

## TOR – BID Supervisor (Sample)

A BID Supervisor is a staff member who is identified from within the operation to carry out the responsibilities of setting up, overseeing and coordinating the implementation of the BID process. The BID Supervisor is designated by the Head of Office or the most senior protection officer in the operation, to whom he/she will report to. Depending on the operational context the BID Supervisor role may be assumed by the office's child protection officer or focal point. However, another protection staff member may also be given this responsibility under the supervision of the child protection officer or focal point.

### Responsibilities:

- The BID Supervisor is responsible for setting-up the BID process within the operation. This includes:
  - Identifying and designating staff to the role of BID Reviewing Officer, Case Supervisor and Caseworkers, including adapting and introducing the TORs for these functions,
  - Identifying partner organisations to collect information and carry out casework as part of the best interests procedure for children at risk,
  - Establishing the BID Panel, including identifying individuals with appropriate expertise and background,
  - When appropriate, supporting or leading the establishment of sub-BID panels in field locations (especially when there are large numbers of children requiring BID);
- Ensure the integrity and confidentiality of the BID process, ensuring that the Code of Conduct and the Undertaking of Confidentiality are signed by all those involved in the BID;
- Organise and conduct training for staff involved in the BID process, and for members of the BID Panel;
- Develop or amend existing Standard Operating Procedures for the Implementation of the Best Interests Procedure (BIP SOPs), and undertake regular reviews and revision as needed;
- Promote and supervise<sup>1</sup> 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;
- Interface with the national child protection system. This includes:
  - Liaising with and supporting the involvement of competent local and national authorities,
  - Developing a plan for strengthening integration of the BID process with national procedures,
  - Where local and national authorities are not directly involved in the BID, organising regular updates to keep them informed, as appropriate;
- Review the BID analysis and the recommendations to be presented to the BID Panel (*Note: in some contexts BID Reviewing Officers may be assigned*);
- Based on the operational context, determine how to prioritize cases for a BID in a fair manner;
- Convene BID Panel meetings, and chair or support the chairing of the meetings;
- Ensure that the BID process is properly documented, instructions for implement the decisions are appropriately circulated, and guide and monitor the follow-up to the BID decision;

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<sup>1</sup> Depending on the operational context supervising the implementation of the BIP may be carried out by the BID Coordinator or the BID Reviewing Officer.

- Review and reopen BID decisions as necessary (*refer to the circumstances listed in the BID Guidelines, Chapter 5.7*);
- Advise senior management on the need for simplified decision-making procedures as appropriate, and lead their implementation (*refer to [Chapter 5.6](#) of the BID Guidelines*);
- Advocate for adequate resources (human, financial, material) for effective BID implementation. This may include advising senior managers on opportunities for using available stand-by agreements between UNHCR and partners to strengthen the implementation of the BID and child protection strategy through capacity-building and technical support;

*Requirement:*

- The BID Supervisor will ideally be a UNHCR staff member, but may also be identified from within a partner organisation
- The selected staff member will have a strong background in protection, including child protection or child welfare/social work expertise;
- Very good knowledge of the best interests procedure (case management);
- Proven skills in coordinating programmes, and leading and chairing meetings;
- Good communication skills, including written skills
- Background in organising and facilitating training