

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Programme Analyst

Sector of Assignment:
Gender

Country:
The Former Yugoslav Republic of Macedonia (FYROM)

Location (city):
Skopje

Agency:
UNDP-UNIFEM

II. Supervision:

Title of Supervisor:
Project Manager

Content and methodology of supervision:
Daily meetings with supervisor
Feedback sessions on performance against established workplan every 6 months

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:
Working in close cooperation with UNIFEM Skopje national staff and under the supervision of the Project Manager, the JPO will be responsible for formulating and managing a project in the area of social inclusion and women's economic rights in Macedonia. Specific tasks include:

- Develop project document including detailed results framework, plan of activities and budget for UNIFEM's work on social inclusion in Macedonia in 2010-2012, based on research and consultations with relevant stakeholders. [15%]
- Monitor the implementation of activities in the areas of social inclusion and women's economic empowerment in 2009, per yearly implementation plan. Monitoring includes: technical support to partners to develop proposals and implement activities; review of partners' periodic reports; timely identification of needed changes and risks, etc.[35%]
- Identify opportunities for follow-up to work initiated in 2009 and lead the start of new activities in 2010, per developed project document on social inclusion. [10%]
- Support fundraising efforts for the social inclusion project in Macedonia, including through research and identification of potential funding sources, drafting funding proposals for donor consideration and drafting donor reports [10%]
- Lead the continued identification and diversification of UNIFEM's programme partners (government, civil society, international organizations) in the areas of social inclusion and women's economic empowerment, and facilitate partnership building between civil society organizations and government partners [10%]
- Draft progress reports, fact sheets and various materials on programme status in Macedonia as well as input to UNIFEM annual report, website, newsletter and other documentation, as needed. [15%]
- Participate in relevant UN, government, donor and CSO meetings on behalf of UNIFEM and ensure coordination and collaboration between UNIFEM and other UN agencies operating the country in the areas of social inclusion.[5%]

In all of the above tasks, the JPO will be expected to work closely with the National Project Coordinator on gender responsive budgeting, and to ensure strong linkages and synergy with the UNIFEM work on gender budgeting and other projects in the country.

Output expectations – Year 1

- Developed comprehensive project document for UNIFEM work on social inclusion in Macedonia and successfully fundraised for
- Macedonia activities on social inclusion timely and successfully realized, per 2009 implementation plan, and fully contributing to outcomes under UNIFEM sub-regional strategy

Output expectations – Year 2

- Developed implementation plan (results, activities and budget) for social inclusion work in 2010
- 2010 implementation plan timely and successfully realized and preconditions established for follow-up work in 2011.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Masters degree in gender studies, social policy, international relations, European studies, public policy, development studies, or similar.

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

Preferably a minimum of 2 years of relevant work experience. Experience particularly in areas related to social policy and/or gender and development is an asset.

Key Competencies of the assignment:

- Programme/project design and management skills.
- Demonstrated interest and/or experience in gender work;
- Demonstrated ability to work in a team and strong communication skills
- Fluency in written and spoken English.
- Good computer skills in Windows environment, knowledge of internet communications and command of MS Office applications (Word, Excel, Power Point)
- Demonstrated initiative and sound judgment, dedication to the UN principles and ability to work harmoniously with persons of different nationalities and cultural background.
- Knowledge of social policy in context of EU integration is a strong asset
- Familiarity with socio-economic context of South East Europe is an asset

V. Learning Expectations:

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

Training components:

(Indicate training / learning activities, based on which learning programme will be structured)

- Training in results-based management
- Training in programme management (Prince II)

Learning elements:

(Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station)

Orientation briefing:

- UNIFEM programming and operations
- UN country team functioning at country level
- Social inclusion and women's economic empowerment in Macedonia – key issues and UNIFEM approach

Year 1:

- Skills in results-based management
- Development of project proposals and project documents per UN/UNIFEM guidelines
- Technical skills on social inclusion in EU accession country context

Year 2:

- Skills in project management
- Development and monitoring of implementation plans (both programme and financial)
- Technical skills on social inclusion in EU accession country context

VI. Background Information:

UNIFEM in Central and Eastern Europe is committed to working for addressing the needs of most

excluded women of society and providing technical assistance to initiatives that address the root causes of exclusion and discrimination. In FYR Macedonia, the issues of social inclusion/exclusion are high on the policy agenda, particularly in light of the ongoing process of accession to the European Union. Working towards social inclusion is also one of the key Outcomes included in the new United Nations Development Assistant Framework for the period 2010-2015.

Since its opening in 2006, UNIFEM project office in Skopje has worked on different projects and initiatives aimed at raising awareness and responding to the needs of vulnerable groups of women (with particular focus on Romany women). However, in 2008, UNIFEM has identified the need for development of a more comprehensive and holistic project on social inclusion for women, which takes into account lessons learnt from previous work and is closely coordinated with the efforts of other stakeholders in this field, including other UN agencies. UNIFEM Skopje has initiated research and has had consultations with national stakeholders to identify some of the entry points for such a project. Several small-scale activities aimed to serve as basis for developing a broader initiative will be implemented in 2009.

In light of this, there is a need for additional staff member to manage all activities related to implementation of existing and planned work in the area of social inclusion and the development and launch of a fully-fledged project in this area in the country.

The UNIFEM project office in Skopje consists of 3 local staff (2 Project Coordinators and 1 Programme/administrative Assistant) and 1 international staff (Project Manager acting as Head of Office). The project office is operating under the supervision of the UNIFEM sub-regional Office for Central and Eastern Europe and the UNIFEM Regional Programme Director, based in Bratislava, Slovak Republic. The JPO will work under the direct supervision of the Project Manager and overall oversight of the Regional Programme Director.

VII. Information About Living Conditions at the Duty Station:

Macedonia is a landlocked country in the heart of the Balkan Peninsula, with Serbia in the north, Bulgaria in the east, Greece in the south and Albania in the west. The total land area is 25,713 km² or about 10,000 sq. miles. Skopje, the capital, is in the north of the country near the Kosovo border.

The south of the country has mild Mediterranean climate, with warm summers and mild winters. In the north the climate is continental with marked seasonal extremes: warm summers when the average temperature is 24 degrees, but it can rise to 40 degrees centigrade during the day in Skopje. Winters are cold (and can be extremely cold, temperatures of -30 degrees have been known) and wet.

With the 2003 census, Macedonia's population is estimated at just over 2 million inhabitants, consisting of the following ethnic groups: 64.18% Macedonians; 25.17% Albanians; 3.85 % Turks; 2.66 % Rhomas; 1.78 % Serbs, 0.48% Vlachs and 1.04% others.

Macedonia is easily accessible by road from western and central European countries. There are two international airports: Skopje and Ohrid. There is a good postal service (international telephone, mail and fax services work well).

Visas are not needed by EU passport holders nor holders of a United Nations Laissez-Passer. Some nationalities do need visas.

The national currency is the denar, one denar has 100 dens. Money can be changed at banks, hotels and exchange offices. (Euro 1 is equivalent to approx. 62 denars.)

Furnished apartments with one or two bedrooms are available for rent at about USD 500 a month plus additional amount for cleaning and laundry. Apartment usually includes modern conveniences.

Health conditions are fairly good and no special precautions have to be taken. Private medical dentist and pharmaceutical services are widely available.

The international school which teaches in English is an independent, coeducational day school for children from kindergarten age through to 18.