

TOR – BID Reviewing Officer

(Sample)

A BID Reviewing Officer is a staff member who is identified from within the operation to support with reviewing cases prior to submission to the BID Panel, thereby ensuring additional quality checks and provide guidance on information gathering and follow-ups. He/she is normally assigned in operations with particularly high numbers of children for whom BIDs are required. In operations/offices with few cases at any given time, the BID Supervisor or BID Coordinator will be responsible for reviewing cases. BID Reviewing Officers are normally senior case workers or case worker supervisors, but depending on the operational context, may also be a protection or community-based protection staff. He/she are identified by the BID Supervisor and is confirmed by the Head of Office.

Responsibilities:

- Liaise with caseworkers to receive and review BID reports in a timely manner. This may include encouraging caseworkers to complete pending cases without compromising quality and safeguards of the process;
- Provide guidance to caseworkers on completing the BID Reports, collection additional information, and writing the BID reports.
- Compile/organise and share reviewed reports to the BID Supervisor for submission to the Panel;
- Respond to and clarify questions on specific cases raised by the BID Supervisor;
- When requested, attend the BID Panel meetings to provide additional information on the cases under review by the Panel;
- Promote and supervise¹ the implementation of the Best Interests Procedure as a child protection tool for all children at risk, and work to incorporate the Best Interests Procedure and the BID process in the overall child protection strategy; and
- Assist the BID Supervisor in provide training for caseworkers, particularly on assessment, formulating recommendations and writing BID reports.

Requirement:

- The BID Reviewing Officer can be a UNHCR staff member or a staff of a partner organisation;
- The selected staff member will have a strong background in protection, including child protection;
- Very good knowledge of the best interests procedure (case management);
- Good communication skills, including written skills

¹ Depending on the operational context supervising the implementation of the BIP may be carried out by the BID Supervisor or the BID Coordinator.