

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Poverty and economic issues

Country:

Guatemala

Location (city):

Guatemala

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Programme Analyst

Content and methodology of supervision:

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets. An annual work plan will be established at the beginning of the year, this annual work plan is evaluated at the middle and the end of the year.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

1.Ensures implementation of programme strategies focusing on achievement of the following results: a) Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to CCA, UNDAF, CPD, CPAP and other documents. b) Identification of areas for support and interventions within the thematic/sectoral areas assigned. c) CO business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management.

2.Ensures effective management of the CO programme within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results: a) Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results, b) Design and formulation of CO programme within the area of responsibility, translating UNDP's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria,

cost recovery, targets and milestones. c) Initiation of a project, presentation of the project to PAC, entering project into Atlas (in small offices), finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Analyst can perform functions of Manager Level 1 in Atlas for POs and vouchers approval, participates in recruitment processes for projects, d) Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NEX projects, e) Follow up on audit recommendations. All exceptions are timely reported, f) Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.

3. Ensures creation of strategic partnerships and implementation of the resource mobilization strategy in cooperation with the Management Support and Business Development Team focusing on achievement of the following results: a) Development of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors' priorities, b) Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

4. Ensures provision of top quality advisory services and facilitation of knowledge building and management focusing on achievement of the following results: a) Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals, b) Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners. c) Sound contributions to knowledge networks and communities of practice. d) Organization of trainings for the operations/ projects staff on programme issues.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. Applications will also be accepted from candidates who are finalizing their Master's degree (copy of a complete university transcript will be accepted if degree not yet awarded).

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

Preferably 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. Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Key Competencies of the assignment:

Corporate Competencies: Demonstrates integrity by modelling the UN's values and ethical standards, Promotes the vision, mission, and strategic goals of UNDP, Displays cultural, gender, religion, race, nationality and age sensitivity

and adaptability, Treats all people fairly without favouritism.
Functional Competencies: Knowledge Management and Learning: Promotes a knowledge sharing and learning culture in the office, In-depth knowledge on development issues, Ability to advocate and provide policy advice, Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.
Development and Operational Effectiveness: Ability to lead strategic planning, results-based management and reporting, Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources, Good knowledge of the Results Management Guide and Toolkit, Strong IT skills, Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change
Management and Leadership; Focuses on impact and result for the client and responds positively to feedback, Leads teams effectively and shows conflict resolution skills, Consistently approaches work with energy and a positive, constructive attitude, Demonstrates strong oral and written communication skills, Builds strong relationships with clients and external actors, Remains calm, in control and good humoured even under pressure, Demonstrates openness to change and ability to manage complexities. Prince2 training and certification, RMG.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...
According to the corporate learning path for Programme Analysts, the incumbent will be required to pass the following mandatory courses: Orientation to UNDP, Basic Security in the Field, UN Prevention of Harassment, Gender Journey, Advanced security in the Field, Ethics training.
The required courses for this position are: Prince2 Foundation, Programming for Results Management, Project Management (Atlas), Knowledge Management, Negotiation Skills, Analyzing Strategic Options, Establishing Strategic Focus, Capacity Development, Resource Mobilization, UNDP Information Security Awareness.
The recommended courses are: Managing Successful Programmes, Human Rights, Crisis Prevention and Recovery, Cross-Cultural Management, Human Development, Millennium Development Goals, Pro-Poor Policies.

VI. Background Information:

Crosscutting themes from the country programme: Consolidation of democracy and rule of law, Multiculturality, Gender and equality, Human Development.

Our programme priorities:

- Support for the achievement of the MDG's and the incorporation of human development principles in the national debate and political practices.
- Support for local and rural programmes focusing in income generation and poverty reduction strategies.
- Increasing capacity of civil society in order to influence policy making.
- Support for the process of State reform and modernization.
- Promotion of a greater level of continuity and coherence in the application of policy and the execution of the commitments derived from the Peace Agreements.

The national counterparts:

- The three powers of the State, Executive, Legislative and Judicial.

- Local governments, Judicial and Human Rights organizations.
- Universities, think tanks and investigation centres.
- Civil Society Organizations.
- International cooperation.
- Private sector.
- Political Parties.

The main results of our work:

- The commitments of the Peace Agreements and the MDGs are constantly present in the debate on the National Development Agenda.
- Generation and strengthening of national capacities (both of public institutions and civil society) for analysis and proposal of public policies.
- Promotion of national leadership in natural disasters prevention, mitigation and recovery.
- Promotion of social cohesion by means of mechanisms of democratic dialogue.
- Promotion of transparency in government expenditure.

Operational strategy:

- UNDP CO in Guatemala provides support in the form of technical advisory and assistance to government and civil society organizations involved in national development processes.
- Provides support to State Institutions through advocacy, assessment and operational services for a transparent and efficient project execution and National Budget spending.
- Fosters and improves democratic dialogue in different sectors and groups in Guatemala.
- Promotes risk prevention and national leadership on conflict management and national disaster recovery.
- Keeps strategic links with the Regional Bureau and specialized UNDP Bureaus like (BDP, BCPR) and Regional Support Centres (SURF).
- Promotes joint programmes within donor community and the United Nations System. The UNDP CO in Guatemala is currently implementing inter-agency programmes with UNHCHR, UNESCO, UNICEF, ILO, WFP, UNV, and has signed a coordination agreement with UNIFEM.
- Facilitates donor community coordination in order to seek common approaches to support the Government of Guatemala.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

Population: 12.7 million (2005)

Area: 109.00 sq Km

Capital: Guatemala City

Main language: Spanish

Main religion: Catholic

Per capita GDP: Currently US \$2,380 (Estimation for 2005)

GDP: Currently US \$30,226 millions (Estimation for 2005)

Poverty rate: 57% (UNDP, 2002)

HDI ranking: 118 out of 177 (2nd lowest in Latin America and the Caribbean) (UNDP, 2006)

Life expectancy: 67.6 years (UNDP, 2006)

Guatemala is a post-conflict country and a democracy in transition. In 1996, the Government of Guatemala and the National Guatemalan Revolutionary Unit (URNG in Spanish) signed the Peace Accords, thus ending 36 years of internal strife and establishing a development agenda as the basis of a firm and lasting peace. The Peace Accords highlighted, among other issues, the fact that the political, economic and social exclusion of a major sector of the Guatemalan population was one of the most important root causes of the civil conflict. The commitments adopted in the Peace Accords are a blueprint for public administrations in Guatemala and promote an enabling environment for sustainability of peace and democracy. They are based on the recognition that Guatemala is a multi-ethnic and multicultural society.

According to the National Institute of Statistics, based on the 2002 census, the population of Guatemala is 12,700,611 (for 2005) and is characterized by being mainly poor, rural, young and Indigenous. Indigenous Peoples, including Xincas, Garífuna, and Mayas, the latter being the largest group, amount, officially, to 41% of the total population. However, this percentage varies significantly depending on the geographical region, and indigenous people live mostly in the northern and westerns regions of the country. Twenty-three languages are spoken in Guatemala with Spanish being the official language.

In 2005, the country's Gross Domestic Product (GDP) was US\$ 30,226 million, 60% of which comes from the service sector, 26% from agriculture and 14% from industry. In this same year, exports represented 17.7% of the GDP and imports 31.8% of the GPD. This negative balance has been partially offset by the remittances of the more than one million Guatemalans who live outside the country (mostly in the USA); these remittances amount to more than 8% of the GDP. In recent years, macroeconomic policies have succeeded in controlling inflation (between 5-8% in the last years) as well as the exchange rate, thus generating important monetary reserves.

Primary school attendance raised from 72% in 1991 to 84% in 2000. During the same period of time, the ratio of school attendance by boys and girls in primary and secondary school went from 0.88 to 0.92. Literacy rates (among those between the ages of 15 and 24) went from 75% in 1994 to 82% in 2002. Infant mortality rate dropped from 79 to 44 per thousand live births between 1987 and 2002, and mother mortality rate decreased from 219 to 153 per one hundred thousand live births between 1989 and 2000.