

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Governance and human rights

Country:

Sudan

Location (city):

Juba

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Senior Programme Officer, Rule of Law Unit

Content and methodology of supervision:

Weekly progress meetings, day to day mentoring and support, RCA performance appraisal

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

Summary of Key Functions:

1. Support project formulation process and review and implementation of Rule of Law programme strategy and business process (10%)
2. Support in ensuring quality assurance for result-oriented programme management of the Rule of Law programme (50%),
3. Support building and strengthening of strategic partnerships with beneficiary Rule of Law Institutions and other development partners, and implementation of the resource mobilization strategy (15%).
4. Contribution to, scheduled reporting, and facilitation of knowledge building in close collaboration with the projects in the Rule of Unit (15%)
5. Support to the Rule of Law Unit in building a cohesive team approach including capacity building with all team members (10%)

-
1. Support project formulation process and review and implementation of Rule of Law programme strategy and business process on achievement of the following results:

- Thorough analysis and research of the political and social situation in the region, and preparation of substantive inputs to the Rule of Law Workplan, project documents and programme reports, and programme environment.
- In close collaboration with the Programme Management Support Unit (PMSU), and the Rule of Law Unit, support the development of interventions within the theme of Rule of Law.
- Using ATLAS and the Programme and Operations Policies and Procedures to ensure programme processes follow internal Standard Operating Procedures towards results achievement.
- Participate in implementing and reviewing of the business process of the Rule of Law Unit.
- Identification of sources of information related to policy-driven issues.

2. Support in ensuring quality assurance for result-oriented programme management of the Rule of Law programme towards achieving the following results:

- Coordination of programme implementation in collaboration with the projects in the Rule of Law Programme.
- Ensure effective application of Results Based Management (RBM) tools, and support establishment of targets, indicators and financial and progress monitoring system for achievement of results in the projects and the programme.
- Support initiation of a project, presentation of the project to Project Appraisal Committee (PAC), finalization of contribution agreement; determination of required budget and project revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects.
- Undertaking approval in Atlas of Purchase Orders and Vouchers at specified approval levels.
- Participate in the recruitment and performance appraisal of Rule of Law Programme and Project staff
- Participate in Rule of Law Programme Review for timely readjustments in the project portfolio.

3. Support building and strengthening of strategic partnerships with beneficiary Rule of Law Institutions and other development partners, and implementation of the resource mobilization strategy towards achievement of the following results:

- Participation in promoting and coordinating of strategic partnerships with other development partners within and outside of the Rule of Law Sector.
- Support building of strategic partnership, inclusive participation, and sense of national ownership in Rule of Law Projects among beneficiary institutions.
- Contribute to technical support to Rule of Law Institution on the annual Budget Sector Working Group (BSWG) of the Government of Southern Sudan through a sector-wide approach.
- 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. Contribution to, scheduled reporting, and facilitation of knowledge building in close collaboration with the projects in the Rule of Unit towards achievement of

the following results:

- Ensuring quality assurance in the timely preparation of scheduled progress management and performance information reports of projects, and consolidation and analyzing of the report of the Rule of Law Programme.
- Contribution to external reporting for the Rule of Law Unit to donors and other external stakeholders.
- Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
- Sound contributions to knowledge networks and communities of practice.
- Organization of trainings for the Programme and project staff on the Unit on programming issues.
- Performance of other relevant activities towards successful management and results achievement of the Rule of Law Programme.

5. Support to the Rule of Law Unit in building a cohesive team approach including capacity building with all team members

- Contribute to team building approach within the unit that enhances motivation, knowledge sharing, and capacity building among all team members
- Commitment to understanding multi-cultural working environments and sensitivities to cross-cultural dynamics and working styles

Impact of Results

The key results have an impact on the success of UNDP Rule of Law strategy and programme in providing result-oriented and sustainable assistance to the Rule of Law Sector in Southern Sudan. In specific terms, the key results would have an impact on the design, operation and programming of project activities, creating and strengthening of strategic partnerships as well as reaching resource mobilization targets of the programme.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree or equivalent in Law, Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field (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 work experience at the international level in governance and rule of law field
- Hands-on experience in design, monitoring and evaluation of development projects.
- Experience in using computers and office software packages, capacity to use web based management systems.

Key Competencies of the assignment:

- Excellent command/fluency in English (written and oral), knowledge of Arabic an added advantage. - - Knowledge and interest in human rights and rule of law issues.
- Ability to adhere to tight deadlines in a highly stressful development context

- Cross-cultural sensitivity, creativity, flexibility, and ability to adapt to hardship conditions.

V. Learning Expectations:

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

- On arrival in Southern Sudan, the JPO will go through a two week orientation and induction programme to become familiar with UNDP, the Southern Sudan context, the work of the Rule of Law Unit and the requirements of the position.
- The JPO will also participate in a JPO training course at Headquarters during the first year of the assignment, to enhance skills in project and programme management and to broaden understanding on UNDP globally.
- The JPO will participate in programme training of the country office, the Rule of Law Unit, and other training activities related to Rule of Law Sector.

A learning and self-development plan will be negotiated with the JPO, taking into account the interests of the JPO and the needs of the Rule of Law Unit. The learning and development plan will include certification in the Prince 2, Results-Based Management for Project Management/Programme Management, and undertaking of mandatory and required self-phased, online training courses offered on the UNDP Learning Management System (LMS).

At the conclusion of the assignment, the JPO will be able to:

- understand and contribute to programme management as well as oversight of project management, including initiation of projects, running projects and closing projects.
- manage stakeholder relations, including the coordination of strategic partnership and planning processes.
- identify and research policy issues to develop options with stakeholders that respond to enhancing peace and sustainability of development interventions.

VI. Background Information:

The signing of the Comprehensive Peace Agreement (CPA) in January 2005 was a landmark event in the history of Sudan. The CPA formalized the end of more than 20 years of civil war and demonstrates the country's intent, and indeed the will of the people of Sudan, to cultivate an environment of peace, development and the rule of law. Nevertheless, the prolonged conflict has had devastating effects on Southern Sudan, resulting in some of the lowest development indicators to be found anywhere in the world. The Joint Assessment Mission (JAM) report (See <http://www.unsudanig.org/JAM/drafts/index.isp>) which provides a comprehensive synthesis of the situation, challenges, opportunities and requirements for sustained peace, development and poverty reduction in Sudan and states, "In the South, all policies, systems, institutional arrangements and staffing need to be built almost from scratch."

The CPA, the Interim National Constitution (INC) and the Interim Constitution of Southern Sudan provide overall vision for the governance structure and acknowledge the political and administrative autonomy of Southern Sudan in the interim context. In Southern Sudan, at the Government of Southern Sudan (GoSS) level and in the ten states, nascent rule of law institutions (both formal and traditional) are facing dire infrastructure and staffing challenges. Ministerial

buildings, courts, prisons and police stations have either been destroyed or wholly neglected and require complete renovation and expansion. The institutions lack even the basic equipment, furnishings, communication devices and transportation. Further, staffing and basic functioning of the institutions poses additional challenges. Throughout the decades of war, most Southern Sudanese, judges, lawyers and other key rule of law personnel, including traditional authorities--whether within Government of Sudan-controlled areas or former SPLM controlled areas, have not had the opportunity to train, practice and remain abreast of developing legal standards and professional practices. This has created a significant vacuum in qualified legal professionals who can provide essential administrative of justice services to these nascent institutions at a critical formative stage.

UNDP has been the lead agency in providing technical advice, capacity building and infrastructure support to the rule of law sector in Southern Sudan. Through this support UNDP has worked with GOSS institutions and civil society to strategically address the challenges outlined above. Some headway has been made in terms of training police, prison, Ministry of Legal Affairs, and Judiciary of Southern Sudan personnel; rehabilitation and construction of prisons and police facilities have been made; and technical advisory services provided for these institutions to enable GOSS to more effectively operationalize their roles in the administration of justice. UNDP's strategy in promoting a rule of law culture is two-fold: working with the Rule of Law Institutions of the Government of Southern Sudan (GOSS) whilst promoting access to justice by linking the administration of the justice institutions with community and civil society initiatives. On the institutional side, this strategy is being achieved primarily through support to the government institutions responsible for the administration of justice, that is, the Ministry of Legal Affairs and Constitutional Development (MoLACD), the Judiciary of Southern Sudan (JOSS), and the Southern Sudan Police and Prisons Services supported through a multi-donor funded US\$ 45 million project. This includes support through the provision of technical assistance, infrastructure support, and capacity development. The JPO Programme Analyst will work under the overall guidance of the Head of Unit, Rule of Law and direct supervision of the Rule of Law Senior Programme Officer in providing support in the management of UNDP programme within the Rule of Law Unit. The JPO will work in close, with the projects in the Rule of Law Unit and in collaboration this Rule of Law Institutions in Southern Sudan, and other development partners (other UN agencies, bilateral donors and the civil society) in ensuring successful UNDP programme implementation.

Please attach Organigramme
[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

Juba is a Phase 3, non-family duty station. Living conditions are basic, with most international UNDP staff accommodated in shared houses in two residential compounds. Staff have separate bedrooms but are expected to share kitchens and common living spaces. Some staff are currently living in tents while waiting for spaces in shared housing.

There are an increasing number of restaurants and recreational facilities in Juba

and a wide range of goods are available from Nairobi and Kampala. At present, international staff is eligible for seven consecutive days of paid leave for Rest and Recuperation after every six weeks of work in the duty station, in addition to other vacation leave provisions. The leave provisions may be adjusted, by UNDP Management, based on the security situation and standard of living conditions in Juba.