

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst (Governance)

Sector of Assignment:

Governance

Country:

Lao, People's Dem. Rep.

Location (city):

Vientiane, Lao PDR

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Mr. Jamshed Kazi

Title of Supervisor:

Governance Unit Chief

Content and methodology of supervision:

During the initial period, the Supervisors will meet frequently with the JPO Programme Analyst to provide adequate guidance and briefing material on Lao PDR's socio-economy and related policy priorities.

Subsequently, a work programme (Results & Competency Assessment) will be drawn up in consultation with the Programme Analyst. Thereafter, regular consultations will be held with the Programme Analyst as needed and on demand. A semi-annual and annual performance review meeting will be held.

III. Duties, Responsibilities and Output Expectations:

Under the overall supervision of the Governance Unit Chief in UNDP Vientiane and working in close consultation with a second counterpart in the Unit, the Programme Analyst will carry out the following specific duties:

1. Help identify, justify and develop new programmes projects relating to UNDP's practice areas, in particular, democratic governance. Participate in new project formulation and appraisal, and make adjustments according to government priorities, UNDP mandate and available resources.
2. Guide the development, strengthening and management of specific Governance programmes. A special focus will be on Public Administration Reform (PAR) and Decentralization. Advise the Unit on policy and substantive issues in these and related areas, and ensure continuous updating of knowledge base.
3. Substantively review and monitor all aspects of project implementation and management, especially of: the Governance and Public Administration Reform (GPAR) Central project, activities in non-pilot projects, and inputs to guide further development of the programme. Analyse Annual Project Reports and other reports. Liaise with Programme Analyst in charge of GPAR decentralization projects in the provinces to ensure good linkages with sub-national initiatives. Identify operational and financial problems and develop/ recommend workable solutions and monitor follow-up actions. Manage project-related recruitment and contracting processes.
4. Manage planned programme/project evaluations and NEX (nationally executed projects) audits. Participate in Tripartite Review Meetings. Substantively review project results achieved and discuss evaluation/audit reports with government counterparts in order to agree on corrective measures, policy recommendation(s) and follow-up actions required.
5. Analyse specific socio-economic data and background information relating to specific programme areas. Distil and synthesise relevant information and inform Senior Management of latest government strategies and policies on governance, especially public administration reforms and decentralization in order to maintain UNDP's position in the development frontline
6. Assist in ensuring effective and systematic outreach to all government and non-governmental partners to

advocate for UNDP's goals and its thematic focus, and ensure effective linkages with related projects. Prepare and disseminate project briefs and other briefing materials. Reach out to donors, private sector, NGOs and UN agencies to promote partnerships and mobilise third party cost-sharing funds and a higher ratio of government cost-sharing

7. Ensure strong teamwork with other Governance Unit colleagues and ensure adequate coverage of responsibilities during their absence

8. Perform other duties as required.

IV. Qualifications and Experience:

Education:

A university degree in one of the following: Development studies, Economics, International studies or Business Administration.

Work Experience:

Professional work experience in one of above fields at a practical and applied level is desirable for holders of an MA. For holders of a BA, a minimum of three years of work experience in one of the above areas is a requirement. Prior working or living experience in a development country, especially South-East Asia, would be an asset. This should be reflected in a good understanding of development issues, and policies and programmes relating to transition economies, especially issues relating to Governance in general, and Public Administration Reform and Decentralization in particular.

Key Competencies of the assignment:

Solid working knowledge of English is essential, including excellent drafting skills and strong communication skills generally; Sound judgment, as well as professionalism and maturity.

The successful candidate should be pro-active, and capable of initiating and effectively organizing work independently with minimum guidance. Strong inter-personal and negotiation skills. Demonstrated ability to work in harmony with staff members of different cultural backgrounds in a professional manner, especially in a mutually-supportive team environment. Computer literacy is essential. Women are strongly encouraged to apply.

V. Learning Expectations:

Training components: JPO Induction/Training at Headquarters will be provided during the first year. Other training components will depend very much on the specific training needs and wants of the successful candidate. Supplementary training activities could be arranged as appropriate.

Learning elements: The successful candidate can expect to gain considerable substantive and practical research experience and skills in a broad range of development policy issues in an extremely rich development policy environment. Moreover, the successful candidate can also expect to develop some practical development programme/project management skills. Specific learning elements will depend very much upon what the successful candidate already knows and brings to the assignment.

VI. Background Information:

UNDP plays a unique and important role in Lao PDR as a "lead donor" agency in the area of Governance. The Governance and Public Administration Reform (GPAR) programme, which the Programme Analyst is to assist with, is a flagship programme of the country office, and reflects a long history of cooperation with the Government. This programme includes both a "central" project at the Prime Minister's Office, as well as a range of additional projects at the provincial level (four provinces) focusing on PAR and decentralization, as well as assistance in selected ministries, e.g., Ministry of Finance. As a result of the growth of this programme and its central role in coordination, it is now covered by two programme analysts in the Unit.

UNDP has played a leading role in facilitating government and donor coordination through GPAR as well as through organization of the sectoral Roundtable Meetings, and as co-chair of the Donor Working Group on Governance. The overall governance portfolio enables UNDP to play an active role in providing Government and donor community with neutral and independent analysis and policy advice on issues related to governance and poverty reduction issues. Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Living conditions in Vientiane are relatively good. However, in light of lack of adequate availability of health services, the level of hardship in the duty station is classified as C (hardship). Security is also reasonably good in Vientiane.

