

TOR – BID Coordinator (Sample)

A BID Coordinator is a staff member who is identified from within the operation (Branch Office or Sub-office) or the Regional Office to carry out the responsibilities of overseeing the setting-up, operationalisation, ensuring consistency, and supporting the implementation of BID process in more than one location (offices within a country operation or several countries within the region). The BID Coordinator is designated by the most senior protection officer in the operation (in case of in-country Coordinator), or the most senior regional protection officer or child protection advisor, to whom he/she will report to.

Responsibilities:

In addition to the TORs assigned to the BID Supervisor, a BID Coordinator will have the following additional responsibilities, depending on the operational context:

- Assess the child protection situation within the area of responsibility and advise senior managers on the need for and process of establishing BID process.
- Lead or guide the roll-out of Best Interests Procedures across multiple offices or across a region. This includes, advising the BID Supervisor on the identification of BID Reviewing Officers, Case Supervisor and Caseworkers, including adapting and introducing the TORs for these functions,
- Advise BID Supervisors at the operational level (Branch Office, Sub Office or Field Office) on complex cases;
- Act as a link between offices on information sharing, case follow-ups, and implementation of BID decisions. This can include cross-border linkages between offices;
- Support the BID Supervisors in organizing and conducting training/refresher training for actors engaged in the BID process;
- 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;
- In the contexts where a single national BID Panel is established, the BID Coordinator will:
 - Liaise with BID Supervisors on BID Reports to be submitted to the Panel, and compile and submit the reports to the Panel,
 - 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 monitor the follow-up to the BID decision;
 - 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*);
- Interface with the national child protection system at the national level. This includes:
 - Advocating for, and supporting the involvement of competent local and national authorities,
 - In collaboration with the BID Supervisors, developing a plan for strengthening integration of the BID process with national procedures; and
- Periodic review of the implementation of BID Procedure to ensure consistency and quality.

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

Requirement:

- Depending on the context, the BID Coordinator will be a UNHCR staff member at the Sub-office, Branch office or Regional office At the Sub- or Field- office levels a BID Coordinator can also be a staff of 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, leading and chairing meetings, and liaison between offices/operations;
- Background in organising and facilitating training