

## TERMS OF REFERENCE Junior Professional Officers (JPO)

### I. General Information:

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Title:

UNCDF Programme Officer (PO)

Sector of Assignment:

Decentralization and Local Development

Country:

Madagascar

Location (city):

Antananarivo

Agency:

UNDP and UNCDF

### II. Supervision:

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Title of Supervisor of first supervisor:

Deputy Resident Representative, Programme, UNDP Madagascar (supervisory responsibilities may be subject to delegation within the Programme Department).

Name of title of second supervisor:

Regional Portfolio Manager, UNCDF (Johannesburg)

Content and methodology of supervision:

- UNDP Results and Competencies Assessment (RCA) framework

- RCA is established by the (first) supervisor in the country office in consultation with the second supervisor at UNCDF in Johannesburg. Performance discussions take place once or twice a year. The PO's performance is appraised in writing by both supervisors.

### III. Duties, Responsibilities and Output Expectations:

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The Programme Officer will be part of the Governance and Poverty Reduction Unit in the UNDP Country Office; under the overall supervision of the Deputy Resident Representative. In addition the PO will also be responding to the Regional Portfolio Specialist at UNCDF Johannesburg.

The PO is responsible for the monitoring of a UNCDF/UNDP Local Development Project (to be formulated and launched in 2007) and related projects as may be assigned by UNDP Madagascar, as well as other activities related to the UNCDF programme in Madagascar. The PO functions as the Country Office's focal point for local governance / decentralization.

The PO is responsible for the following activities:

- **Project Cycle Management**

Supports all necessary activities of the project cycle management of the projects under his/her responsibility, this includes: identification, formulation, approval (Local Project Approval Committee - LPAC), implementation, evaluation, and closure.

- **Project Implementation and Monitoring**

Supports project teams in preparing the Annual Work Plan (AWP) and the quarterly and annual reports on the AWP and their timely submission to UNCDF. Supports the implementation and maintenance of the UNCDF Management Information System (MIS) for Local Governance.

Supports the recruitment of personnel for the projects as well as the procurement of goods and services, including preparation of TOR (in coordination with UNCDF HQ).

Takes the principal role in organizing Stakeholder Workshops.

Supports the logistics of recruited consultants, organizes the work of their missions in country, including local debriefing, provides comments on draft reports and ensures that recommendations are implemented.

Responsible for oversight of the UNCDF project budgets (and other project budgets), monitors expenditures and submits budget proposals with justification as basis for preparation of budget revisions to UNCDF HQ / Regional Office.

Carries out periodic visits to the project sites, and organizes periodic meetings with project managers and personnel (all projects should be visited a minimum of once every three months).

Ensures that the annual audits and inventories are prepared.

- **UNCDF Unit in the UNDP Country Office:**

Responsible for the management of the Programme Support Budget (PSB), including preparation of the annual budget proposal, monitoring of expenditures, and annual preparation of office inventory.

Will supervise any UNCDF Programme Support staff that may be recruited.

- **UNCDF Focal Point:**

Responsible for acquiring a clear understanding of the interests of major donors in the country and to articulate the concepts UNCDF wishes to promote (and in particular the Local Development Programmes, and Microfinance) to leverage its capital investments.

Under the overall direction of the UNDP Resident Representative and the supervision of the UNDP CO, represents UNCDF vis-à-vis UNDP and other donors. In this context, participates in all meetings where the UNCDF programme is discussed and prepares related discussion briefs and reports for the UNDP CO and UNCDF Headquarters / Regional Office.

Provides all UNCDF missions visiting the country with organizational support including setting-up meetings with local authorities and other involved organizations, and providing mission members with updated programme/project briefs.

- **Coordination with UNDP:**

Participates in the UNDP Country Office activities that relate to the programming and coordination issues (UN Common Country Assessment, UN Development Assistance Framework, Annual Work Plans, etc.) and ensure the inclusion of the UNCDF activities in these processes.

Plays an active role in the formulation processes of UNDP projects in the areas of local governance, and ensures sustained integration and collaboration with other programme activities in the country office

Participates in activities of the relevant Programme Unit and CO activities as an integral part of the UNDP Country Office

- **Coordination with Regional Office (Johannesburg):**

Suggests timing of Programme and Technical Review Missions (PRM and TRM) in coordination with the PM.

Proposes issues to be included in the TORs for PRM/TRM.

Organizes, under the supervision of the UNDP Country Office, the project's Tri-Partite Reviews (TPRs) and follows up on the implementation of the recommendations.

Provides UNCDF HQ with all relevant documentation and reports.

Provides support to UNCDF corporate policies and procedures whenever necessary.

- **Partnerships**

Maintains and strives to strengthen the partnership that UNCDF has with the Government of Madagascar, both at the national and regional levels.

Maintains partnership/relationship with other bi-/multi lateral donors working in the areas of local governance and decentralization, and microfinance.

Plays an active role in creating new fundraising opportunities.

- **Policy Impact & Replication:**

Supports the upstream policy work that UNCDF intends to achieve with its projects in coordination with and/or through UNDP.

- **Other:**

Performs all other necessary duties for UNCDF and the UNDP country Office that are necessary in support of the projects and or UNCDF's activities in Madagascar.

#### **IV. Qualifications and Experience:**

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- **Education:**

Master's degree in Social Sciences (Political Science, Economics, Sociology or other relevant area) or Business Administration

- **Work experience:**

At least one to two years of relevant work experience in an area related to economic/social development.

- **Key competencies of the assignment:**

Fluency in French and in English;

Excellent organizational and analytical skills,

Sound judgment;

Solid potential in financial programme management;

Ability to work independently and take initiatives;

Effective presentation and report-writing skills;

Ability to work effectively in an international, multi-cultural environment

#### **V. Learning Expectations:**

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In addition to gaining an understanding of various issues surrounding current development thinking including the areas of decentralization, local governance, microfinance, participatory approaches, and monitoring & evaluation, after a two-year assignment the JPO will be able to:

- Execute the different steps of project cycle management.
- Organize workshops with local partners (Stakeholders, Key Informants, Start Up, etc);
- Draft Terms of Reference for technical consultants and evaluation missions;
- Produce monitoring reports including key issues and recommendations for each project;

- Monitor project budgets and draft budget proposals;
- Manage partnerships.

## **VI. Background Information:**

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Until 2001, UNCDF supported a successful local development programme in the northern part of Madagascar. Within its present business plan, UNCDF is planning the formulation and the operationalization of a new programme by the end of 2007. The programme will aim at assisting the Government of Madagascar to promote social and economic growth and put in place sustainable poverty reduction measures. It will include various components linked to capacity building, capital investment and policy impact and replication.

## **VII. Information About Living Conditions at the Duty Station:**

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### Information About Living Conditions at the Duty Station

Madagascar is situated in the Indian Ocean, separated from the southeastern coast of Africa by the Mozambique Channel. Madagascar is among the 50 poorest countries in the world.

The JPO will be stationed in Antananarivo, the capital of Madagascar, situated in the central part of the island. The city is the chief economic, cultural, and administrative centre of the country, with an international airport, a museum of art and archaeology, and numerous shopping centres and international schools, and a pleasant weather.

The JPO will be expected to travel regularly to the areas which will be covered by the future programme.