



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Post Information

Post Title: UN Coordination Specialist
Location: Praia, Cabo Verde
Pre-classified Grade: NOC
Supervisor: The UN Resident Coordinator
Duration of assignment: One year initially with possibility of extension subject to satisfactory performance and recommendation by respective office

II. Background and Organizational Context

In January 2006, in response to the Triennial Comprehensive Policy Review (TCPR) and ECOSOC the Executive Committee of the United Nations Development Group (UNDP, UNFPA, UNICEF and WFP) and the Government of Cabo Verde established a Joint Office for the United Nations Funds and Programmes in Cabo Verde. The primary objectives were to achieve a more coherent Programme delivery at the country level and to achieve a significant reduction in the administrative and procedural costs of the organizations to their national partners.

In November 2006, the Cabo Verde Government reiterated its commitment to pursue the reform efforts by moving from the Joint Office to "Delivering as One" pilot within the context of the High Level Panel (HLP) on UN System-Wide Coherence and the Spirit of the Paris Declaration. Since 2007, Cabo Verde is piloting the concept of "Delivering as One" as proposed by the HLP and the TCPR 2007 recommendations.

The United Nations Country Team (UNCT) in Cabo Verde includes 21 Agencies, Funds and Programmes of which 5 are resident: UNDP, UNFPA and UNICEF, gathered under the "Joint Office"¹, as well as WHO and FAO. The remaining 16 Agencies are non-resident, hence led from their Regional Bureaux, primarily based in Dakar, Senegal.

A new United Nations Development Assistance Framework (UNDAF) cycle covering the period of 2012-2016 was approved in June 2012. The UNDAF in Cabo Verde comprises as well a (i) UNDAF Action Plan (UNDAP), replacing UN system agency specific Country Programme Action Plans (CPAPs) and a (ii) common Annual Work Plan.

Under the guidance and direct supervision of the UN Resident Coordinator, the UN Coordination Specialist reinforces the capacity of the UN Country Team to prepare high quality, focused and strategic United Nations Development Assistance Frameworks (UNDAFs) with the aim of supporting the national strategies setting, to develop and implement joint programmes, to monitor progress towards the Millennium Development Goals (MDGs) and other internationally agreed upon development goals.

The UN Coordination Specialist works in close collaboration with UNCT members, programme and operations teams of the Agencies, UNDAF thematic Groups, key national counterparts, United Nations Development Group (UNDG) staff and Government officials, the UNDP Multi-partner trust Fund Office (MPTF), technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful and transparent coordination of UNCT activities.

¹ Cabo verde became the first and only pilot joint office of the UNDG Executive Committee agencies (UNDP, UNFPA, UNICEF, WFP) on 1 January 2006.

In addition, one other key responsibility will be to support the UN RC in the operationalization the quadrennial comprehensive policy review of UN operational activities for development (QCPR), adopted by General Assembly on 21 December 2012. This is a platform that consists of a number of key recommendations that must be followed up at the level of the Resident Coordinator to ensure its implementation. The QCPR calls upon the UN funds, programmes and specialized agencies to support countries, which have adopted Delivering as One with an integrated package of support comprising Standard Operating Procedures.

III. Functions / Key Results Expected

1. Ensures **effective support to UNCT members (both resident as well as non-resident agencies) in preparation and implementation of country programming processes and products, including UNDAF and UN joint programmes** focusing on achievement of the following results:
 - Coordinate on behalf of the UN RC in the formulation, monitoring and evaluation of the UNDAF.
 - Provide secretarial support to the Delivering as One Steering Committee, the Development Partners Group, the UNCT and UNDAF thematic Groups meetings.
 - Ensure full participation of UN Agencies, Government, and civil society, multilateral and bilateral institutions and coordinate the preparation of the UNDAF and UNDAF Annual Work Plans.
 - Establish effective mechanisms for monitoring UNDAF implementation based on the UNDAF Results Matrix and the UNDAF Monitoring and Evaluation Plan in consultation with UN Agencies, Government, and civil society, multilateral and bilateral institutions.
 - Ensure coordination and monitors the use of the UNDP MPTF Cabo Verde Transition Fund.
 - Identify strengths and weaknesses in UN Agencies programmes in the context of UNDAF, UN System reform the MDGs and the post-2015 development agenda.
 - Provide advice on adjusting strategies and implementation modalities, cost-effective and efficient implementation of joint UN programmes, common services and other UN functions.
2. Ensure **preparation, implementation and monitoring of the UN RC Work Plan** focusing on the achievement of the following results:
 - In coordination with the UNCT and the UN RC prepare and monitors the RC Annual Work Plan, including reporting and proposals for funding within the Support to the Resident Coordinator (SRC) fund.
 - Coordinate substantive preparations and support provided for UNCT retreat to review the RC annual work plan and other UNCT meetings.
3. Ensure **effective support to UN RC:**
 - Provide UN RC with regular information and advice on UNCT activities.
 - Ensure implementation of UN reform and DAO principles, including QCPR recommendations.
 - Ensure follow-up of meetings deliberations (UNCT, PMT, DAO, DPG, OMT etc.)
 - Ensure follow up and keep up to date on UNDG/DOCO communications, strategies and tools.
 - Provide background documents and prepare talking points for meetings.
4. Ensure **facilitation of knowledge building and management** for development results focusing on achievement of the following results:
 - Identify sources of information related to coordination. Identification and synthesis of best practices and lessons learnt directly linked to country policy goals.
 - Ensure effective communication among UNCT agencies on events, news, best practices, strategies, processes and procedures, tools, etc.
 - Maintain and ensure effective and smooth communication with key relevant government coordination counterparts
 - Provide contributions to knowledge networks and communities of practice.
 - Organization of trainings to UN staff and national counterparts, as appropriate, on coordination

IV. Impact of Results

The key results have an impact on the success of the UN Country Team activities, implementation of the UNDAF, strengthening of overall UN and national coordination capacity, implementation of the UN System reform and impact of activities, projects and programmes. In particular, the key results have an impact on the design and operation of UN activities, creation of strategic partnerships for UNCT Programming including UNDAF implementation, follow up to UN SG, QCPR and DOCO recommendations and support of national strategies and priorities.

V. Competencies and Critical Success Factors

Functional Competencies:

Results-Based Programme Development and Management (For UN Coordination)

- Sets performance standards, monitors UNDAF progress and intervenes at an early stage to ensure results are in accordance with agreed-upon quality and timeframes and reports on it
- Makes use of a variety of resources based on UN/UNCT priorities to achieve results, such as cross-functional teams and collaborative funding approaches
- Oversees and documents the process of strategy formulation of the UNDAF

Building Strategic Partnerships (For UN Coordination)

- Effectively networks with national and international partners seizing opportunities to build strategic alliances relevant to UN/UNCT's strategic agenda
- Sensitizes UN Partners, donors and other international organizations to the UN/UNCT's strategic agenda, identifying areas for joint efforts, including South-South cooperation
- Develops positive ties with UN agencies to build/strengthen UN/UNCT's mandate
- Identifies needs and interventions for capacity building of UN Agencies, counterparts, clients and potential partners
- Effectively attentive to programmatic synergies in inter-agency meetings

Innovation and Marketing New Approaches (For UN Coordination)

- Seeks a broad range of perspectives in developing joint programmes proposals
- Looks at experience critically, drawing lessons, and building them into the design of new approaches
- Identifies new approaches and promotes their use in other situations
- Documents successes and uses them to project a positive image

Resource Mobilization (For UN Coordination)

- Supports UNCT to implement the Resource Mobilization Strategy.
- Develops detailed knowledge and understanding of key donors, their priorities and areas of interest and adapts content and approach of resource mobilization activities to their requirements

Promoting Organizational Learning and Knowledge Sharing (For UN Coordination)

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches
- Identifies new approaches and strategies that promote the use of tools and mechanisms

Job Knowledge/Technical Expertise (For UN Coordination)

- Understands more advanced aspects of the UN Reform and Delivering as One initiative, as well as the fundamental concepts of related initiatives (BOS, SOPs, etc.)
- Serves as internal consultant in the area of expertise and shares knowledge with staff
- Continues to seek new and improved methods and systems for accomplishing the work of the Coordination unit
- Keeps abreast of new developments in area of UN Coordination
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDG's Goals (For UN Coordination)

- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level

Client Orientation

- Anticipates UN agencies needs
- Works towards creating an enabling environment for a smooth relationship between UN agencies and with key national counterparts
- Demonstrates understanding of mandates of UN agencies members of the UNCT and the role of the UN in a middle income country context.

Core Competencies

- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Demonstrate strong organizational skills
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of UN & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning.
- Fair and transparent decision making; calculated risk-taking

VI. Recruitment Qualifications	
Education:	Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.
Experience:	At least 5 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. Knowledge about the UN and RC systems would be an advantage. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in French, English and Portuguese

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name :		Date: