



TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Crisis prevention and recovery

Country:

Georgia

Location (city):

Tbilisi

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Assistant Resident Representative

Content and methodology of supervision:

Under the direct supervision of the Assistant Resident Representative and overall guidance of the Deputy Resident Representative, the PO will support the development and implementation of the crisis prevention and recovery programme. In cooperation with the supervisor, the PO will be responsible for formulating the CO's goals and achieving the targets for the CPR sector. The PO will receive mid-term and annual appraisal in accordance with UNDP policies. He/she will interact with the supervisor on a daily basis, thus allowing on the job training and performance monitoring.

III. Duties, Responsibilities and Output Expectations:

In close collaboration with the Assistant Resident Representative and the Deputy Resident Representative, the JPO/Programme Officer will undertake a number of tasks:

a) Programme Development (30%):

- Analyze the challenges and opportunities of Georgia in pursuing conflict prevention and recovery policies and activities. – at the policy level as well as at operational levels. Analysis should draw on experiences of the government and other institutions active in this area to ensure comprehensiveness of UNDP's understanding of the progresses made in this development area.
- Identify, design and formulate new programme/project documents which reflect the priorities of the country and fall within the strategic directions of UNDP CPR programme, including the establishment of monitoring mechanisms, the introduction of performance indicators/success criteria, targets and milestones, and assessing the counterparts' implementation and support capacity. This includes preparation of project concepts/briefs, proposals and project documents and engagement of necessary consultants and experts and to manage and review their work.
- Participate in the appraisal and review of all relevant core and non-core projects that are managed by UNDP.

b) Project Management (35%):

- Lead the provision of oversight of a component of UNDP's CPR programmes/projects, under close guidance and consultation with the supervisor, in line with UNDP's programming guideline (Results Management Guide).
- The above involves regular on-the-sight monitoring and monitoring through ATLAS of the progresses made by the project, and to ensure proper project work planning and project management and review processes (such as the convening of Project Boards meeting) are undertaken in a timely and quality manner by the Project Managers.
- The above also involves review of various project reports, and capturing of results and lessons learned through initiating project evaluations and corporate results-based reporting processes. Provide support and guidance to efforts of consultants, programme /project personnel, donors and local institutions towards achievement of programme objectives.
- Closely liaise with the project personnel and counterparts and also effectively utilize the analyses made on crisis prevention and recovery, to ensure 1) programme impact is secured, 2) project qualities are managed, and 3) necessary project adaptations/problem solving actions are triggered on a timely manner, in an informed manner.
- Draft project revisions, including adjusting project budgets, on the basis of work plans that are revised by the project personnel as appropriate at the initiative of the programme officer. Coordinate and participate in programme/project evaluation activities and follow up.
- Manage the above process by effectively utilizing ATLAS.

c) Partnership and Resource Mobilization (35%):

- Contribute to the establishment of dialogue and partnerships among various parties in Georgia on different topics related to conflict prevention and recovery; build partnerships between UNDP and other stakeholders, identify opportunities and advise about their implementation.
 - Participate in joint UN activities in the field of CPR.
 - In consultation with the supervisor, facilitate resource mobilization efforts from bilateral, multilateral (including UNDP headquarters), and other partners to leverage UNDP resources.
- Corporate Responsibilities.
- Liaise with other UNDP COs, regional bureau and Head Quarters to share and capture the best practices and lessons learned. Actively participate in the network of UNDP's practitioners in the area of conflict prevention and recovery.
 - Build synergies and linkages with relevant UNDP programme/projects and ensure proper coordination of UNDP projects with respective regional and global programmes and projects.
 - Participate in corporate training organized by UNDP and attend training workshops relevant to overall duties required of the position.
 - Conduct other activities in support of implementation and development of UNDP CO project portfolio.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

A Master's degree in a relevant discipline (international affairs, law, public policy or administration, etc).

Work Experience (at least 1 to 2 years relevant work experience):

- Preferably at least 2-3 years work experience in the areas of conflict prevention and post-conflict rehabilitation;
- Experience in the drafting project proposals or similar documentation, and monitoring project implementation. Logframe experience essential.
- Experience in working with projects and programmes related to development and civil integration would be an asset.

Key Competencies of the assignment:

- Knowledge and understanding of conflict and post-conflict issues.
- Knowledge of political and social situation in the Caucasus, understanding of nature of internal conflicts in Georgia would be a strong advantage.
- Proven communication and analytical skills, and ability to work in an environment requiring liaison and collaboration with multiple and often conflicting parties.
- Capable of working to deadlines and taking on a range of tasks.
- Self-motivated and able to recommend options for resolutions of issues.
- Excellent computer literacy (MS Office; Windows XP).

Language Requirements:

- Proficiency in spoken and written English is required, including the ability to draft and edit project documents, funding proposals, correspondence and briefings.

- Working level of Russian language would be an asset.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to have a deepened expertise in the area of conflict prevention and recovery, developed credibility and professionalism to develop and implement a UNDP CPR portfolio and partnerships with different partners, including the private sector. In addition, the following learning activities/results can be expected:

- Through the preparation of project proposals, project budgets, work plans and other documents, as well as through the regular monitoring and evaluation of the projects, the incumbent will acquire the latest project cycle management skills, known within UNDP that is in line with a universal industrial standard based on "Prince 2".
- Through practical experiences, the incumbent will acquire a broad knowledge of development issues in Georgia, and a more in-depth knowledge of specific aspects of conflict prevention and recovery.
- Through exposures to the UN and UNDP agencies and events/training opportunities provided by them, the incumbent will build his/her network of experts and practitioner, and will develop the ability to build synergies between one's own area of intervention with broader development issues of Georgia (e.g., environmental challenges, governance, economic development).
- Apart from the on-the-job training and other on-line and off-line training opportunities provided by UNDP, standard corporate training is available for a variety of topics including issues related to crisis prevention and recovery, and some mandatory courses (e.g., security training, gender and harassment, project management).
- As part of the RCA process (UNDP's corporate evaluation, assessment and learning compact), the JPO will prepare an annual learning plan in consultation with the supervisor.
- Three to six months into the assignment the JPO will participate in the two weeks UNDP induction course, conducted by the Learning Resources Centre that takes place in New York. The JPO may also benefit from external learning activities in support of his/her professional development.

VI. Background Information:

Georgia has made significant progress in establishing an enabling market-oriented economic environment, with a GDP growth above 9 percent in 2006. Wide ranging reforms have been completed since independence, including combating corruption, trade liberalization, privatization of small and medium enterprises, banking reform, elimination of most subsidies and price controls, land privatization, and passage of laws supportive of a market economy. Yet, much remains to be done for Georgia to achieve broad-based economic growth, reduce poverty, and increase living standards.

One of the impediments for inclusive human development is the unresolved conflicts with the breakaway regions South Ossetia and Abkhazia. As a result of the present conflicts, people face continued hardship, both for those displaced by the conflicts and those who remained in the conflict zones. The socio-economic situation in Abkhazia and South Ossetia is poor. The collapse of the Soviet Union and the consequences of the ensuing conflicts have drastically reduced agricultural production and income from tourism and have devastated local industry and infrastructure.

Besides unresolved conflicts, there are several threats for sustainable human development in Georgia and the achievement of the Millennium Development Goals. The mitigation of risks related to the possible outbreak of violent conflict and natural disasters are crucial.

VII. Information About Living Conditions at the Duty Station:

UNDP's Country Programme Action Plan (2006-2010) builds on the 2004 United Nations Development Assistance Framework (UNDAF) and focuses on four main priorities: (1) Building the capacity for democratic governance in all three branches of power; (2) Poverty reduction, through policy advice and promotion of employment opportunities, (3) Conflict prevention and recovery and (4) Environment and Energy for Sustainable Development. Country Programme Action Plan is being implemented through four Portfolios with different projects, and will be supported with a Programme team, including national specialists and experts.

Within the Crises prevention and Recovery portfolio, UNDP has slimmed its focus towards recovery and rehabilitation activities for people affected by the conflict in Abkhazia. It is aiming at

alleviating the economic and social risks for the affected population, and work for a transition from humanitarian to development assistance. In Abkhazia, UNDP has established itself as a trustworthy and major player which has leveraged UNDP as party in some of the dialogue initiatives. Other projects are in the pipeline for South Ossetian conflict zone and within the area of human security. The Abkhazian programme, addressed by rehabilitation of social infrastructure and support to income generation activities, coupled with peace building activities and public awareness campaigns. Special attention will be given to vulnerable groups such as IDPs, women and children.