

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Programme Analyst

Sector of Assignment:
Governance and human rights

Country:
Tanzania, United Rep. Of

Location (city):
Zanzibar

Agency:
UNDP

II. Supervision:

Title of Supervisor:
Team Leader, Democratic Governance Unit

Content and methodology of supervision:
As a member of the Democratic Governance Team, the JPO will function in a supportive capacity with regular programme analyst duties in core programme areas related to democracy, rule of law/access to justice, human rights, and anti-corruption. This JPO is requested to provide the Governance unit with extra support during the period leading up to and through national elections, which are a critical event and that, will offer extraordinary challenges in terms of UNDP programme delivery. The JPO will be exposed to a range of key substantive governance issues and work with several partners to support analysis and implementation of project activities. He or she will play an important role in the Governance pillar of the Joint Programme for Capacity Development in Zanzibar (JP5) and in outcome monitoring.
The day-to-day supervisor will be the Head of Sub-Office in Zanzibar, and the Team Leader, Democratic Governance will be second supervisor, providing substantive and thematic guidance.

III. Duties, Responsibilities and Output Expectations:

The overall outputs expected include monitoring reports, analytical updates on project progress in delivery, substantive contribution to programming, assistance to Government counterparts on monitoring and reporting, as well as development coordination support.

1. Project Implementation Support and Oversight

Under the guidance of the Governance Team Leader, provide overall implementation and management support for selected Democratic Governance projects;

- Support the government counterparts in monitoring and reporting activities,
- Provide regular updates on project results progress and implementation issues,
- Contribute to CO reporting on results at outcome and output levels;
- Update risk logs, issue logs, and quality logs in Atlas for concerned projects;
- Support project mission planning and evaluation activities;
- Support analysis and coordination activities as needed;
- Respond to ad-hoc requests for information related to the projects from outside parties;
- Assist and coordinate communication and dissemination activities in projects.

2. Support to the One UN office on Zanzibar, under the guidance of the Zanzibar Head of Office and UNDP management;

- Support the implementation of UNDP Programme of support to the ZSGRP in the area of Governance and Support to Civil Society;
- Assist with the management and implementation of the Governance programme portfolio including through JP 5, access to justice, accountability and transparency, Human Rights, and anti-corruption initiatives;

- Build partnerships with other UN agencies and development partners to exchange information and document lessons learnt with respect to governance and civil society partnerships;
- Provide technical support and advice as well as follow-up on activities related to the management of the Deepening Democracy Programme on Zanzibar;
- Support program coordination efforts on Zanzibar for the Democracy and Governance Programmes and facilitate exchange of information with other ongoing programme initiatives on Zanzibar;

3 . Support UN programming activities in the area of governance and capacity development in UN joint programmes.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

- At least Master's level in Political Science, law, or any other relevant fields.

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

- Preferably 2 years of relevant work experience in an area related to democratic governance.
- Familiarity with the East African political landscape and prior experience in developing countries especially in Africa is desirable;
- Knowledge of elections, electoral systems, human rights, capacity development is strongly preferred.

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

- Contributes to a knowledge sharing and learning culture in the office
- Knowledge in Democratic Governance, Anti-Corruption and Electoral systems.
- Strong interpersonal and communication skills
- 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

- Contribute to strategic planning, results-based management and reporting
- Participate in formulation, implementation, monitoring and evaluation of development programmes and projects, and mobilize resources
- Strong IT skills

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude, remaining calm under pressure
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors

V. Learning Expectations:

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

- o A good broad knowledge of development issues in Tanzania, and a more in-depth substantive knowledge of governance, particularly in Tanzania
- o A good knowledge of the Poverty Reduction Strategy and National Development Framework
- o A good knowledge of UN harmonization agenda and strategic engagement of UN/DP in new aid environment
- o Prepare and review analytical documents concerning democratic governance,
- o Developed inter-cultural communication skills.

VI. Background Information:

UNDP Tanzania in partnership with development partners the Government of Tanzania and other

UN Agencies is undertaking various development programmes which seek to follow government priorities as outlined in its policy documents including Vision 2025, and the Poverty Reduction strategies (MKUKUTA and MKUZA). The areas of support fall under four key areas; Pro-Poor growth and wealth creation, Democratic Governance, Environment and HIV/AIDS.

Tanzania has made significant strides in democratic governance in the past 10 years; Multi party elections held every five years have been mostly free and fair, the fight against corruption has gained momentum and grand corruption cases are currently at various stages of investigation or prosecution. The government has also introduced reforms in; Public Finance, Legal Sector, Local Government, and Public Service which have received considerable support from the development partners.

The Democratic Governance Unit in UNDP Tanzania oversees several large multi-donor funded programs namely;

Northwestern Tanzania: Transition from Humanitarian Assistance to sustainable Development
A joint program under the One UN Reform agenda which focuses on the following key areas:

- (i) Wealth Creation and Sustainable Management of Natural Resources,
- (ii) Social Services and,
- (iii) Governance and Human Security.

Deepening Democracy in Tanzania Program: (Currently on-going to June 2010)

Objectives are to:

- (i) Support efforts to advocate legal reforms (and, possibly, constitutional amendments) for a more liberalized political environment;
- (ii) Strengthen and entrench the human and material elements of existing democratic practices and institutions, making them more robust, responsive effective and efficient in their operation;
- (iii) Enhance democratic beliefs and culture and intensify understanding of and respect for democratic principles, values and culture.

Strengthening Anti-Corruption Strategies in Tanzania;

(Currently on-going to 2011)

Whose Main purpose is to:

- To strengthen anticorruption mechanisms at all Ministries, Departments and Agencies of Government
- To introduce NACSAP and systems of accountability and integrity in Local Government Authorities.
- To empower and mainstream the Private Sector into anticorruption processes
- To empower and mainstream Civil Society and the Media into anticorruption processes
- To increase public awareness of anti-corruption by developing an effective public communications strategy
- To enhance the capacity of PCCB, GGCU and DPP to implement NACSAP II effectively

Electoral Support Programme: (Under discussion for start in May 2009)

Whose main goals are:

- To support the Electoral Management Bodies in the delivery of credible and transparent voter's registers that are acceptable to all parties in time for the 2010 elections;
- To support voter education and ensure that the electorate is educated on rights, responsibilities and obligations within the Electoral process;
- To enhance the capacities of Civil Society Organizations to increase participation and fairness within the electoral process;
- To support political parties to better undertake their in the electoral process;
- To strengthen the capacities of the media to enhance transparency of the electoral process.

VII. Information About Living Conditions at the Duty Station:

The JPO will be stationed in the UN Sub-Office in Zanzibar, United Republic of Tanzania. Zanzibar is classified as a "C" duty station, and is a family duty station. Security is of critical importance for the UN and appropriate measures are in place to ensure security of staff. The official language of Tanzania is Kiswahili spoken by all people while English is a recognized official language used interchangeably in most offices. All Western amenities (food, clothing, restaurants, etc.) are available, and there is a large expatriate community in Tanzania, mainly concentrated in Dar es Salaam.
