

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

#### I. General Information

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Title: Programme Analyst (Junior Professional Officer)

Sector of Assignment: Private sector development

Country: Ghana

Location (city): Accra

Agency: United Nations Development Programme (UNDP)

#### II. Supervision

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Supervisor: Programme Analyst/Head of Unit

Content and methodology of supervision:

Supervision is designed to guide the JPO in the conduct of his/her work. It aims at ensuring efficient delivery of results and professional growth through guidance, feedback, and regular performance review. The supervisor will coach the JPO in three (3) key areas:

- Policy analysis
- Professional skills development
- Partnership development and team work

#### III. Duties, Responsibilities and Output Expectations

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##### Policy and social analysis (20%)

- Undertake statistical and technical review of policies, strategies, and programmes in key sectors to promote private sector development and pro-poor growth (15%)
- Gain a strong knowledge of relevant issues through UNDP networks and apply it in his/her work (5%)

##### Programme and partnership development (80%)

- Actively participate in the conceptualization and implementation of UNDP interventions including policy/technical advisory support and implementation of projects for promoting private sector development and pro-poor community empowerment in Ghana. (15%)
  - Participate in dialogue with Government, development partners, civil society organizations and private sector on poverty reduction to identify their needs and the UNDP interventions that would have the highest values and leverage UNDP interventions and development results. (10%)
  - Network and develop strong working relationships with Government counterparts, development partners, civil society organizations and private sector for cooperation in development initiatives. (10%)
  - Sharing authorized information with relevant programme units, sister agencies, and development partners in general. (5%)
  - Explore and develop strategic partnership with other UNDP/UN programmes initiatives to have impact on the unit's work. (10%)
  - Learn about UNDP work, knowledge and best practices through direct interaction with headquarters and other offices, and participation in electronic networks, and apply the knowledge gained in his/her work with UNDP Ghana. (5%)
  - Gain a strong knowledge of UNDP work, best practices through interaction with headquarters, other country offices and participation in UNDP electronic networks, and apply it in his/her work. (5%)
  - Follow national policy developments in Ghana and make use of this knowledge in his/her work. (10%)
  - Work with colleagues of the Unit and the Communications Team to develop materials to showcase and advocate for UNDP's work. (10%)
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#### **IV. Qualifications and Experience**

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Education (Master's degree):

Master's degree in Development Economics, Development Studies or related discipline in the Social Sciences.

Work experience

At least 2 years' relevant work experience in the areas of the Unit's work (private sector development, business development, microfinance, trade and sustainable livelihoods); exposure to macro-economics, development work and with an international organization, Government, NGO or the private sector is an asset.

Key competencies of the assignment:

- A young proactive professional with a strong commitment to development
- An ability to work effectively, take initiative and deliver results, even under pressure
- An extrovert with strong communication skills and the ability to liaise effectively within an organization and develop partnerships with national and international stakeholders.
- Demonstrable analytical skills with excellent writing skills
- Knowledge of economic issues in the context of a developing country and an interest in learning
- Highly computer literate

#### **V. Learning Expectations**

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Upon completion of the assignment, the JPO will have gained experience and be able to do the following:

Gain an in-depth understanding of issues related to human/economic development, poverty reduction, and international cooperation in a developing country like Ghana

Communicate effectively on those issues, and develop strategic partnerships with national and international stakeholders

Proactively gather information from all sources and interpret it for effective professional use

Understand the many dimensions of designing and implementing interventions to support national process and build capacity in the context of a international development organization

Act as an effective team player in a multi-cultural environment

Directly apply the acquired professional experience in his/her future professional career.

#### **VI. Background Information**

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UNDP is actively engaged in supporting MDGs and the Growth and Poverty Reduction Strategy in Ghana, and works closely with the Government, private sector and civil society organizations. Advocacy and provision of policy advice for the MDGs are among UNDP priorities in Ghana. UNDP also contributes to the strengthening of concrete linkages between the MDGs and the Ghana Poverty Reduction Strategy (GPRS) and is one of the selected countries for the Millennium Villages Project.

The work of the Sustainable Livelihoods and Employment Creation (SLEC) Unit is in line with UNDP's poverty reduction mandate and seeks to help strengthen national capacity for a private sector-led pro-poor growth in Ghana, as well promote human-centered development. This is being done by enhancing the capacity for pro-poor policy formulation and implementation, with a view to creating an enabling environment for growth and development, as well as promoting advocacy and dialogue to ensure accountability.

The Unit's activities derive from the United Nations Development Assistance Framework (UNDAF), the Country Programme Action Plan (CPAP), and UNDP's goal of "Achieving the MDGs and reducing human poverty" and contribute to Ghana's achievement of most of the MDGs, especially 1, 3 and 8.

The Unit's strategic areas of support are:

- Private sector development
- Micro-medium and small-scale enterprise development
- Microfinance
- Localization of the MDGs
- Corporate social responsibility
- Human-centered community empowerment/ development

- Labour intensive approaches for employment and income generation, with a special focus on youth
- Migration and development

The structure and the team members of the SLEC unit are as follows:

- Programme analyst/Head of Unit
- JPO /Programme officer–Sustainable livelihoods
- Programme officer– Localization of MDGs
- Programme assistant

The programme analyst/ head of unit deals with all policy issues at the strategic level within the Unit and interacts directly with government at a senior level, and with civil society organizations and development partners, manages the day-to-day programme activities in the Unit, and works mainly with the programmes to ensure effective implementation.

The programme officers manage the day-to-day project activities in the areas of sustainable rural livelihoods and localization of the MDGs.

The programme assistant is responsible for all administrative support of the Unit.

## **VII. Information About Living Conditions at the Duty Station**

Ghana covers an area of about 238,538 sq. km. (92,100 sq. mi.) The capital is Accra (metropolitan area pop. 3 million est). Other cities: Kumasi (1 million est.), Tema (500,000 est.), Sekondi-Takoradi (370,000 est.). The terrain consists of plains, scrubland, rain forest, and savannah. The climate is tropical.

### **Government**

Type: Democracy.

Branches: Executive—president popularly elected for a maximum of two 4-year terms; Council of State, a presidential appointed consultative body of 25 members required by the constitution. Legislative—unicameral Parliament popularly elected for 4-year terms. Judicial—independent Supreme Court justices nominated by president with approval of Parliament.

Subdivisions: Ten regions.

Suffrage: Universal at 18.

### **Economy**

GDP (2005): \$9.4 billion.

Real GDP growth rate (2005): 4.3%.

Per capita GDP (2005): \$2,500.

Inflation rate (consumer prices) (2005): 15.1%.

Natural resources: Gold, timber, diamonds, bauxite, manganese, fish.

Agriculture: Products—cocoa, coconuts, coffee, pineapples, cashews, pepper, other food crops, rubber.

Land—70% arable and forested.

Business and industry: Types—mining, lumber, light manufacturing, fishing, aluminium, tourism.

Trade (2005): Exports— \$2.9 billion: cocoa (\$818 million), aluminium, gold, timber, diamonds, manganese. Imports—\$4.27 billion: petroleum (\$563 million), food, industrial raw materials, machinery, equipment. Major trade partners—United Kingdom, Germany, United States, Nigeria, Togo, France, Netherlands, and Spain.

Fiscal year: Calendar year.

By West African standards, Ghana has a diverse and rich resource base. The country, with a population of about 22 million. (2005 est.) is mainly agricultural with a majority of its workers engaged in farming. Cash crops consist primarily of cocoa and cocoa products (which typically provide about two thirds of export revenue) timber products, coconuts and other palm products, shea nuts (which produce an edible fat), and coffee. Ghana has established a successful program of non-traditional agricultural products for export including pineapples, cashews, and pepper. Cassava, yams, plantains, corn, rice, peanuts, millet, and sorghum are the basic foodstuffs. Fish, poultry, and meat also are important dietary staples.

A tropical rain forest belt, broken by heavily forested hills and many streams and rivers, extends northward from

the shore, near the Cote d'Ivoire frontier. This area produces most of the country's cocoa, minerals, and timber.

The climate is tropical. The eastern coastal belt is warm and comparatively dry; the southwest corner, hot and humid; and the north, hot and dry. There are two distinct rainy seasons in the south: May-June and August-September; in the north, the rainy seasons tend to merge. A dry, northeasterly wind, the Harmattan, blows in January and February. Annual rainfall in the coastal zone averages 83 centimetres (33 in.).

Volta Lake, the largest man-made lake in the world, extends from the Akosombo Dam in southeastern Ghana to the town of Yapei, 520 kilometres (325 mi.) to the north. The lake generates electricity, provides inland transportation, and is a potentially valuable resource for irrigation and fish farming.

Executive authority is established in the office of the Presidency, together with his Council of State. The president is head of state, head of government, and commander-in-chief of the armed forces. He also appoints the vice-president. According to the constitution, more than half of the presidential-appointed ministers of state must be appointed from among members of Parliament.

Legislative functions are vested in Parliament, which consists of a unicameral 230-member body plus the Speaker. To become law, legislation must have the assent of the president, who has a qualified veto over all bills except those to which a vote of urgency is attached. Members of Parliament are popularly elected by universal adult suffrage for terms of 4 years, except in wartime, when terms may be extended for not more than 12 months at a time beyond the 4 years.

The structure and the power of the judiciary are independent of the two other branches of government. The Supreme Court has broad powers of judicial review. It is authorized by the constitution to rule on the constitutionality of any legislation or executive action at the request of any aggrieved citizen. The hierarchy of courts derives largely from British juridical forms. The hierarchy, called the Superior Court of Judicature, is composed of the Supreme Court of Ghana, the Court of Appeal, the High Court of Justice, regional tribunals, and such lower courts or tribunals as Parliament may establish. The courts have jurisdiction over all civil and criminal matters.