

TERMS OF REFERENCE Junior Professional Officers (JPO)

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I. General Information:

Title:

Capacity Development Advisor - National Implementation Capacities

Sector of Assignment:

Capacity Development

Country:

Senegal

Location (city):

UNDP Regional Centre, Dakar, Senegal

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Policy Advisor/Project Manager

Content and methodology of supervision:

Located in the Regional Centre in Dakar, Senegal, the incumbent will report to the Project Manager of the National Implementation Capacities Project (NIC) and work in the close collaboration with the other members of the NIC team located in Copenhagen (Procurement Capacity Development Centre, UNPCDC) and Johannesburg. In addition, the incumbent will have close day to day contact with the CDG Capacity Development Advisor in the Regional Centre.

The incumbent will work with the UNPCDC team in Copenhagen for the first 2-3 months of the assignment after which they will be relocated to Dakar.

There will be a team approach to establishing a work plan and measuring results. The team already has well established team culture and routines taking the multiple locations into account. This includes weekly telephone meetings to monitor progress and discuss issues and challenges as well as daily informal exchanges by email, Skype chat or phone.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

1. Provide advisory support to UN Country Team and partner country counterparts in applying national implementation capacity development tools, methods and approaches including support to scoping, designing and conducting capacity assessments, capacity development formulation, implementation, monitoring and evaluation.
 2. Research and develop capacity development tools and approaches for national implementation capacities relevant to the priority needs of partner countries.
 3. Contribute to knowledge sharing and creation including reporting on lessons learned and actively contributing to relevant UNDP and external networks to promote and validate knowledge sharing on national implementation capacity development topics.
 4. Conduct research and analysis to support UNDP's responses to meeting the targets of the Paris Declaration as they relate to National Implementation Capacities e.g. relating to use of country systems for procurement and public financial management and reducing the number of PIUs.
 5. Provide support to the Project Manager as necessary in contributing to the management of project activities and the achievement of project outputs and deliverables..
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IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's degree in economics, business administration, social sciences or other related field.

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

2-3 years experience related to public procurement and/or project management. International experience in the developing world is essential.

Key Competencies of the assignment:

Communication, networking, influencing and facilitation skills; knowledge of capacity development concepts and practices; Fluency in English and French essential.

V. Learning Expectations:

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

Training elements:

A learning plan will be prepared in collaboration with the incumbent, meeting their specific learning needs.

Learning elements:

- have an understanding of the issues of public procurement in a development context, particularly relating to aid effectiveness, public financial management and public administration reform as well as anti-corruption aspects;
- have understanding of and experience in applying capacity development approaches;
- have experience in developing and facilitating the sharing of knowledge;

VI. Background Information:

The need to more effectively and efficiently implement development programmes to deliver results is clear. Implementation, including those operational and administrative functions required to execute programmes and projects, is a critical element in successfully delivering results. In an environment of increasing development budgets, the cost of inefficient implementation wastes funds and hampers the achievement of development objectives.

The National Implementation Capacities Project aims to provide UN country teams and development partners with pragmatic capabilities to support the development of national-level capacities in two key implementation areas: procurement and project management. These capabilities will take the form of policies, advisory materials, tools, and techniques packaged into "service packs" that will be applied in practical use at the field level, focusing on capacity development strategies for national and sub-national organisations.

The NIC Team currently consists of a Project Manager based in New York and the Procurement Capacity Development Centre based primarily in Copenhagen, with one JPO located in the Regional Centre in Johannesburg.

See www.unpcdc.org for more information.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

<http://dakar.usembassy.gov/service/living-in-senegal-and-guinea-bissau.html>