

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Governance and human rights (Democratic Governance)

Country:

Bhutan

Location (city):

Thimphu

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Governance Unit Head

Content and methodology of supervision:

The JPO will produce an annual work plan, including 5 key results in consultation with the supervisor.

- The JPO will report on issues related to his/her work and receive guidance and advice from the supervisor.
- The supervisor will, on a bi-annual basis and as and when required, review work progress together with the JPO and discuss possible actions to be taken to overcome obstacles and improve progress.
- The Supervisor will provide feedback on performance in context of the Results and Competence Assessment (RCA) exercise and discuss with the PA learning needs and opportunities.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

General: 10%

Contribute to ensure high quality advice and development service of the UNDP Country Office to its clients and beneficiaries in facilitating effective transition to democratic governance.

Project Management: 50%

1. Day-to-day monitoring of the projects and programmes assigned, involving liaison and close cooperation with relevant Government counterparts and Implementing Partners on all issues pertaining to project formulation and implementation;
2. Oversight of planning, budgeting, implementing and monitoring of the assigned programmes/projects, tracking the use of financial resources in accordance with UNDP regulations and rules.
3. Facilitation of the delivery of results as agreed in the relevant Project Documents and Annual Work Plans, and provision of organizational support to agreed programme/project milestones;
4. Collaboration with other members of the Governance team, other programme units, UNDP operations team, programme staff in other UN Agencies, relevant project-level stakeholders, technical advisors and experts, and civil society representatives to ensure successful programme formulation and implementation;
5. Other duties directly linked to the assigned programme/project portfolio, as may be requested by supervisors.

Knowledge Management: 20%

1. Provide technical and policy advice in the areas of media and democracy and other issues related to democratic governance.
2. Participate and contribute to the relevant global UNDP knowledge networks.
3. Produce knowledge products in the area of democratic governance and media.

Donor Coordination: 10%

He/she will support coordination between resident and international donors and UN agencies in the area of

democratic governance and media development in coordination with the government to create synergy and avoid overlapping and duplication.

Country Office and Unit Support: 10%

Broadly, he/she will contribute effectively to the achievement of the outcome targets of the Country Office through effective and efficient execution of his/her assigned works within the Governance Unit. He/she will also contribute in the strategic planning of the overall Country Office programs to ensure cross sectoral and program linkages and synergies.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Masters Degree in Political or Social Sciences, Journalism, or related field.

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

The JPO should preferably possess a minimum of 2 years of relevant working experience in developing countries, preferably in the field of democratic governance, with experience of development programmes in support of media in a democratic society.

The ideal candidate will also have experience in the application of national capacity and institutional development approaches and techniques as well as good knowledge of project/programme management in general.

Key Competencies of the assignment:

Preferably, the JPO should have the following key competencies:

1. Research and analysis
2. Capacity building and institutional development
3. Program/project management
4. Knowledge management
5. Advocacy and communication.

In addition to the above, he/she should have sound knowledge and competencies in the area of interactions between governance institutions and media, and how media could play positive role in the deepening and promotion of democratic values and principles in the society.

He/she should be able to read and write in English language with high level of proficiency, and possess strong communication skills for effective liaison and advocacy vis-à-vis internal and external clients and partners. The JPO is expected to have good computer literacy as well as a basic understanding of the ICT for Development concepts.

V. Learning Expectations:

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

It is expected that the JPO, in close co-operation with the Head of the Unit, and other Thematic Units of the CO, will further improve his/her skills in the field of good governance, as well as practical application of capacity and institutional development for promoting national ownership.

Specifically, he/she will have gained knowledge and skills in the field of democratic governance and promoting the role of media in a developing country situation; developed understanding of and applied capacity and institutional development skills; gained practical experience in working in a multilateral development organization and in negotiation and policy discussions with high-level national counterparts and other development partners; and be able to formulate projects in the relevant area of work.

Year 1:

-fully understand the internal procedures of UNDP;

-fully apprehend the policies and processes in the Good Governance thematic area and be able to coordinate programme/project activities with national counterparts;

- have a good understanding of national procedures, policies and programs in the relevant area of work;

- provide strategic management and coordination support relating to governance programmes/projects including substantive reporting & financial management, technical input, monitoring of project progress and negotiation with Government counterparts and other development partners;

- contribute to achievement of outcome targets of the country office as well as strategic planning and country office reporting

Year 2:

- provide technical and policy advice in areas related to Good Governance as well as participate in production of

knowledge products and contribute to the relevant global UNDP knowledge e-networks;
- support coordination with resident and international donors and UN agencies in the area of his/her work, and liaise with development partners to create synergy and avoid duplication;
- contribute to the work of the unit including production of annual work plan, newsletters, and resource mobilization.

Upon arrival at duty station, the JPO will be provided an orientation/briefing on UNDP procedures and policies, Country Office functions and responsibilities, UNDP strategic plan, UNDAF/CPAP processes and outcomes and its linkages to national development priorities, history and cultural background on Bhutan, security measures and procedures to be followed in Bhutan, etc.

VI. Background Information:

The UNDP Bhutan Country Office (CO) has currently three substantive Programme Units: Poverty and MDG Unit, Governance Unit (where the JPO will be placed), and Environment Unit, supported by a Programme Coordination and Management Unit.

UNDP has provided significant support to the Royal Government of Bhutan in the conduct of the first democratic elections in 2008. Beyond elections and alongside the ongoing support for constitutional authorities, local governance and gender equality, there is a strong demand for UNDP assistance in promoting civil society and media to expand their engagement and contributions to the political process within the fledgling democratic society. UNDP is committed to mainstream human rights and gender considerations into all its programmes, and to further sensitize decision-makers at all levels on these universal values.

More details on the description of the UNDP projects/programs is provided on the Country Office's Website at www.undp.org.bt

VII. Information About Living Conditions at the Duty Station:

Thimphu, the capital of Bhutan, is a small town, with little traffic, a limited number of shops with plenty of Indian/Thai and Bangladesh imported goods. The town is quiet, the people are friendly and hospitable, nightlife is limited, and a few restaurants. Many people like to go walking (trekking) in nearby hills during free time. Sports facilities exist but are not of luxury standard (tennis, indoor-swimming, badminton, table tennis, soccer, cricket); there is a cinema, which shows local-language or Hindi movies. Electricity supply is reasonable (230 volts), but at peak times the voltage may drop.

Bhutan is a Buddhist country, rich in culture and tradition. Dress is more formal than in many other countries, and those working here will often be wearing formal dress (ties/jackets for men; long dresses/pants for women), or they may choose to wear the national dress. English is spoken fairly widely. Security is generally good in Thimphu, and crime rates are low. Burglaries and housebreak-ins do occur, normally during school holidays. Dogs roaming the streets can sometimes be a nuisance. Thimphu is a relatively narrow valley between forested mountains, often rainy or cloudy, with temperatures rarely going much below zero or much above 30° Celsius.

Accommodation is available in Thimphu (furnished or unfurnished), and it should be possible to identify suitable apartment or house for a single person or a family. Prices range from Nu 5,000 (approx \$105) per month for simple unfurnished apartment, up to 20,000 (approx \$415) for furnished houses at better locations - or one can also avail accommodation at higher rates than these. Thimphu is fairly high altitude (over 7,000 feet), so initially one could be affected by breathlessness. People with history of heart problems and/or high blood pressure can be adversely affected by the high altitude. Health facilities exist, but serious cases may have to be referred to hospitals abroad, e.g. in Bangkok or Delhi. HIV/AIDS is now reported in Bhutan, but prevalence is still low. Taxis operate round the clock. However, you are advised to share taxis, especially while travelling at night. Buses also operate at specific times of the day. The town is small and walking is a common means of moving around. Travel to the east of the country will take 2 to 3 days by car. Currently, credit cards are only accepted in few places.

Educational facilities exist. There are establishments meeting the needs of international preschool and primary school children. Bringing up young children presents minimum difficulties, but teenagers brought up in Western environments can find Bhutan a little stifling and boring.

More details available on web-sites, such as Lonely Planet and the national newspaper, Kuensel - http://www.lonelyplanet.com/destinations/indian_subcontinent/Bhutan and <http://www.kuenselonline.com> .