



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: Policy Advisor/ Project Manager
Project Title: Policy Advisory and Advocacy
Supervisor: JILDLP Programme Coordinator
Source of Funds: UNDP

II. Organizational Context

Under the guidance and direct supervision of the Joint Integrated Local Development Programme Coordinator, and with overall guidance of the Assistant Resident Representative/Local&Regional Development Portfolio Manager, the Policy Advisor/ Project Manager ensures the effective and efficient management of the Policy Advisory and Advocacy Project by supporting the design, planning and management of project as a part of the Joint Integrated Local Development Programme. The incumbent applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Policy Advisor/ Project Manager works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Programme background:

UNDP and UNIFEM in partnership with the Government of Moldova (State Chancellery) are implementing the Joint Integrated Local Development Programme (JILDLP). The JILDLP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation.

Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the Coalition for European Integration, new Government Programme, as well as the National Development Strategy, *Decentralization, Sustainable Local Development and Democratic Local Governance* represent key issues to be addressed in order to respond to existing country priorities and development challenges.

There are four types of issues to be addressed through the proposed Programme:

- The current policy framework does not respond to the need of local public authorities and does not provide sufficient clarity on their role, authority and responsibilities. Moreover, the legal framework regarding the local public finances is not approved and there is no clarity on the advancement of fiscal decentralisation. The specific needs of women and men, girls and boys, as well as the elderly, disabled, and other vulnerable population, individuals or groups, are not

necessarily taken into account in national policies related to local sustainable local development and good local governance;

- Weak and underdeveloped capacity of LPA to address development challenges and to fulfil their responsibilities in front of citizens. Transparency and participation of CSOs and citizens, especially women in local decision making is limited. The association of LPA are highly politicised and weak in order to advocate for greater authority and resources for LPAs to better serve citizens needs. Management of services and utilities, which is one of the key responsibilities of LPA is weak. Moreover, the most vulnerable communities and groups of population (elderly, disabled, women at risk) do not have access to basic public services, such as access to water, clean environment, and social services. The quality of services provided locally is low.
- Most deprived rural communities in Moldova do not have enough capacities to access resources and participate in local development programmes. The deprived thus face compound forces of exclusion and may have extreme difficulties in accessing essential goods and/or services. Considering the difficult operating climate of rural communities, provision of services and relevant support to most vulnerable, more often, is lacking or is of a poor quality, due to scarce resources and limited capacity of the local authorities. Human rights-based approach, including gender mainstreaming, is very rarely applied or taken into account.
- Communities in the Transnistrian region face a special development context given the unclear political status of the region. In addition to that, the communities from the security zone are struggling with additional barriers, including different violation of human rights from Transnistrian authorities (eg. freedom of movement).

Key components of the programme:

Policy Advisory and Advocacy Component: Program will strengthen the capacity of the key ministries and partners (the Parliamentary Commission on Decentralization, State Chancellery, Ministry of Finance, Ministry of Labour, Social protection and family, Ministry of Construction and Regional Development among others) in elaborating policies, legislation & implementation mechanisms **taking into account human rights and gender equality dimensions** to advance the administrative and fiscal decentralization reform that shall accelerate **human rights and gender responsive** development at the regional and local level. Broad participation and engagement will be the core for the design and implementation of the reform.

Local Self-Governance and Participation Component: The capacity of the rayons and municipalities to plan, budget, implement, monitor and evaluate local development as well as to *manage efficiently* service delivery in the targeted areas, as well as the capacity to *provide* services will be assessed and strengthened **through applying human rights and gender equality approach**. Capacities of Associations of Local Authorities will be enhanced to advocate for better decentralisation and local development policies.

Community Empowerment Component: The JILDLP will encourage and facilitate active participation of community members, especially women, youth, elderly and disabled, as the primary recipients of all local development initiatives, in the local development processes and decision-making. The Joint Programme will support local communities to have better access to improved services.

Transnistria and Security zone Component: The JILDLP will be expanded to the Transnistria Region and will work more thoroughly in the security zone. It will cover all 5 rayons of the region and the areas from the security zone which are based on the left bank of Nistru River but are under Moldovan Government control. 20 communities from the Transnistria region will be supported and 9 from the security zone.

The Programme will be implemented and will advocate for using Human Rights Based Approach (HRBA) and Gender equality mainstreaming (GE) which calls for greater participation, accountability, transparency and non-discrimination in all national and local development processes.

III. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients through applying HRBA and GE approaches. More specifically:

1. Project Management:
 - a) Assume full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs; ensure close monitoring of activities and disbursements.
 - b) Build, motivate and lead a high performing team consisting of project personnel, expert consultants, translators, etc. Undertake personnel performance appraisals and career development coaching at project level.
 - c) Apply UNDP programming tools and policies as explained in the Results Management Guide, including the utilization of the Project Management Module in Atlas (Prince2, etc). Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning, including in the areas of HRBA and GE.
 - d) Prepare qualitative substantive and financial progress reports as may be required by the project. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed.
2. Strategic visioning for the Policy and Advocacy Component of JILDIP and guidance to project staff in close cooperation with UNIFEM team:
 - a) Provide the State Chancellery with necessary expertise in the process of elaboration and implementation of the decentralization reform in the Republic of Moldova, in close cooperation with national stakeholders;
 - b) Promote a participatory, human rights and gender sensitive approach to decentralization by involving local and national stakeholders in the effort of generating critical and constructive feedback, specific observations that shall direct the changes in the system;
 - c) Contribute to the set up of a functional interaction among the decision makers and the general public through the analytical tools for enhancing local autonomy, legality, own and delegated authorities – all set forth on an agenda focused on efficient governance issues, taking into consideration HRBA and GE aspects;
 - d) Enhance analytical and professional capacities of the State Chancellery in terms of decision-making within the framework of decentralization process, providing ad-hoc advice and technical support;
 - e) Provide substantive research input; accurate analysis, data entry and presentation of information to ensure proper policy advice and programme implementation in a gender sensitive manner;
 - f) Promote information sharing with the relevant donors community by initiating and/or participating in consultative meetings with the donors and preparing briefs on local/regional development progress and activities;
 - g) Support the JILDIP team in establishing a strategy for domestic mobilization of resources at both local and national levels and develop a revenue sharing formula to share resources among the various layers of administration.
3. Support to the JILDIP Programme and overall coordination: Support the JILDIP Programme Coordinator, CO in general in programme development, formulation and strategic processes in close cooperation with UNIFEM team with substantive contributions in his/her area of responsibility. Promote knowledge sharing and building among partners and stakeholders.

4. Support JILDP Resource Mobilization and Partnership Building: Maintain and animate effective dialogue with partners and among stakeholders in close cooperation with UNIFEM. Engage with relevant donors and contribute to the JILDP resource mobilization efforts.
5. Knowledge Management: Ensure wide dissemination and visibility of project achievements. Participate in national and international fora, making substantive contributions as appropriate.

IV. Impact of Results

The key results have a direct impact on the overall successful achievement of the JILDP programme. Accurate analysis and presentation of information enhances UNDP's position as a strong development partner. The information provided facilitates decision-making of the Project Steering Committee and UNDP management.

V. Competencies

Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting.
- q Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- q Clear and convincing writing style
- q Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

Leadership and Self-Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Knowledge and Education:	University/Master Degree in public administration, economics, law or
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	<p>related areas.</p> <p>Knowledge and/or understanding of Human Rights and Gender Equality approaches and principles for the country's development</p> <p>Knowledge and understanding of local/regional development concept</p>
Experience and Skills:	<p>At least five years of progressively responsible experience is required at the national or international level in the local/regional development preferably in an international organization, national agency, national ministry, non-governmental organization, or private sector.</p> <p>Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.</p> <p>Strong analytical, drafting and communication skills, as well as proven knowledge/experience in the area of Local Governance and Decentralization.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</p>
Language Requirements:	<p>Fluency in both oral and written English and Romanian is a must. Knowledge of Russian desired.</p>

VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name:	Signature	Date