

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer Local Governance

Sector of Assignment:

Local Governance and Microfinance

Country:

Bangladesh

Location (city):

Dhaka

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Deputy Country Director (Programme)

Content and methodology of supervision:

The JPO will be supervised by and have regular interaction with the Deputy Country Director (Programme). In addition, the JPO will be evaluated as per the standard Results and Competency Assessment (RCA) annual exercise.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

1) Sectoral/thematic knowledge accumulation and analysis and implementation of programme strategies: facilitation of knowledge building and management. Contribution to the identification, documentation and dissemination of lessons learned from programme/project implementation, contribution to UNDP knowledge networks and to UNDP website (20%)

2) Provision of policy advice services and facilitation of knowledge building and facilitation management (15%)

3) Management of the relevant Country Office programme portfolio assigned within the areas of responsibility through regular monitoring of progress towards achieving of the results of the portfolio and through regular financial and budgetary management. Review of annual work plans of project teams; ensuring clear performance targets are established and timely support to the implementation of the work plans; efficient and integrated monitoring of all financial, performance and operational aspects of the projects; organization of regular progress review

meetings; reporting on project achievements and delivery as part of the annual reporting system and ensure compliance with other reporting arrangements for non-core resources to donors; support the organization of evaluations and audits and follow up the implementation of their recommendations (50%)

4) Creation and maintenance of strategic partnerships with key actors and implementation of resource mobilization strategy (15%)

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree or equivalent in Public Administration, Economics, Political Sciences, Social Sciences or related field.

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

2 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Communication skills, experience in documentation.

Key Competencies of the assignment:

- 1) Promotes a knowledge sharing and learning culture in the office
- 2) In-depth knowledge on development issues with special focus on local governance and decentralization
- 3) Ability to advocate and provide policy advice on the relevant sector/theme
- 4) Ability to lead strategic planning, results-based management and reporting: programme/project cycle mastery, good work/project planning skills
- 5) Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- 6) Ability to formulate and manage budgets, manage contributions and investments
- 7) Strong IT skills
- 8) Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

V. Learning Expectations:

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

1. Understand the issues surrounding development programmes addressing local development and local governance
2. Write assessment reports on related subjects
3. Monitor implementation progress of project activities according to approved plans
4. Monitor disbursement against approved project budgets and participates in the monitoring of programme delivery by the Country Office
5. Finalized the Programme, Policies and Operation training workshop at HQ in the beginning of the assignment to get the induction knowledge to the organization.
6. Benefited from DTTA Allowance to undertake training to strengthen capacities in relevant areas of choice
7. Finalized CO trainings in areas of Gender, ATLAS, Security etc.

VI. Background Information:

UNDP and its partners accomplish key results in the areas of governance, poverty reduction, environment, energy and climate change, disaster management, and achievement of Millennium Development Goals (MDGs). UNDP is engaged with various governmental agencies and partners to thrive towards economic and social development in Bangladesh. Local Governance is a cross-cutting issue and has interlinkages with other practice areas. The policy focus of the Local Governance Cluster at the Country Office relates to the following areas:

Revenue mobilization by local government institutions♣

Institutionalization of planning/budgeting systems and procedures of local♣ government bodies/institutes

Role of local government in local development♣ to make necessary adjustment in the concerned policy

Institutionalization♣ of local committees ensure community participation in local decision making process

Role of elected women members in local government institutions♣

Decentralization for efficient service delivery and poverty reduction♣

National level workshops on the learning from project implementation to♣ change existing policy concerning the service delivery at local level

The Local Governance Cluster currently manages a Joint UNDP and UNCDF Programme, the 'Local Governance Support Project-Learning and Innovation Component', which is funded by UNDP, UNCDF, European Commission and Danida. The project is being implemented in six districts in Bangladesh over a five year period (2007-2011), and is implemented by Local Government Division, Ministry of Local Government, Rural Development & Cooperatives. The project builds on lessons learnt from the recently completed 'Sirajganj Local Governance Support' Project.

The staff strength in the office is 80 and there are more than 15 international staff members in the office.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

Dhaka is a category C duty station.

Housing is readily available and of good quality in the form of apartments

Most items are available locally, but most luxury items need to be imported

The climate is pleasant and cool in winter and early spring, but tropically hot and very humid in summer and fall (rainy season).

Medical facilities are adequate for small and medium care issues, but for more severe cases evacuation to Thailand or Singapore is recommended.

Air pollution and traffic congestion are major issues in Dhaka, like any other large Asian city.

The other big challenges include natural disasters (floods, cyclones), and the political instability in the country.