

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer

Sector of Assignment:

Energy and environment

Country:

Mongolia

Location (city):

ULAANBAATAR

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Ms. Tungalag Ulambayar

Title of Supervisor:

Environment Practice Manager

Content and methodology of supervision:

Annual workplan; full Results Competency Assessment (RCA) process including mid-year performance review discussions. The Deputy Resident Representative provides overall guidance and support.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

As a specialist in environment and natural resource management, the incumbent will be a key figure responsible for providing policy analysis, advice and options regarding the development of sustainable environmental programs and integrating environmental concerns into development planning on local, regional and national levels as to contribute to optimal national responses to development needs and priorities. The incumbent will also be required to focus on a wide range of sectors strongly related to sustainable natural resource management and develop/manage programs accordingly and come up with integrated solutions. Other principal functions of the incumbent will include analysis and research of information on potential donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization. The incumbent will mainly monitor project/programme performance from the UNDP Country Office.

In addition, s/he will work closely with Government to assist them in developing natural resource management policies that address current problems such as land degradation, poor water governance, over-exploitation of natural resources, insufficient law enforcement and strong human and livestock pressure on wild areas in a holistic manner and create an enabling environment for concepts as community-based natural resource management and other alternative models. The incumbent will also be expected to network with NGOs working in this area.

In addition, the incumbent will, on the basis of the above policy analysis and advisory services, perform the following duties:

- Assist in conceptualizing and formulating viable projects where needs and opportunities exist for results-oriented UNDP support.
- Ensure the relevance and design of a programme/project and quality implementation by developing project outline/concept papers, assisting in the development of project work plans and monitoring project budgeting.
- Monitor project activities through field trips, project site visits, continual interaction with project counterparts as well as annual tri-partite review meetings to timely identify and address substantive

problems and operational obstacles to meeting the stated objectives and delivery targets.

- Act as a focal point for Water and Sanitation at the UNDP Mongolia by liaising with other UN agencies and donors operating in Mongolia on activities in the Water & Sanitation sector, and communicating and assisting regional advisors and international consultants, as well as closely working with national counterparts, contributing to the development of UN joint strategies for improved W&S
- Support the combating of land degradation in Mongolia by backstopping and securing a GEF PDF proposal for the development of a larger project in this area.
- Contribute to the knowledge networks/practice communities and codify "best practices" based on experiences gained through the monitoring of projects.
- Facilitate mobilization of financial resources required for programme/project execution.
- Liaise with the Royal Netherlands Embassy in Beijing and keep them informed on the progress and provide support to their missions to Mongolia

IV. Qualifications and Experience:

Education:

University degree in Natural Resource Management (NRM), Ecology, Environmental Economics or related fields.

Work Experience:

Relevant work experience is desirable for holders of a Masters degree. For holders of a Bachelor degree, a minimum of three year of working experience is required. Experience in the following fields is advantageous:

- Natural Resource Management, environmental and/or development economics, environmental protection, biodiversity conservation and rural development with preference to those having expertise in water and sanitation
- Hands-on experience in development planning and programme management
- Exposure to the UN system and/or other international development assistance frameworks

Key Competencies of the assignment:

- Strong analytical skills with proven skills in problem identification/solving
- Ability to work well within a team and knowledge of participatory techniques
- Excellent advocacy and communication skills (oral and writing skills)
- Ability to handle a multitude of tasks simultaneously and adapt to a multicultural environment
- Fluent English (spoken and written)
- Strong IT skills

V. Learning Expectations:

During the JPO assignment, the incumbent will have an annual training budget of \$4,500, which can be used for various training activities relevant for the incumbent in connection with the JPO assignment. 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 incumbent will have learned the substance of UNDP programme as well as UNDP rules and procedures and on this basis will be able to:

- Write analytical papers on substantive issues related to his/her sector
- Manage, monitor and appraise progress of programmes/projects
- Liaise with national and international project staff and Government;
- Effectively manage programmes/projects.

VI. Background Information:

Economic activity in Mongolia has traditionally been based on herding and agriculture. Mongolia has extensive mineral deposits; copper, coal, molybdenum, tin, tungsten and gold account for a large part of industrial production. Soviet assistance, at its height one-third of GDP, disappeared almost overnight in 1990 and 1991 at the time of the dismantlement of the USSR. The following decade saw Mongolia endure both deep recession due to political inaction and natural disasters, as well as economic growth due to reform embracing free-market economics and extensive privatization of the formerly state-run economy. Severe winters and summer droughts in 2000, 2001, and 2002 resulted in massive livestock die-off and zero or negative GDP growth. This was compounded by falling prices for Mongolia's primary sector exports and widespread opposition to privatization. Growth improved from 2002 at 4% to 2003 at 5%, due largely to high copper prices and new gold production, with the government claiming a 10.6% growth rate for 2004 that is

unconfirmed. Mongolia's economy continues to be heavily impacted by its neighbours. For example, Mongolia purchases 80% of its petroleum products and a substantial amount of electric power from Russia, leaving it vulnerable to price increases. China is Mongolia's chief export partner and a main source of the "shadow" or "grey" economy. The World Bank and other international financial institutions estimate the grey economy to be at least equal to that of the official economy. The actual size of this grey - largely cash - economy is difficult to calculate since the money does not pass through the hands of tax authorities or the banking sector. Remittances from Mongolians working abroad both legally and illegally constitute a sizeable portion. Money laundering is growing as an accompanying concern. Mongolia settled its \$11 billion debt with Russia at the end of 2003 on very favourable terms. Mongolia, which joined the World Trade Organization in 1997, seeks to expand its participation and integration into Asian regional economic and trade regimes.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Ulaanbaatar, the capital of Mongolia, has an official population of about 850 thousand accounting for more than one third of the country's population. Unofficially the population is higher with growing urban poverty. Its climate is extremely continental, with long cold, dry winters and short, warm summers. The mean temperature falls below freezing for six to eight months of the year. Higher temperatures occur for three to four months in summer. Humidity is generally low (47 - 73%), especially in winter, and because of the dryness the cold is less noticeable. Moreover, the cold weather is relieved by the almost continuous blue sky and sunshine.

The official language, Mongolian, is spoken and understood throughout the country. Russian is the other major language used. Russian is extensively spoken and English is at present becoming more popular in urban areas.

Ulaanbaatar has fairly good international flight and train connections. With regular flights every day operated by four different airlines, travel by air is the most convenient and fastest means of travel to and from Ulaanbaatar. The Trans-Siberian and Trans-Mongolian trains connect Ulaanbaatar with Europe and Asia. All important locations in the country are accessible by air and road. There are no immunization and or vaccination requirements for people entering Mongolia.

International telephone and fax services work well in Ulaanbaatar. There are two cellular telephone operator companies in Ulaanbaatar, which function in GSM and CDMA systems. Furthermore, Internet service is very popular in Ulaanbaatar at reasonable rates.

The number of good hotels is increasing and American Express, Visa and MasterCard credit cards are accepted in major hotels and ATM machines in Ulaanbaatar. Foreigners can rent fully furnished apartments in any part of the city. Medical and dental services are available for international personnel in Ulaanbaatar. There is a UN Dispensary. For those interested in obtaining more information on Mongolia, the following link is recommended:
<http://www.lonelyplanet.com/worldguide/destinations/asia/mongolia/>

The UNDP opened its first office in Ulaanbaatar in 1973, although Mongolia began productive co-operations with the UNDP during the previous decade. UNDP Mongolia brings partners -- government, civil society, private sector and donors -- together to identify alternative development solutions to protect past human development achievements and to lay the basis for equitable and sustainable development during the transition to a political democracy and a market economy. More detailed information about UNDP Mongolia can be found the following website:
<http://www.undp.mn/>

Information about current UNDP Mongolia projects in the energy and environment sector can be found in the following website:
<http://www.undp.mn/modules.php?name=Content&pa=showpage&pid=34>

UNDP - Mongolia Country Office

**UN Resident Coordinator,
UNDP Resident Representative**

**Deputy Resident Representative
(CO Manager)**

Partnerships and UN Coordination Officer
Personal Assistant to RC / UNDP RR
National Security Officer

**Assistant Resident Representative (O)
Operations Manager**

Assistant Resident Representative (P)

UN Dispensary
Physician
Nurse

Finance Unit
Finance Examiner
Programme Finance Officer
Finance Officer
Accounts Officer

HR Unit
HR Manager
HR Associate

LAN Manager
Procurement Officer
Registry Officer
General Administrative Officer
Sr. Driver
Driver
Driver

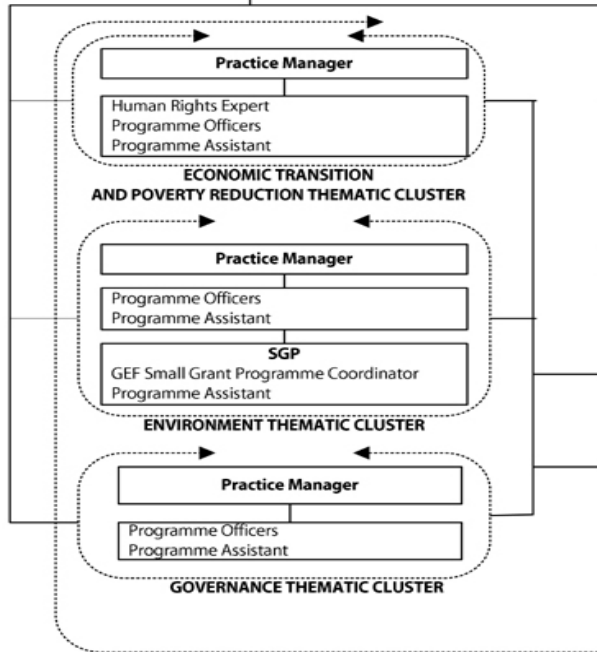
Common Services
Common Services Coordinator

Secretary to ARR(O)/Operations Team

Receptionists
Service assistants
Cleaners
Handyman
Gardener

UN HOUSE SUPPORT PERSONNEL

OPERATIONS TEAM



POLICY ADVISORY TEAM (PAT)

UNV
Programme Officer
UNV Operations Assistant

STRATEGIC PLANNING
Programme Management Officer

STRATEGIC ADVOCACY
Public Advocacy Officer
Communication's Officer
UN Info Shop Librarian
Webmaster

Secretary to DRR and PAT