

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information

Title: Programme Analyst (Gender, Conflict Prevention and Development)

Sector of Assignment: Crisis prevention, relief and recovery

Country: Ecuador

Location (city): Quito

Agency: United Nations Development Programme (UNDP)

II. Supervision

Supervisor: Chief Technical Advisor (Peace and Development) - CTA

Content and methodology of supervision: The team concept lies at the core of the Peace and Development Programme in the Northern Border Zone (PDP-NBZ) of Ecuador's day-to-day operations. It is also expected that the JPO will be able to work independently with significant levels of autonomy and responsibility in his/her work. Regular structured meetings will take place on a weekly basis between the JPO and the supervisor; complemented by daily meetings and exchanges of a less structured nature. Feedback regarding performance will be one element of the regular meetings. More formally, performance evaluation based on the work plan will take place every three months through the corporate RCA (results and competency assessment) process.

The PDP-NBZ will also support the learning and training opportunities of the JPO to ensure that expectations are fulfilled personally and professionally.

An important focus of the JPO post involves interagency coordination and one element of this involves close regular coordination with UNIFEM regarding the PDP-NBZ interagency gender mainstreaming strategy. This will involve particularly close coordination with the Regional Director of UNIFEM and, accordingly, additional and complementary mechanisms of feedback and supervision.

III. Duties, Responsibilities and Output Expectations

Provide support to the Chief Technical Peace and Development Advisor (CTPDA) in the following: (50%)

- Institutional relations with the United Nations system, the counterparts and the donors.
- Interagency coordination in close collaboration with the UN Interagency Work Group for the Northern Border Zone (GTI-FN), an inter-agency body involving 12 UN agencies.

Coordination of PDP-NBZ's interagency gender mainstreaming strategy (based on the UNDP 8 points agenda) regarding work of the UN System in the NBZ. (35%)

Coordination of the PDP-NBZ monitoring and evaluation system in accordance with the PDP-NBZ Conflict-sensitive M&E strategy, including a very strong gender approach. (15%)

IV. Qualifications and Experience:

Education (Master's degree):

Master's degree in any relevant discipline that includes a focus on issues such as the following: social sciences, international relations, development, peace/conflict dynamic, and gender issues.

- Desirable experience in monitoring and evaluation of programming.
- A strong training in gender and conflict/peace issues is essential.

Work Experience:

- At least 2 years' working experience in developing countries in related fields.
- Experience and knowledge of Ecuador's Border Zone is preferred and will be considered an asset.

Key competencies of the assignment:

- Strong technical knowledge of gender issues especially those related to conflict prevention;
- Strong technical knowledge of key development concepts relevant to conflict prevention work including "Do No Harm" and preventive development;
- Strong coordination, communication and managerial skills;
- Ability to work in a team as well as carry out tasks independently;
- Willingness to travel within the country;
- Strong analytical skills;
- Cultural sensitivity and demonstrated appreciation of different cultures and practices;
- Strong computer skills;
- Knowledge of UNDP and UN system policies, coordination, and programming would be an asset;
- Fluency in Spanish and English.

V. Learning Expectations

Upon his/her arrival in the office the JPO will do the following:

- Receive a substantive induction to the PDP-NBZ (strategy, guiding principles, areas of intervention, UN partners, national counterparts, etc.). He/she will be introduced personally to the PDP-NBZ staff team, key partners within the UN, partner organizations, and the donor community.
- Receive training through workshops organized by the PDP-NBZ in conflict prevention, Do No Harm, conflict analysis and preventive development.
- Receive introductory training in monitoring and evaluation through an appropriate online course or workshop.
- Participate in various training regularly organized by the office (in areas relevant to his/her work of interest).
- As per standard JPO practice, he/she will be registered to attend the JPO induction course and participate within the first year of his/her assignment.

Upon completion of the first year of assignment, the JPO will:

- Have become familiar with the UN system structure, organization and goals, and PDP-NBZ concepts and strategies.
- Have developed knowledge, programmatic and policy skills in ensuring the exercise and fulfilment of women's human rights, conflict prevention, and concepts such as "Do No Harm" especially relating to women's roles in peace and security.
- Have a substantive knowledge of gender mainstreaming, both in government (national and local policies and programmes; national women's machineries, etc.) and in the UN system.
- Have received intermediate to advanced training in monitoring and evaluation through an appropriate online course or workshop.
- Be responsible for the revision and evaluation of conceptual documents.

Upon completion of the second year of assignment, the JPO will:

- Have in-depth knowledge of the main gender debates at the national level and especially in the NBZ as well as women's organizations' strategies and progress.
- Have the ability to analyze projects, programmes, studies and other documents from the gender and conflict prevention perspectives and consider mechanisms to introduce these perspectives into each of them.
- Have intermediate level knowledge and understanding regarding the application of conflict prevention and Do No Harm concepts within policies, projects and other relevant programming activities.
- Have the ability to coordinate a monitoring and evaluation system, with particular expertise in gender and conflict prevention dimensions.
- Have the ability the ability to appraise and prepare projects and project proposals, including experience in budget design.
- Have the ability to prepare monitoring and evaluation reports and other key programmatic documents.

VI. Background Information:

The Northern Border Zone (NBZ) of Ecuador is an area of geopolitical priority for the UN system in Ecuador for two related reasons. As a starting point, the border zone is an area of special vulnerability due to high levels of poverty and historical deficiencies in services and basic infrastructure, serious weaknesses related to all aspects of the administration of justice and steady pressures associated with extractive natural resource

industries (oil and logging). Secondly, the border area is vulnerable to a range of destabilizing spillover effects driven by the humanitarian crisis and violence that exists across the border in Colombia (refugees, trafficking in small arms, trafficking in people, production of cocaine, etc).

The Peace and Development Programme in the Northern Border Zone of Ecuador (PDP-NBZ) is an integrated UN response to the challenges presented in the NBZ and is an initiative of the Office of the Resident Coordinator of the UN System in Ecuador. It represents a territorial approach to conflict prevention for the UN system in this complex border zone and is an innovative and ambitious way of promoting certain aspects of UN reforms on the ground. This is done through strategic interagency coordination, coupled with joint analysis, planning and implementation. The programme strengthens key national capacities, while linking the work of the UN system to relevant government policies. In line with the UN Millennium Declaration, the MDGs are a guiding framework for the programme. Gender represents a crosscutting theme throughout the programme within the framework of UNDP's Eight Point Agenda. A multi-faceted gender mainstreaming strategy is currently underway. The programme seeks to mainstream the concepts of conflict prevention and "Do No Harm" throughout the work of the UN system involved in the NBZ as well as the efforts of key national counterparts. The PDP-NBZ goes beyond formal joint programming by providing a coherent framework for the whole UN system—represented by 12 agencies—within which exist a number of formal joint programmes and various interagency coordination mechanisms.

VII. Information About Living Conditions at the Duty Station

Quito, the capital of Ecuador, has a population of nearly two million people. Sitting high in the Andean mountains, its climate alternates between the rainy season and the dry season. It is often called the city of "perpetual spring". Although its elevation is 2,800 metres, it receives no snow due to its location on the equator.

Quito has an international airport as well as extensive bus transportation to all parts of the country. Good medical and dental care is available.

The country is noted for its geographic diversity, progressing from the Galapagos Islands in the east, to the coastal plain (the Coastal Region) and inter-Andean central highlands (the Sierra Region), and finally to the rolling eastern jungles (the Oriente Region).