

Terms of Reference

Special Assistant for Interagency Coordination

I. General Information

Title: Special Assistant for Interagency Coordination

Sector of assignment: Resident Coordinator office

Location: UNDP Managua, Nicaragua

Duration of assignment: one-year Series 200 appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor: UNDP Resident Representative
UN Resident Coordinator

Content and methodology of supervision:

Incumbent will work in close cooperation with supervisor, allowing for continuous performance monitoring. The Office of the Resident Coordinator comprises the UN Resident Coordinator and the Assistant to the Resident Coordinator

III. Duties and Responsibilities

Under the guidance and supervision of the United Nations Resident Coordinator, the overall purpose of the assignment is to strengthen the United Nations Resident Coordinator function.

- Act as secretary of Representatives' meetings, preparing their agenda, working papers and minutes, and follow up to ensure implementation of decisions;
- Assist in the implementation and monitoring of the UN Development Assistance Framework (UNDAF);
- Monitor, report and provide assistance to inter-agency working groups and committees;
- Support the preparation of the annual report of the Resident Coordinator;
- Prepare daily correspondence for the Office of the Resident Coordinator;
- Promote and organize joint advocacy initiatives on behalf of the United Nations system in Nicaragua;
- Support the Country Team in working with the donor community, and to liaise with governmental and other national partners on matters under his / her responsibility;
- Support and supervise special requests from UN HQ such as annual surveys (ICSC Place to Place Survey, Hardship Review Survey, 180 degree feedback survey etc.) and requests for information;

- Liaise with, arrange and support visits of heads of non -resident agencies / programmes and other senior UN officials and missions;
- Support the RC in his other responsibilities related to the United Nations system.
- Participate, as required, in the drafting of proposals for the allocation of funds under the Support to the Resident Coordinator (SRC) funds. Monitor and control the use of these funds.

IV. Qualifications and Experience

Master's degree in international relations/development/law, social sciences or related subject.

3 to 5 years relevant work experience at the international level with a development organization (governmental, intergovernmental, non -governmental) in the field. Good knowledge of the UN system at large is an asset.

Adherence to the UN's values and ethical standards, vision, mission, and strategic goals.

Demonstrated substantive and interpersonal networking capacity and clear understanding of developments in the Latin American region.

Analytical and synthetic skills are essential and diplomatic skills are necessary to efficiently adjust to and support a complex process involving many high level personalities.

Good management and organizational skills together with a substantive experience in the use of computers, office software packages, and web -based management systems.

Understanding of multicultural complexity.

Key competencies of the assignment:

Highly developed communication skills in both Spanish and English.

Ability to perform assigned tasks efficiently and in a timely manner.

Accuracy and attention to details.

Excellent communications and interpersonal skills.

Ability to adapt to changing work environment.

Ability to work under pressure

V. Learning Expectations

Upon completion of the two -year assignment, the JPO will be able to:

- Fully apprehend the UN RC system and be able to brief new comers and visitors on the Resident Coordinator System activities as well as on its rules and procedures;
- Write assessment reports on the coordinated activities of the UN system in the country;

- Prepare an annual work plan and related budget for the UN Country Team on the basis of the various inputs provided by the UN Agency representatives and the thematic groups;
- Develop and apply a system to monitor the implementation of the RC work plan and the disbursement of funds.

VI. Background Information

The incumbent will work in the UNDP Office in Managua, Nicaragua and will report directly to the Resident Coordinator. Further information on the Country Office can be found on the website www.undp.org.ni

Name of President: Daniel Ortega Saavedra

Term of Office: January 2007 - January 2011

Political Party: Frente Sandinista de Liberación Nacional (FSLN)

Human Development Index: 0.635 Rank: 118 (HDR 2002)

Population: 5.1 million

Per Capita GDP: \$485.9 (2001, Central Bank)

Core Resources 2002-2006: US\$ 7,736,000 (does not include TRAC 1.1.2)

Non-Core Resources (2002-2006) US\$ 73,000,000

Nicaragua still recovers from the profound impact on the economic infrastructure induced by the civil war of the 1980s. A democratic culture has gradually been consolidated but political polarization persists. Public institutions are relatively weak and subject to political pressures. The last national elections took place 5 November 2006. The *Frente Sandinista de Liberación Nacional* (Sandinista party, FSLN) won a narrow victory with 38% of the vote, reinstating Mr. Daniel Ortega as president on 10 January 2007.

Overall macroeconomic stability has been maintained in recent years. However, progress on structural reforms has been slow and effected by the political situation. The achievement of key Millennium Development Goals indicators continues to be cause of concern, mainly provoked by the insufficient institutional capacity to provide quality social services to the most vulnerable and excluded populations as well as a persistent unequal distribution of consumption and economic opportunities. Despite a sustained increase in poverty-related outlays, the recently published preliminary poverty data show a modest *increase* in poverty from 45.8% to 46.2% between 2001 and 2005.

Nicaragua has been a leading country in Latin America in the promotion of the Paris Declaration on Aid Effectiveness (PD) agenda. The UN has played a key role in promoting the follow-up on aid harmonization and alignment agenda and the members of the United Nations Country Team have participated actively in coordination initiatives, e.g. as members of sector roundtables. The Office of the Resident Coordinator is acting Secretariat of the high-level Global and Donor Roundtables, respectively. This position has placed the UN in a unique position to influence and support the overall development agenda and the donor coordination efforts.

The total external cooperation reached US\$771 million in 2005, which is equivalent to 16% of GDP and US\$150 per capita. The aggregated resource envelope managed by the UN *system* makes it the second biggest “donor” in terms of grants (US\$45 million, 2005).

The UN system is a respected development partner with a vast range of development interventions covering many sectors, including modernization of political parties, up-stream MDG advocacy and policy advice, and social service delivery. The UNCT is highly committed to the UN reform agenda as well as the coordination of operational activities.

VII. Information about living conditions at the duty station

There are four private hospitals in Managua and other private clinics with services that are generally acceptable. Living conditions in Managua and other major cities are considered acceptable. However, in the rural areas pure drinking water and food must be brought from Managua. Security in Managua and most important cities is considered acceptable. However, in isolated rural areas, some care is required. The country is served by American Airlines with daily flights to Miami. Continental Airlines have daily flights to Houston. Also regional airlines have daily flights to Miami, Mexico and other Central American Capitals.

Limited cultural and recreational facilities are available and beaches are 60 km. from Managua