

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer

Sector of Assignment:

Private Sector Development, EU rapprochement issues and Monitoring & Evaluation

Country:

Moldova

Location (city):

Chisinau

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Ms. Steliana Nedera

Title of Supervisor:

Assistant Resident Representative and Chief Programme Section

Content and methodology of supervision:

The incumbent will be under the direct supervision of the Chief of Programme Section and with the overall guidance of the Resident Representative.

In the beginning of the assignment there will be daily meetings with supervisor and weekly discussions on achieved progress. Supervision will primarily be in the form of coaching and guidance to ensure that the incumbent has at his/her disposal the tools necessary to perform assigned duties and eventually with a minimum day-to-day supervision.

Specific work and development goals will be established within the first month of assignment. The JPO will then enter the yearly office cycle of performance evaluation and establishment of development plan (RCA).

III. Duties, Responsibilities and Output Expectations:

Under the supervision of the Chief of Programme Section, the Junior Professional Officer will manage the following tasks:

- Serve as the focal point on his/her areas of concentration and systemically collect and update information on related on-going or planned bilateral, multilateral and non-governmental programmes in Moldova;
- Assist in identifying new project and programme ideas through consultation with the Government, UN Agencies, other donors and NGOs;
- Assist in undertaking sectoral and/or programme analytical work as required. This could include drafting of briefing notes and concept papers and recording of all substantive matters in notes to the file;
- Organize and participate in the formulation of projects and programmes required for the implementation of the Country Cooperation Framework in his/her areas of concentration. This involves drafting terms of reference, identifying consultants and funding, arranging their recruitment, backstopping their work and finalizing project/programme documents, including descriptions, work plans and budgets;
- Liaise with other multilateral and bilateral donor agencies, NGOs and private institutions in areas of responsibility with a view to coordinating activities and obtaining possible cost-sharing and/or co-financing of projects/programmes;

- Assist in promoting the work and image of UNDP in Moldova by preparing write-ups for public information purposes, representing UNDP at various meetings, conferences and workshops, draft speeches for the office management and press releases on project-related issues, etc.;
- Monitor and ensure that projects/programmes under his/her responsibility are progressing according to activity plan;
- Carry out other related duties as may be assigned by the supervisor.

IV. Qualifications and Experience:

Education:

University degree in Economics, Social Sciences, Development Studies or other development related fields.

Work Experience:

Relevant work experience in good governance, poverty reduction, programmes with the EU, cooperation with the private sector in the field of development is desirable for holders of an MA. For holders of a BA, a minimum of three years of working experience in one of these areas is a requirement.

Previous working experience on development issues through NGOs, donor agencies or international organizations, including private sector assignments, would be an asset.

Additional knowledge/expertise, which can be considered as valuable asset, are governance (either public-sector institutions/reform or regional development – modern/decentralized local government) and gender.

Key Competencies of the assignment:

- Full working knowledge of English is essential, including excellent writing skills. Knowledge of Russian or Rumanian would be a great asset;
- Strong analytical skills and ability to write clearly and concisely;
- Strong communications, outreach and interpersonal skills;
- Good computer skills (Microsoft Windows environment).

V. Learning Expectations:

During the assignment, the JPO will be provided "on the job" training, with extensive coaching by the direct supervisor (ARR Head of Programme), as well as DRR (Programme/Operations) and RR as appropriate. Furthermore, it will be possible for the JPO to attend different Practice events in his/her area of interest.

Other training opportunities for the JPO are the Programme, Policies and Operations induction course in New York, 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 achieved a good broad knowledge of development issues in Moldova, and a more in-depth substantive knowledge of the specific aspects he/she is handling and a good understanding of the specifics of the programme activities in the countries of transition to market economy;
- be able to analyze the main developmental issues and challenges in the country and propose appropriate intervention in line with UNDP priority areas;
- have strengthened her/his abilities to manage project cycle and build partnership with the key counterparts;
- have strengthened her/his abilities to support project implementation with national counterparts, including government entities and local NGOs.

VI. Background Information:

The over-arching goal for the second Country Cooperation Framework (CCF) will be to help government create an environment that enables sustainable human development. UNDP will continue the broad strategic thrusts of its first CCF but will strengthen its emphasis by focusing, where appropriate, on the vulnerable groups in society. This approach will become evident in three new trends in UNDP's orientation: from central levels of government to lower levels; from national activities to regional and district activities; and from predominantly dealing with government organizations to greater involvement with NGOs. In addition, there will be a more selective approach to the selection of projects to ensure that they contribute directly to the CCF objectives. In support of this approach, the CCF will comprise two Primary objectives and associated Programme Areas: (1) Governance: to strengthen governance as a basis for sustainable and equitable growth and development; and (2) Integration: to exploit opportunities to integrate people, ideas and activities in support of sustainable and equitable growth and development. In the design and implementation of its operational strategies and program interventions,

UNDP will integrate the five Cross-cutting Themes outlined below.

(a) Fostering civil society. Although there are numerous NGOs in Moldova, the civil society remains weak and plays a limited role in the political and economic processes. UNDP will help facilitate conditions to support civil society wherever appropriate as recommended by the Country Programme Review Report. This may include efforts to refine the supporting legislation or to assist with concrete mechanisms for more active participation in decision making processes which will also improve access to justice for all segments of Moldovan population. NGOs will be assisted to develop skills in project planning, management, evaluation and resource mobilization. They will be used to implement various UNDP projects and actively involved in partnerships to support observance of human rights and gender equality.

(b) Poverty alleviation. In line with the Millennium Summit commitment to halve poverty by 2015, UNDP will ensure all its interventions contribute to the overarching goal of reducing human poverty. Under the new Integration programme area, UNDP may support new initiatives directly aimed at facilitating income-generation or reducing the vulnerability of selected social groups. Given the large number of partners operating in the field of poverty alleviation, UNDP will play an important leadership and coordination role through the NHDR and other means to facilitate nation-wide dialogue on ways and means to accelerate poverty alleviation in the country.

(c) Gender equality. UNDP support for numerous gender-related initiatives will continue along with increased efforts to mainstream gender concerns in all UNDP activities. Emphasis will be on facilitating equal participation of men and women in the activities of UNDP-supported projects, inclusion of sessions on the importance of promoting gender equality in UNDP-organized training, and rendering assistance in the collection of gender-disaggregated statistics, among others. UNDP will continue assisting other UN bodies in promoting this agenda in Moldova.

(d) Promotion of human rights. UNDP will provide support for human rights through the development of the National Human Rights Action Plan. The support may include the development of mechanisms to speed up processing of complaints and to enforce implementation of decisions of the respective bodies. Another entry point may be efforts to enhance understanding of human rights and freedoms among civil servants, NGOs, the media, academia and the general public. In addition, UNDP will facilitate national efforts to meet the provisions of the international Human Rights-related conventions and treaties ratified by Moldova.

(e) Information access. Efforts to facilitate information access will be a feature of all UNDP activities and will form a component of each project. All projects will work to identify information needs within the target groups of beneficiaries and propose ways and means to meet those needs. UNDP will also support transparency in government by promoting wider access to information for the population at large. This may involve: assistance in the development of web pages by various Government and non-government entities (e.g. the Parliament); ensuring more effective use of IT in the organization of public awareness campaigns; establishment of electronic information centres; and identification of employment and income generation opportunities through the Internet, among others.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Moldova is a small landlocked state in south eastern Europe. To the north, east and south Moldova, is bound by Ukraine; to the west by Romania. The River Prut constitutes the border with Romania.

Moldova has been a republic since 1991 and gained independence from the Soviet Union in 1991.

The Constitution of 1994 described the official language as 'Moldovan' although it is considered to be virtually identical to Romanian. In 1940, after Soviet annexation, the Cyrillic script was introduced and was referred to as Moldavian up until 1989 when the Latin alphabet was reintroduced. Russian is still the most widely spoken language.

Moldova's economy is dominated by agriculture, food processing and related industries which account for over half of total output. The land is very fertile: some 85 per cent is cultivated. The republic was the largest wine-growing region in the former Soviet Union and this is still a major source of revenue. It also grows fruit, vegetables, tobacco and grain, and produces dairy and meat products in large quantities. Other than food and drink processing, Moldova's industrial sector is dominated by metals and machinery, textiles and footwear. The once thriving electronics industry has declined due to the dissolution and/or contraction of its major clients in the Russian space and defence sector. Under the Soviet system of economic planning, Moldova exported much of its output to other Soviet republics in exchange for raw materials and fuel products. The demise of the Soviet system triggered a major collapse which saw Moldovan economic output decline by 15 per cent annually during the early 1990s. Since 2001 Moldova registers a GDP growth of 5-6% per annum, still the inequality is high. The poverty rates were at 40% in 2003. In 1992, Moldova joined the IMF, World Bank and the European Bank for Reconstruction and Development (EBRD) as a 'Country of Operation'.

More information about living conditions in the Republic of Moldova can be found at UN Moldova Homepage, at the address www.un.md.

UNDP Moldova

