



TERMS OF REFERENCE

FOR SPECIAL SERVICE AGREEMENT

POST TITLE:	International Technical Expert (Consultant) for Results Based-Management & Capacity Development One Stop Service Centre
AGENCY/PROJECT NAME:	Capacity Development for National Implementation Project
COUNTRY OF ASSIGNMENT:	Vientiane Capital, Lao PDR

1) GENERAL BACKGROUND

The Capacity Development for National Implementation project is implemented by the Department of International Cooperation of Ministry of Planning and Investment (DIC/MPI) of Lao PDR. This project initiated in June 2009 intends to increase development effectiveness of UNDP-supported projects and other development programmes/projects in Lao PDR, until the end of the current UNDAF cycle (-2011). This project is of particular importance as an umbrella project that provides assistance and advisory services to all the UNDP-supported projects that are nationally implemented. The overarching objective is to develop, consolidate, and sustain management capacities of National Implementing Partners to plan, coordinate and implement ODA projects and monitor the results more effectively and efficiently, so as to help achieve national development goals including the MDGs. It will focus on key areas ranging from results-based management including monitoring and evaluation, to financial management, human resources management, procurement and asset management. The project is aimed also at contributing to harmonization of donor practice, especially among UN ExCom Agencies but beyond, in light of the Vientiane Declaration for aid effectiveness. Furthermore, the project is expected to help increase development partners' reliance on the Government's own systems and procedures that are up to international standard.

Project outputs and deliverables: The aforementioned overall objective of the project will be pursued through delivering the following outputs and other deliverables:

- "RBM Capacity Development One Stop Service Centre" established in DIC/MPI and fully operationalized by end 2011, so that all Government agencies and national institutions are able to obtain support in all aspects of the programme/project cycle
- Managers and staff (men and women) of key Implementing Partners certified to international standards in RBM, financial management and audit
- Capacity of key IPs for grant aid procurement increased to international standards
- A new gender responsive user guide for UNDP-supported projects in Lao PDR developed and rolled out by revising the 1997 NEX Manual and incorporating the new UNDP corporate Programme and Operations Policies and Procedures
- Targeted youth demonstrate enhanced capacity for results-based project management

Under the overall guidance of Director General of the Department of International Cooperation (DIC) of Ministry of Planning and Investment (MPI), the **RBM Technical Expert** will be working closely with the

Project manager, the National Technical Specialist and project team on a day to day basis. He/she will be responsible for facilitating the setting up and development of the "RBM & Capacity Development One Stop Service Center" to be fully functioning by the end of 2011, and strengthening the related capacities of DIC/MPI through support and provide technical inputs and advice on the effective development and implementation of the "RBM & Capacity Development One Stop Service Center". The Expert will also provide training to DIC's core staff in advisory services on RBM, financial management, human resource management, procurement and asset management. The **RBM Technical Expert** will be situated within the Department of International Cooperation of MPI

The Technical Expert will be guided by Director General of the International Cooperation Department to ensure the development of "RBM & Capacity Development One Stop Service Center" and the capacity development of DIC's staff and to enhance national ownership and results. The management of the Expert's performance assessment will be the responsibility of the Director General of the International Cooperation Department and the Assistant to Resident Representative/Chief of Policy and Management Support Unit of UNDP.

2) OBJECTIVES OF THE ASSIGNMENT

The overall objective of the consultancy is to support the government of Lao PDR, especially the Department of International Cooperation (DIC) of Ministry of Planning and Investment (MPI) in setting up and development of the "RBM & Capacity Development One Stop Service Center" to be fully functioning by the end of 2011, and strengthening the related capacities of DIC/MPI through support and provide technical inputs and advice on the effective development and implementation of the "RBM & Capacity Development One Stop Service Center".

3) SCOPE OF WORK

Summary of key functions:

- Strategic guidance and Advice to DIC/MPI to develop effectively functioning of "RBM & Capacity Development One Stop Service Center".
- Provision of Technical, Capacity Building and Institutional Support to DIC/MPI to ensure effective management of ODA programmes/projects
- Strengthening partnership and coordination with key stakeholders for capacity development on policy advisory services and management of UNDP supported projects and other ODA programmes and projects

Detailed Description of Responsibilities

1. Strategic guidance and Advice to DIC/MPI to develop effectively functioning of "RBM & Capacity Development One Stop Service Center".

- Develop TORs of "RBM & Capacity Development One Stop Service Center" and the centre's staff
- Identify and analysis of the existing rules and regulations (e.g. Standard Operation Procedure, etc.) and relevant tools to support the national implementation of the ODA programme/project
- Develop draft training materials on RBM, monitoring and evaluation, financial management, human resources management, procurement and asset management for DIC on ODA programme and project management
- Develop training/workshops for DIC core staff
- Provide policy advice, strategic guidance and knowledge-sharing related to ODA programmes/project management

- Develop Options Paper for integrating Project Implementation Units into the national structures, policies and systems, in accordance with the Vientiane Declaration in consultation with Vientiane Declaration Country Action Plan (VDCAP) secretariat
 - Provide briefs to DIC & UNDP country office on the related topics & issues
- 2. Provision of Technical, Capacity Building and Institutional Support to DIC/MPI to ensure effective management of ODA programme/project**
- Undertake a capacity assessment of DIC/MPI in coordination and management of UNDP supported projects and other ODA programmes/projects by analyzing existing DIC's capacity to provide advisory service to programme/project management in terms of Results-Based Management, financial management, procurement management and Human Resource management and Asset Management considering systemic, institutional and individual capacity
 - Develop a capacity development response strategy and plans and conduct Training for Trainers for DIC core group staff
 - Ensure the participation and involvement of relevant stakeholders in the Capacity Development for National Implementation project's activities
 - Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges encountered within the project.
 - Ensure delivery of resources and results according to planned targets
 - Promote identification and synergies of best practices and lessons learned for organization sharing and learning
- 3. Strengthening partnership and coordination with key stakeholders for capacity development on policy advisory services and management of UNDP supported projects and other ODA programmes/projects.**
- Ensure information sharing and dialogue within the donor community for capacity building of the government in coordinating and managing of ODA programmes/projects
 - Seek cooperation to motivate exchange of "good practice" experiences, and partnerships with suitable private sector entities knowledgeable on Lao PDR context and its development goals
 - Perform other duties related to the project as assigned by the project director and manager

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Approximately 6 months (with possibility to renew)

5) FINAL PRODUCTS

- Availability of TORs of "RBM & Capacity Development One Stop Service Center" and the centre's staff
- Availability of DIC/MPI capacity development response strategy and plan
Capacity building of DIC/MPI(core staff) in ODA programme/project management on RBM, financial management, Human Resource management, Procurement and asset management.
- Within one month of arrival, the work plan will be available and produced by expert

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

- 30 % of payments will be made following the availability of the TORs of "RBM & Capacity

Development One Stop Service Center” and the centre’s staff and approval from the national project director and director general of DIC/MPI

- Another 30% of the payment will be made upon the completion of the DIC/MPI capacity development response strategy and plan
- The final 40% of the payment will be made following the approval of reports on capacity development of DIC/MPI in ODA programme by the National Project Director from the DIC/MPI.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education

- Master Degree or Post Graduate level in Capacity Development, International Development, Management, International relations Laws or other related fields

Experience

- A minimum of 8 years of relevant professional and technical experience working on capacity development/building, Programmes/project management, Human Resources management, and training
- Experience in conducting policy analysis and providing policy advice on programme/project management
- Knowledge and professional experience in capacity development/building
- Understanding of government system, and situation of developing country
- Proven record in the writing of research papers, policy analysis and recommendations, and reports
- Work experience in Developing countries with support of ODA supported programmes
- Excellent computer skills, including full working knowledge of standard word processing, and presentation software packages, etc

People Skills

- Recognizes and responds appropriately to the ideas, interests, and concerns of others and give credits to the contributions of others

Managing for Results

- Plans and prioritizes work activities to meet organizational goals

Partnering & Networking

- Builds and sustains relationships with key constituents (internal/external/bilateral/multilateral/public/private and civil society?)

Innovation & Judgment

- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- Generates creative, practical approaches to overcome challenging situations
- Devises new systems and processes, and modifies existing ones, to support innovative behaviors

Communication

- Demonstrates excellent and effective written and oral communication skills
- Demonstrate effective communication skills in a multidisciplinary working environment
- Demonstrate respect to knowledge and culture and religion in a multidisciplinary working environment

Job Knowledge & Expertise

- Applies the required depth and breadth of knowledge and expertise to meet job demands

- Uses information technology effectively as a tool and resource

Language Requirements

- Excellent oral and written communication skills in English, knowledge of Lao language is an asset

8) REVIEW TIME REQUIRED

- At least two weeks required to review and approve outputs.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL-TIME