



Terms of Reference

Special Assistants to the UN Resident Coordinator in Nepal

I. General Information

Title: Special Assistant to the UN Resident Coordinator

Sector of assignment: UN Country Team Support, inter-agency coordination & support to the UN Resident Coordinator.

Location: Kathmandu, Nepal

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office. Possible renewal to a second year and more, subject to funding from the Danish Government.

II. Supervision

Direct supervisor: The UN Resident Coordinator

Content and methodology of supervision: The Special Assistant will work under the direct supervision of UN Resident Coordinator and UN Country Team (UNCT) to enhance inter-agency co-ordination and collaboration efforts. The annual performance review of the Special Assistant will be done by the UN Resident Coordinator in line with the UN Country Team's annual work plan and the UNDP Results and Competency Assessment (RCA) system.

III. Duties and Responsibilities

a) Standard UN Resident Coordinator Office tasks

- Formulation, implementation and monitoring of the Annual UNCT Work Plan in consultation with the UNCT;
- Establish schedule for items on UNCT Workplan to be dealt with at UNCT meetings;
- Prepare and follow up UNCT and other meetings;
- Organize and Support activities related to the UN Development Assistance Framework (UNDAF) follow-up;
- Maintain complete and up-to-date information on UN programmes and budgets in Nepal, to respond to request from UN HQ, media, donors and Government;
- Assist in drafting the Annual Reports of the Resident Coordinator to provide an overview of joint operational activities for development;

b) General UN issues

- Liaise with the Development Group Office and keep the Resident Coordinator and UNCT informed of new initiatives ('Delivery as One', UN reform etc.) and directions in UN System;
- Keep the UN Resident Coordinator and the UNCT abreast of developments and involvement in the work of the Triennial Comprehensive Policy Review of Operational Activities;
- Ensure a coordinated follow-up to UN global conferences;
- Others duties as required.

c) Particular Nepal issues

- Ensure that activities already initiated on promoting diversity within the UN system are followed up and monitored;
- Liaise closely with UNMIN on coordinating issues relevant to the UN Country team;
- Liaise closely with OHCHR on emerging human rights issues in order to link and adjust on-going UNCT activities;
- Oversee the on-going work on Bird Flu and liaise with the UN Bird Flu coordinator on issues for the RC and UNCT's attention and decision;
- Liaise with relevant partners in the support to the government's preparation for the National Development Forum.

IV. Qualifications and Experience

Master's degree in: any of the social sciences, preferable in development studies, international relations, law, or political science.

3 to 5 years relevant work experience in:

- Previous working experience in international organizations, preferably from the UN or donor agencies.
- Experience in office management, policy analysis and research, preferably in an international development organization involved in the region;
- Experience in design, monitoring and evaluation of development projects and joint programmes.
- Understanding of and experience from working in the social-political situation of Nepal and/or the South Asia Region;
- Familiarity with the UN Reform agenda, Millennium Development Goals (MDGs) and other global initiatives, knowledge about the UN Resident Coordinator system will be an advantage; and
- Communications/public relations/advocacy experience.

Key competencies of the assignment:

- Excellent drafting skills in English and presentation/facilitation skills;
- Cultural sensitivity, inter-personal skills and ability to work smoothly under pressure;
- Excellent organizational skills and ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships with all colleagues;
- Dependability, reliability and initiative, and;
- Diplomacy, tact and patience.

V. Training Components and Learning Elements

Training components:

The incumbent will be given opportunity to participate in training activities locally and abroad as necessary to enhance his/her skills.

Learning elements:

The incumbent will learn the following:

- Knowledge of functioning of key institutions involved in taking the UN Secretary General's vision on UN reform forward at the country level;
- Knowledge of key national oversight institutions, government and multilateral/bilateral institutions involved in development aid to Nepal;
- Key ingredients for collaboration and coordination between among UN agencies, government, civil society, multilateral/bilateral aid institutions, media;
- Presentation, teambuilding, advocacy, resource mobilization/coordination and negotiation/consensus building skills;
- Development and implementation of joint programmes and networking for resource mobilization, especially in the areas of conflict and other priority areas; and;

- Ability to design and implement multi-stakeholder strategies.

VI. Background Information

In January 2007 the Security Council adopted resolution 1740, establishing a UN Mission to Nepal (UNMIN) with the overall purpose of supporting the peace process in Nepal. The Policy Committee requested the UN Country Team to review its programmes in support of the UN Mission in Nepal and also specify development activities outside the work of the Mission.

FAO, ILO, OCHA, OHCHR, UNAIDS, UNDP, UNDSS, UNESCO, UNFPA, UNHCR, UNIC, UNICEF, UNIFEM, UNMIN, WFP, and WHO currently have offices in Nepal and work within the Resident Coordinator System. UNCDF, UNV, UN HABITAT, IOM, UNODC also are represented in the country. The UN system maintains a UN dispensary and an Emergency Operations Centre led by a Chief Security Adviser. ADB, IMF and World Bank also have resident missions in Nepal.

In 2005, the assistance of UN agencies, excluding the World Bank, amounted to around 86 million USD. The thrust of UN system assistance has so far been in the following strategic areas:

- Joint advocacy and policy advice on the implementation of conventions, declarations and programmes of action of global conferences, in particular on MDGs;
- Capacity-building and institutional strengthening of key partners;
- Support to decentralization and participation;
- Strengthening of data collection, dissemination and participatory monitoring;
- Implementation of pilot projects/programmes to test and demonstrate poverty alleviation policies and strategies; and
- Working in a conflict setting.

Under the Resident Coordinator System, the United Nations Country Team in Nepal has put in place institutional mechanisms to enhance inter-agency collaboration, such as regular Heads of Agencies meetings and Inter-Agency Thematic Groups/Task Forces (IATGs/TFs). The UN system prepared a Common Country Assessment (CCA) and a United Nations Development Assistance Framework (UNDAF) covering the period 2008-2010

A UN Country Team Support Unit was established in 1997 in order to support inter-agency collaboration. Currently, a Peace Support Coordinator, a UN Co-ordination Officer, a UN Coordination Analyst, and a Co-ordination Assistant work under the supervision of the UN Resident Coordinator. A Strategic Planning Adviser is being recruited

VII. Information about Living Conditions at the Duty Station

Nepal, with Kathmandu as its capital, has a population of about 28 million. The climate in Nepal varies from the summer tropical heat and humidity of the Terai to the colder dry climate of the middle and northern mountain areas. Kathmandu is situated at an altitude of 1,300 meters and has an equitable climate with summer temperatures averaging 28 c during the day and 19 c at night. The respective winter temperatures are 19c during day and 2c at night.

The official language of Nepal is Nepali, although there are other languages and dialects spoken by various ethnic groups. People in city areas normally understand English. Kathmandu has international schools. Houses or apartments are available for rent. There are good hotels and restaurants which offer various types of food. Most of the vaccinations are available in Kathmandu.