

TERMS OF REFERENCE

Junior Professional Officer (JPO) - UNDP GEORGIA

(This vacancy is open to Dutch nationals and holders of Dutch permanent residence)

I. General Information:

Title:

Programme Officer

Sector of Assignment:

Poverty and economy

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 further development and implementation of 'Economic Development' programme activities. The PO will devise a work plan at the time of recruitment and orientation in the office. He/she will then interact with the supervisor on a daily basis, thus allowing on job training and performance monitoring. The PO will be evaluated through periodic meetings to assess progress towards expected outputs and achievements.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

- Analysing the Georgian private sector and the obstacles faced for its development to be considered for the development and implementation of UNDP Economic Development Programme (10%);
- Providing inputs and advice for addressing specific national priorities in poverty reduction and private sector development, especially in the areas of trade and entrepreneurship development, promotion of investments and corporate social responsibility, and employment generation (10%);
- Designing and formulating new programme/project documents which reflect the priorities of the Georgian Government and private sector and fall within the strategic directions of UNDP Economic Development programme, including establishment of monitoring mechanisms; introduction of performance indicators/success criteria, targets and milestones; assessment of counterpart support capacity (20%);
- Monitoring programming/project implementation to ensure timely delivery of inputs and outputs; supervising all administrative activities required on the part of UNDP to maintain the flow of resources and to eliminate obstacles; guiding and orienting the efforts and contributions of consultants, programme/project personnel, other donors and local institutions towards the achievement of programme objectives; coordinating and participating in programme/project evaluation activities and follow-up (10%);
- Contributing to establishment of dialogue and partnerships among private, public and civil society sector in Georgia on different topics related to economic development; building partnerships between UNDP and private sector, identifying opportunities and advising about its implementation; assisting the introduction of new initiatives within the private sector to provide for innovative business models and practices to contribute to poverty reduction efforts (15%);

- Liaising with other organizations, national and international partners, and academic institutions active and specialized in Poverty Reduction/Economic Development to ensure effective coordination/cooperation and capture the best practices and lessons learned (10%);
- Ensuring proper coordination of UNDP projects with respective regional and global programmes and projects, including those based in the Regional Support Center in Bratislava; supporting regional and sub-regional networking activities (5%);
- Identifies and pursues resource mobilization opportunities from the government, donors and other partners to leverage UNDP resources (5%);
- Conducting any other activity deemed as necessary, within the framework of the Economic Development Programme (5%).

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Preferably a Master's degree in Economics or Business Administration.

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

Preferably 2-3 years' work experience in economic development in general, and including private sector development, trade and regional economic development, and investment promotion.

Key Competencies of the assignment:

- Knowledge and expertise in economic development in general, including private sector development, trade and regional economic development, and investment promotion.
- Knowledge of the economic, political, and social situation of Caucasus, or economies in transition countries would be a strong advantage.
- Proven communication and analytical skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders.
- Capable of working to deadlines and taking on a range of tasks.
- Self-motivated and able to recommend options for resolutions of issues.
- Proficiency in spoken and written English is required, including the ability to draft and edit project documents, funding proposals, correspondence and briefings.
- Excellent computer literacy (MS Office; Windows XP).

V. Learning Expectations:

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

To have deepened expertise in the area of economic development, developed credibility and professionalism to develop and implement UNDP Programme portfolio and partnerships with different partners, including private sector.

- 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.
- 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.

VI. Background Information:

Georgia has made significant progress in establishing an enabling market-oriented economic environment, but several critical constraints persist. Wide ranging reforms have been completed since independence, including 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.

GDP fell sharply after independence but has recovered and sustained growth has been seen since 2001. The oil transit industry, communications, construction, financial services, and trade drove average GDP growth of 6.8 percent between 2001-04. Agriculture and industry, however, Georgia's major sources of exports and employment in the Soviet period, have made only modest recoveries since independence. Current prudent macroeconomic policies and structural reform programs are expected to bolster the growth prospects. Real GDP is projected to grow about 5 percent during 2006-08.

Despite economic growth, poverty levels remain high and have increased in rural areas. From 1994 to 2004, GNI per capita rose from US\$480 to US\$1020, but the overall poverty has remained high affecting more than 50 percent of the population, while the extreme poverty incidence increased to 17.4 percent in 2004 (from 15.1 percent in 2002). Income and consumption inequality are also relatively high, with Gini coefficients hovering around 0.35 for consumption and 0.45 for incomes. Rural poverty has seen a sharp increase vis-a-vis urban poverty: while urban poverty declined from 56 percent of the total in 1996 to 51 percent in 2004, rural poverty increased from 47 percent to 53 percent. Analyses also point to wide regional differences in living standards. The capital city of Tbilisi fares better than other regions, while the highest overall incidence of poverty is observed in secondary Georgian cities.

B. UNDP Specific Background

During the past years, UNDP supported reforms in governance and public administration reform in Georgia. The efforts on the policy front are complemented at sub-national levels by community/area-based initiatives to forestall the ethnic conflict and restore sustainable livelihoods. The latter are not limited to post conflict areas, but are expanded to other regions facing different challenges and incorporate employment generation and microfinance schemes. By 2005, only limited attention was paid to economic reform, private sector development and SME development as separate area of UNDP assistance, though most of the current interventions contribute to socio-economic integration and development.

Private sector (for) development is outlined as a key element of the 2006 CO strategy; actions are undertaken to initiate new interventions (like establishment of GC chapter, promotion of PPPs). Capitalizing on the achievements and utilizing the existing opportunities, UNDP is in a process of developing of a comprehensive portfolio to address the economic development of Georgia.

Please see Organigramme of UNDP Georgia below:

VII. Information About Living Conditions at the Duty Station:

Country official name: Georgia

Capital: Tbilisi

Location: Southwestern Asia, bordering the Black Sea, between Turkey and Russia

Time zone: GMT+3

Area total: 69,700 sq km

Border countries: Armenia 164 km, Azerbaijan 322 km, Russia 723 km, Turkey 252 km

Coastline: 310 km

Terrain: largely mountainous with Great Caucasus Mountains in the north and Lesser Caucasus Mountains in the south; Kolkhet'is Dablobi (Kolkhida Lowland) opens to the Black Sea in the west; Mtkvari River Basin in the east; good soils in river valley flood plains, foothills of Kolkhida Lowland.

Climate: Warm and pleasant; Mediterranean-like on Black Sea coast. Caucasian mountain barrier protects Georgia against the waves of cold air from the north, allowing Black Sea to warm the region. The climatic zones range from moderately humid Mediterranean in the west, complemented by both dry and temperate damp climates in the east. The average air temperature in the coastal areas of Georgia is 15°C and 11-13°C in the eastern part. For current weather forecast in Tbilisi and other parts of Georgia, please, visit www.wunderground.com

Currency: Georgian Lari (GEL)

Latest exchange rate to be obtained at the web-site of the National Bank of Georgia:

http://www.nbg.gov.ge/eng/urgent_information/1.html

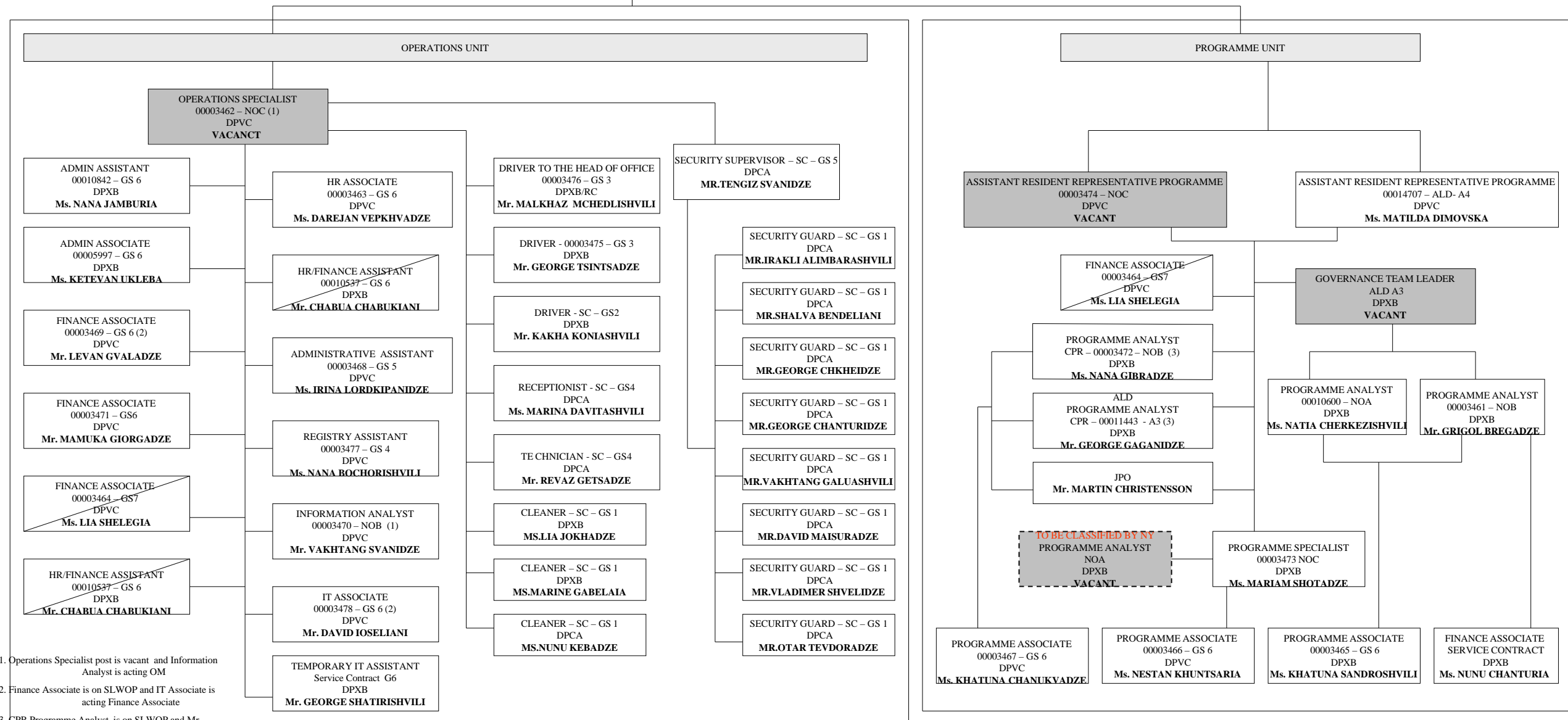
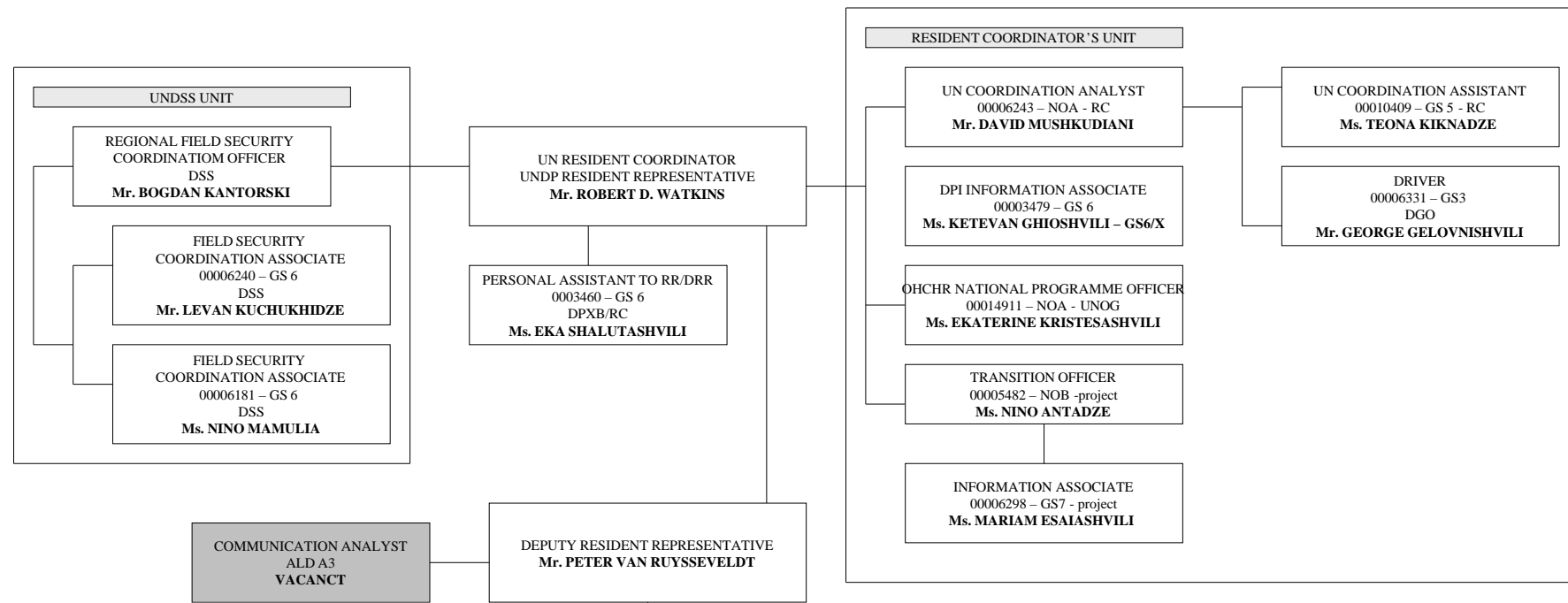
The economy is primarily cash-based. Credit cards are not widely accepted, except at some upscale hotels, restaurants, and stores in the capital. According to Georgian law, all goods and services should be paid for in local currency. Exchange facilities in Tbilisi are numerous and accept primarily US Dollars and Euros. There are a few ATMs in Tbilisi.

Communications: Land-line – country code: 995, Tbilisi city code 32

Mobile – two GSM operators: Magti GSM (code: 99, 98 or 95) and GeoCell (codes: 77, 55 or 93)

Note: it is easier to call from Georgia than it is to Georgia from abroad. 8-15 is considered the cheapest outgoing code in Georgia

Internet connection is available in major hotels [e.g. Tbilisi Marriot, Marriot Courtyard and Sheraton] and most of the upscale guest-houses in Tbilisi. There is also a large number of internet cafes in Tbilisi. Internet/land-line connections are less reliable outside the Capital.



- Operations Specialist post is vacant and Information Analyst is acting OM
- Finance Associate is on SLWOP and IT Associate is acting Finance Associate
- CPR Programme Analyst is on SLWOP and Mr. Gaganidze, ALD is covering