



I. Position Information

Job Code Title:	Project Coordinator
Project Title:	Fostering multi-stakeholder partnerships to achieve MDGs in the framework of the UN Global Compact in Moldova
Supervisor:	UNDP Moldova Portfolio Manager , Regional Project Coordinator in UNDP Regional Centre in Bratislava
Duration of employment:	6 months with a possibility of extension
Payment schedule:	monthly

II. Background

Although primary responsibility for achieving the Millennium Development Goals (MDGs) lies with governments, the ability of government to forge strong partnerships with the private sector, as well as with civil society organizations will be critical to produce positive change and improve poor people's living conditions in a sustainable manner by 2015.

The Report by the UN Commission of the Private Sector and Development¹, recognizes the critical contribution of the private sector, large and small, foreign and domestic, to poverty reduction. A core finding of the Commission is that the value of engaging the private sector is maximized where it is grounded in market-based incentives. Sustainable social impact is greatest when there is a convergence of commercial and development interests.

UNDP works with business in many ways, including through the Global Compact (GC) initiative. The Global Compact calls on businesses to integrate into their core business operations a set of universal values in the areas of human rights, labour, the environment and anti-corruption. Through this principle-based approach, companies help promote sustainable development and share the benefits of globalization more widely. The Global Compact encourages businesses to forge partnerships with other social actors —governments, civil society organizations, donors, and academia. These partnerships engage business and other social actors in concrete projects that contribute towards achieving of the MDGs and make commercial sense for companies.

The project "*Fostering multi-stakeholder partnerships to achieve MDGs in the framework of the UN Global Compact*" aims to harness the value-creating assets of the private sector for poverty reduction in the Western CIS and Caucasus — in Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia and Ukraine. This will be achieved through the establishment of the national Global Compact networks and promotion of multistakeholder partnerships for development. One type of the partnership projects will focus on coordination and sharing of partners' resources and expertise. Whilst these will not be strictly commercial, they will be linked to companies' core business and will make social investments into local communities.

The project will also support partnerships that align financial/commercial viability and promote equitable local economic development. This will be done through brokering and facilitating the linkages between large businesses, potential investors and local partners, to strengthen and expand the local small enterprise sector along supply chains.

III. Organizational Context

The Project coordinator will have a dual reporting relationship with:

- § UNDP Moldova Portfolio Manager: direct reporting
- § Regional Project Coordinator in UNDP Regional Centre in Bratislava: direct reporting line on a weekly basis.

UNDP is seeking a Project Coordinator to initiate, establish and coordinate the multistakeholder partnerships and the GC Network in Moldova. Most importantly, now that Moldova has a well functioning network of GC members (56 to date), **the priority will be to work closely with the network members and other stakeholders in view of fostering and developing multistakeholder partnerships for development.**

IV. Functions / Key Results Expected

In close cooperation with the relevant staff in the Country Office and under direct supervision of the Regional Project Coordinator, the incumbent will have the following duties and responsibilities:

1) Establish and facilitate high impact and sustainable Global Compact network:

- To promote the idea of the UN Global Compact and CSR among business community, NGO/CSO, government, academia
- To facilitate and support the expansion and strengthening of the Global Compact Network in Moldova
- To facilitate and support (as needed) creation of the Network's governance structure
- To organize learning and training activities for companies in the area of the GC principles implementation and CSR
- To clarify the structure and objectives of the GC and CSR in country and where possible align with UNDP programming activities
- To follow guidelines for facilitating GC networks accessible on:
<http://europeandcis.undp.org/guides/poverty/spd/>

2) Promote policy environment for CSR and responsible entrepreneurship

To facilitate and support participation of companies in policy dialogues through GC Network on issues of CSR and responsible entrepreneurship
Conducting discussions on co-operation and interaction of business, state and civil society, promotion of the GC/CSR, and creation of the framework for partnerships;

3) Broker multistakeholder partnerships.

- To familiarizing him/herself with the overall development and business context in country/region, including the existing cooperation in the field of private sector development
- To identify and engage companies as well as selected intermediary and support organizations in direct discussions, negotiations, bi-lateral and multi-lateral meetings with a view to broker and develop multi-stakeholder partnership projects which have combine development impact (poverty reduction and achievement of MDGs) and commercial/business benefits.
- To provide continuous support to partnership project groups in terms of follow up, monitoring, supplementary research provision of needed knowledge, administrative support and other actions required to pursue negotiations and bring companies into the partnership process

4) Knowledge management/sharing/advocacy

- To liaise and Global Compact focal points in Eastern Europe and globally with a view to exchange experiences and knowledge gained
- To liaise with the peers and partners in Moldova to share lessons and resolve common challenges
- To keep the database of relevant stakeholders from Government, civil society, the private sector, and the donor community

To explore synergies with relevant initiatives in Moldova, including the work by the Government, private sector initiatives, UNCTAD, UNIDO, IFC, the World Bank, and bilateral donors.

V. Impact of Results

The key results have a direct impact on the overall successful achievement of the CO 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 Board and UNDP management.

VI. 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 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

Process Management

- q Strong analytical and statistical skills
- q Excellent drafting and report writing skills
- q Excellent facilitation and process skills

VII. Recruitment Qualifications

Education:	Graduate degree in Business, Economics, International Development or International Relations, with strong academic performance.
Experience:	- Ability to broker and convene productive coalitions between business, government and development partners.

	<ul style="list-style-type: none"> - Sound understanding of economic and business development situation in Eastern Europe and the CIS and Moldova in particular. - Interest in and understanding of the values and objectives of UN Global Compact and understanding of corporate responsibility. - Minimum 2 years relevant business, government or international development experience preferably gained in Eastern Europe, the CIS or other emerging markets. - Distinctive experience in working in the private sector on issues of business strategy, operations or new business development. - On-the-ground experience related to issues of economic development and entrepreneurship. - Previous working experience in Moldova, and knowledge of the local business environment.
Language Requirements:	Fluency in written and spoken Romanian, Russian and English is required.