

TERMS OF REFERENCE

Junior Professional Officer (JPO), Bureau for Resources and Strategic Partnerships (This vacancy is open to Dutch nationals and holders of Dutch permanent residence)

I. General Information:

Title: Programme Officer

Sector of Assignment: Strategic partnerships

Country: USA

Location (city): New York

Agency: UNDP , CSO Division of the Bureau for Resources and Strategic Partnerships

II. Supervision:

Title of Supervisor: Director, Civil Society Organizations Division/ Bureau for Resources and Strategic Partnerships

Content and methodology of supervision: The JPO will report directly to, and be under the overall supervision of, the Director of the CSO Division. S/he will work in close consultation with the Senior Policy Advisor and Programme Specialist in the Division.

III. Duties, Responsibilities and Output Expectations:

Under the overall supervision of the Director of the CSO Division, the JPO's tasks will be geared towards deepening the organization's partnerships and engagement with civil society organizations, to advance the Millennium Development Goals (MDGs), conflict prevention and recovery, and peace-building initiatives, UN reform initiatives and UN-civil society relations at the global level.

The JPO will work in the CSO Division in the Bureau for Resources and Strategic Partnerships.

PROGRAMME MANAGEMENT & COUNTRY OFFICE SUPPORT (40%)

1. UNDP-SNV Agreement on strengthening participation of local actors in MDG-PRS processes:

- a. Serve as project officer for a \$2m programme being implemented in 15 countries under this agreement (monitor activities and results, prepare reports for the steering committee, maintain documentation, liaise with other bureaux and units concerned with the SNV partnership).
- b. Support implementation and follow-up of activities at the country level.
- c. Lead development of knowledge products emanating from the programme.

2. Follow-up of the BRSP-BCPR Small Grants Programme to Strengthen CSOs in Crisis and Post Conflict countries:

- a. Support programme specialist in development and management of scaled-up small grants programme aimed at strengthening CSO capacity in crisis environments.

3. Support UNDP regional initiatives in CSO empowerment:

- a. Help to develop programme frameworks for capacity building of and partnership with CSOs in various UNDP regions, working with the senior policy adviser and with UNDP regional bureaux.

4. Country office support:

- a. Respond to queries on procedures and methodologies from country offices related to CSO partnerships and programmes.
- b. Support division's efforts in serving as resource persons for learning and training workshops (JPOs and PPOs).

PARTNERSHIP BUILDING (20%)

1. Contribute to CSO Division tasks in expanding UN-civil society relations (hearings with civil society, developing proposed UN-Civil Society Trust Fund, and UN and CSO meetings in New York).
2. Support ongoing joint initiatives with CSOs for advocacy and capacity building in developing countries.
3. Assist in the organization and follow-up of the annual meeting of the CSO Advisory Committee to the Administrator in New York.
4. Help to represent UNDP in key CSO events, including by organizing panel / round-table discussions.
5. Help to keep the division abreast of key national and international CSO initiatives (campaigns, issues, reports) in key themes/countries and initiate outreach that could lead to substantive partnerships.

DOCUMENTATION AND KNOWLEDGE MANAGEMENT (40%)

1. Assist in the development, production and dissemination of knowledge products in the Division, including reports, newsletters, resource sheets and toolkits.
2. Maintain up-to-date documentation and news on the Division's intranet (internal) site and contribute to division website.
3. Contribute to CSO Advisors' Team virtual network and UNDP e-discussion groups to advance and present civil society perspectives and priorities.

IV. Qualifications and Experience:

Education (Master's degree or equivalent):

Master's Degree in International Development, Political Economy, Political Science or a development related field.

Work Experience (preferably 1-2 years relevant work experience):

Preferably 1-2 years' relevant work experience in the field of international development with focus on civil society empowerment, participatory development, community approaches to poverty reduction and sustainable human development.

Key Competencies of the assignment:

- Knowledge and understanding of the role of UNDP as 'campaign manager' and 'scorekeeper' of the MDGs and the work of the organization in conflict prevention and peace-building.
 - Knowledge of the role of northern and southern CSOs in sustainable human development and crisis and post conflict environments, and the value of their vision to advancing the MDGs.
 - Experience working on developing capacity of CSOs.
 - Knowledge of CSO networks.
 - Ability to communicate effectively, including strong writing skills
 - Cultural sensitivity and proven ability to work effectively in a multicultural environment and with peoples from different backgrounds.
 - Ability to manage multiple tasks simultaneously
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- Strong proficiency in computer skills and Web upkeep.
 - Fluency at the highest level in English is essential. Proficiency in Spanish and French is a strong asset.

V. Learning Expectations:

As part of the Performance 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.
- In addition the JPO will participate in relevant UNDP practice networks, as well as related practice workshops.
- The JPO will be supported in his/her professional growth and development through participation in

internal learning activities, on-the-job learning and job coaching.

- The JPO may also benefit from external learning activities in support of his/her professional development.

Upon completion of the assignment, the JPO will have / be able to...

- Develop, implement, and monitor small grants programmes
- Develop and implement strategies for CSO participation and engagement, specially in MDG- PRS processes, and crisis environments.
- Carry out documentation of good practice
- Develop creative mechanisms for engaging CSOs in the work of UNDP
- Gain an overall understanding of the work of UNDP at headquarters, country teams, and the regional service centres

VI. Background Information:

Background:

UNDP, as the UN global development network, engages with civil society organizations (CSOs) at all levels to promote the Millennium Development Goals (MDGs) and support people in their efforts to build a better life. Substantive partnership with CSOs is of greater strategic importance than ever given the integral role of civil society actors in development. There is growing recognition that engagement with CSOs is critical to national ownership, accountability, good governance, decentralization, democratization of development co-operation, and the quality and relevance of official development programmes.

UNDP partners with a wide cross-section of local, regional and global CSOs in programme implementation and policy advocacy across its six thematic areas: Democratic Governance, Poverty Reduction, Crisis Prevention and Recovery, HIV/AIDS, Energy and Environment, and Women's Empowerment. Supporting the capacity development of CSOs is central to this partnership. UNDP also works to strengthen the legal, regulatory, and normative environment in which CSOs function and collect baseline information on CSOs to provide an accurate assessment of their characteristics.

CSOs are no longer restricted to the role of service delivery but are increasingly influential in policymaking and performing watchdog functions. UNDP engages with CSOs that work towards inclusive globalization, promoting accountability, increased political participation and linkages between the grass-roots and the national policy arenas.

The CSO Division in the Bureau for Resources and Strategic Partnerships (BRSP) at UNDP headquarters provides policy and advisory support to UNDP staff and engages actively with CSO partners. UNDP also has civil society advisors located in global and regional offices, including the regional centres.

The CSO Division manages a \$2m programme funded by SNV (Netherlands Development Organization) to strengthen the participation of local actors in the MDG-PRS processes. Activities are ongoing under this programme in 15 countries. The division is now developing an expanded small grants programme (supported by the Bureau for Crisis Prevention and Recovery) to strengthen partnerships with CSOs in crisis/post-conflict countries. It is also developing programmes with regional bureaux for civil society empowerment.

The CSO Division chairs the inter-agency working group on civil society established by the United Nations Development Group to propose ways to implement the recommendations of the Cardoso panel on UN-civil society relations.

The JPO position is being established to support the work of the CSO Division in strategic partnerships with civil society actors in the priority areas of UNDP.

Duration: Initial contract of one year renewable up to three years

VII. Information About Living Conditions at the Duty Station:

New York is one of the biggest cities in the world. It is truly a cosmopolitan, rich and diverse city. There is a large international community and international schools are available. The living conditions are high according to international standards.

Civil Society Organizations Division
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