

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer

Sector of Assignment:

Governance and human rights

Country:

Bangladesh

Location (city):

Dhaka, Bangladesh

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Mr. Larry Maramis

Title of Supervisor:

Deputy Resident Representative (Programme)

Content and methodology of supervision:

The JPO will work in the Democratic Governance Team under the direct supervision of the Deputy Resident Representative (Programme) and in close cooperation with the management and programme team. The interaction with the Supervisor will take place on a daily basis through regular and timely guidance and feedback leading to result and quality oriented implementation of projects. Continuous evaluation of workload and guidance on prioritization of work will also take place.

Performance monitoring and evaluation will take place through weekly and monthly work planning. In addition, the JPO will be evaluated as per the standard Results and Competency Assessment (RCA) yearly exercise.

III. Duties, Responsibilities and Output Expectations:

The main task of the incumbent is to manage, under the guidance of the Supervisor/Programme Manager in the UNDP Country Office, the development, day-to-day management/implementation and evaluation of a portfolio of projects focusing on post-conflict resolution, rights of indigenous peoples and on electoral processes in Bangladesh, while ensuring programme quality and relevance to needs and coherence with other activities.

In discharging his/her specific responsibilities, the staff member is expected to employ best practices and innovation in the design and implementation of interventions and apply UNDP's established procedures and tools for programme development, management and evaluation. The JPO will also outreach and network with relevant UN system agencies, international financial institutions, NGOs and other partners from the academic and research community and private sector, drawing on their knowledge, and involving them in UNDP supported activities as appropriate.

In particular, the duties of the incumbent will be as follows:

1. Responsible for particular projects/programmes regarding post-conflict resolution, rights of indigenous peoples and electoral processes in Bangladesh.
2. Selects, organizes and summarizes information to describe the overall context and background relevant to a project or a sector of technical co-operation activities in the country; assesses the local context of the planning and administration of individual UNDP projects; and prepares project documentation.
3. Analyzes and interprets project background and documentation, identifying, reconstructing and documenting significant projects events, decisions and deviations; recommends necessary management actions for the approval of senior management; prepares documentation for submission of projects for Project Appraisal Reviews

and HQ approval.

4. Drafts sections of project documents required for the implementation of the CCF, such as background, justification, work plan and budget in accordance with UNDP policies and procedures with particular attention to UNDP priority areas.
5. Monitors specific aspects of project implementation, identifies problems and proposes actions to expedite delivery of inputs; arranges and participates in Tripartite Review (TPR) meetings and drafts TPR reports.
6. Drafts and processes project revisions, including adjusting individual project budgets, on the basis of changed work plans and project delivery.
7. Drafts comments on designated aspects of project progress as an input to programme monitoring; prepares information for the Country Framework Management Plan (CFMP) and other reports on UNDP activities.
8. Briefs experts, consultants and other project personnel about requirements and internal procedures for monitoring and reporting in terms of the immediate objectives of specific projects and participates in evaluation and other missions.
9. Maintains and updates information on bilateral and other international technical co-operation programmes related to the specific sectors in the country of assignment.
10. Reviews SPPD/STS proposals from UN agencies and participates in programming exercise of the agencies, reviews TAPPs/proposals submitted by the Government and other proposals received from NGOs/private sector to determine eligibility for UNDP funding.
11. Performs any other duty as may be assigned by supervisor(s).

IV. Qualifications and Experience:

Education:

- University degree in development-related disciplines.

Work Experience:

- Working experience in the field of development, preferably acquired in the United Nations System, bilateral donor or in developing countries.

Key Competencies of the assignment:

- Fluency in spoken and written English is essential. Working knowledge of Bangla will be an asset.
- Initiative and sound judgement.
- Dedication to the United Nations principles and demonstrated ability to work harmoniously with persons of different national and cultural backgrounds.
- Excellent communication, interpersonal skills and team building ability.
- Good organisation and analytical skills.
- The candidate should have the ability to work independently.

V. Learning Expectations:

The JPO will work as part of a cohesive team of professionals, to implement and monitor one of the most advanced Cooperation Frameworks of UNDP worldwide. Within a strong and participatory office learning environment, the JPO is expected to develop with the whole team new approaches and in-house expertise.

The UNDP office in Dhaka is placing strong emphasis on staff development and particularly on substantive training in participatory development techniques. A minimum of 5 per cent of working time is devoted to learning, whether through electronic resources, workshops, seminars or other learning resources either supplied nationally or internationally. Learning and training for all staff is determined through the RCA and integrated in the country office Learning Plan, which is updated regularly.

Other training opportunities for the JPO are the Programme, Policies and Operations induction course in New York, which will take place within the first year of assignment, the thematic JPO Workshops organized twice a year by the JPO Service Centre in different regions and the Mentoring Programme, which offers all JPOs a personal mentor.

Upon completion of the assignment, the JPO will have:

1. Work as part of a cohesive team of multi-cultural, multi-disciplinary professionals with team spirit, partnership and co-operation in implementing UNDP's Country Co-operation Framework.

2. Developed drafting, reviewing and analytical capacities/capabilities through report writing, programme/project formulation, reviewing/revision of programme/project proposals and correspondence with Government and other agencies.
3. Developed programme/project management capacities through appraisal, fund disbursement, financial management through budget revisions and shadow budgeting, monitoring of work plan against activities and evaluation.
4. Developed knowledge of the work processes of the Government and learned to expedite work through the Government bureaucracy. Also developed knowledge on National Execution and Direct Execution processes and modalities.
5. Learned about the social, cultural and socio-economic aspects of the country of assignment with particular emphasis on the development themes, areas and priorities as well as the various actors involved in the field.
6. Written assessment reports or policy briefs on the subjects pertaining to Democratic Governance, specifically addressing post-conflict resolution, indigenous people's rights and electoral processes in Bangladesh.

VI. Background Information:

The Country Office is structured into two sections (Programme and Operations). The Programme section in which the JPO will be assigned is in turn organized into four Programme Teams according to the major themes of the Country Cooperation Framework. These are Democratic Governance, Energy and Environment, Human Development and Poverty Alleviation.

The JPO will work in the Democratic Governance Team. Democratic Governance is at the core of sustainable human development. Therefore, UNDP Bangladesh is working with the Government and other development partners to encourage greater participation of people in making decisions that affect the quality of their lives, promote transparency and accountability of public institutions as well as reliable and equitable legal frameworks. The initiatives within the Democratic Governance Team are:

- Increasing people's participation, by strengthening democratic institutions such as parliament, as well as processes like elections, with a focus on the participation of women.
- Promoting Human Rights by working through partners and projects to support the rights of disadvantaged people and minorities. Providing human rights workers, civil society and decisions makers with information, resources and global best practices to address today's major human rights challenges are also priorities.
- Transparency and accountability of public institutions by building the capacity of civil servants to deliver social services and strengthen the internal and external watchdog institutions, such as the Auditor General's office and the media.

The JPO will be responsible for projects related to the areas of post-conflict resolution, rights of indigenous peoples and Electoral processes. This includes projects which aim to: (i) promote development and confidence-building in the Chittagong Hill Tracts; and (ii) strengthen the Election Commission for improvement in the electoral process.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Dhaka is a category C duty station.

Housing is easily available, at reasonable rates. Most items are available locally. Imported items are subject to strict controls and one should plan carefully what to bring in, as sale of items imported duty free is subject to customs regulation which can be quite cumbersome at the time of departure.

There are several international schools, up to high school level. Medical facilities are satisfactory, but for more serious medical cases evacuation to India, Singapore and Thailand are recommended.

The biggest challenges are the severe natural disasters, especially floods and cyclones which hit several parts of the country during different periods of the year and the unpredictable political situation that results in quite frequent work disruption.

UNDP/BANGLADESH: PROGRAMME SECTION

8 February 2004

