;
  - b. Identify areas where additional work on POC would be beneficial to the effective implementation of POC mandates and develop research projects where appropriate;
- Supporting coordination at headquarters within DPKO and with external partners
  - a. Support coordination with other thematic peacekeeping mandates, including Child Protection and Conflict-related Sexual Violence;
  - b. Work closely with other protection actors, including member states and other stakeholders within headquarters and the field, to ensure a common understanding of POC and the application of the relevant tools to assist in POC implementation;
- Supporting dissemination of knowledge of the protection of civilians in peacekeeping in headquarters and field missions
  - a. Provide specialist inputs on POC into cross-cutting guidance, training and planning materials;
  - b. Support missions to develop POC strategies and develop POC policies;
  - c. Support knowledge sharing and communities of practice;
  - d. Contribute to and provide analysis of ongoing POC policy debates;
  - e. Support principals through briefings; and
- Perform other duties as required.

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

---

#### **Education:**

Advanced university degree in the field of political science, international relations, law, or other relevant field.

#### **Work experience:**

A minimum of two years experience preferably in policy or related research fields. Field experience in a UN peacekeeping mission is highly desirable.

#### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.

**Other skills:**

Proficiency in Microsoft Office applications

**UN competencies:**

Communication: “speaks and writes clearly and effectively”, “demonstrates openness in sharing information and keeping people informed”, “listens to others, correctly interprets messages from others and responds appropriately”.

Planning and Organizing: “identifies priority activities and assignments; adjusts priorities as required”, “allocates appropriate amount of time and resources for completing work”, “monitors and adjusts plans and actions as necessary”.

Teamwork: “works collaboratively with colleagues to achieve organizational goals”, “places team agenda before personal agenda”, “solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others”.

Accountability: “takes ownership of all responsibilities and honours commitments”, “delivers outputs for which one has responsibility within prescribed time, cost and quality standards”, “operates in compliance with organizational regulations and rules”.

---

**V. Learning Elements**

On completion of the assignment, the Associate Expert will have/be able to:

1. Understand current issues and challenges affecting UN peace operations and the protection of civilians mandate
2. Design and facilitate policy development activities (i.e. workshops, meetings with external partners)
3. Use DPKO/DFS tools to capture and share knowledge
4. Analyze field practice reports and identify recommendations
5. Contribute to policy development

---

**VI. Background Information**

The Peacekeeping Best Practices Section is headed by a Chief, who is accountable to the Director of the Policy, Evaluation and Training Division.

The core functions of the Peacekeeping Best Practices Section are as follows:

- (a) Ensuring analysis of emerging policy issues related to peacekeeping and field support and drafting related policy documents;
- (b) Providing policy advice and operational support to Department of Peacekeeping Operations and Department of Field Support operations in assigned thematic areas;
- (c) Analysing United Nations peacekeeping experiences to capture institutional knowledge and lessons and developing doctrine and technical guidance materials on cross-cutting issues to support the better planning and conduct of operations led by the Department of Peacekeeping Operations and Department of Field Support operations;
- (d) Facilitating the integration of a gender perspective in all areas of peacekeeping through guidance development, operational support to gender components in Department-led and Department of Field Support operations, training, partnership-building and the consolidation of good practices;
- (e) Supporting Department-led and Department of Field Support operations with knowledge management tools and methodologies for capturing and sharing lessons and best practices and managing the development, approval and dissemination process for all guidance and doctrinal materials related to United Nations peacekeeping.

The Policy, Evaluation and Training Division is an integrated resource that provides services to the Department of Peacekeeping Operations, the Department of Field Support, operations led by the Department of Peacekeeping Operations, and Member States.