



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

<p>Job Code Title: <b>Technical Advisor (Seventh - National Socio-Economic Development Plan)</b></p> <p>Position Number: <b>00059041</b></p> <p>Department: <b>Department of Planning, Ministry of Planning and Investment (MPI)</b></p> <p>Reports to: <b>UNDP Resident Representative</b></p> <p>Position Category: <b>a Development Project Funded (DPF) post</b></p>	<p>Current Grade: <b>P5</b> Approved Grade: <b>P5</b> Position Classified by: <b>OHR, BOM</b> Classification Approved by :<b>OHR, BOM</b></p>
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### II. Organizational Context

In March 2011, the 7th National Socio-Economic Development Plan (NSEDP) for 2011-2015, a common over-arching framework for all national and international development partners' development efforts in Lao PDR, was approved by the Party Congress, which will then be passed through the National Assembly in June 2011 for implementation beginning in FY 2011/2012.

The 7th NSEDP aims to achieve sustainable economic growth and poverty reduction to further progress towards achieving the MDGs by 2015 and graduating from the LDC status by 2020. Specifically, the NSEDP aims to achieve an annual economic growth of at least 8%, decrease poverty below 19% by 2015, and achieve other significant improvements in the social sector, such as increased primary school enrolments, reduced infant and child mortality, reduced maternal mortality, and improved access to clean water.

The 7th NSEDP particularly introduces a stronger focus on poverty reduction and achieving the MDGs, including planned increases in social sector and MDG-related expenditures, particularly in the area of health, education, agriculture and infrastructure as well as other cross-cutting areas such as governance, gender mainstreaming and environment.

With the approval of the 7<sup>th</sup> NSEDP, the challenge now is to strengthen capacity to monitor and evaluate implementation progress of the NSEDP, ensuring that the MDGs and poverty reduction programmes are successfully incorporated into the annual plans and budgets at the provincial and district level to achieve higher level of human development in the country. Another challenge is to strengthen local-level planning that promotes participation of the poor and other vulnerable groups especially women and ethnic groups in deciding on and managing development activities in their villages, Kumbans, districts and provinces.

Over the years, UNDP has provided strategic support to the Ministry of Planning and Investment (MPI) of the Lao PDR through a number of projects which are implemented by several

Departments within the MPI, including: 1) support to the National Socio-Economic Development Plan (NSEDP); 2) the Round Table Process for aid effectiveness and coordination; 3) the National Human Development Project and Support to the National Statistical System in the Lao PDR; 4) Poverty-Environment Initiatives. These projects are coming to an end by the end of 2010. In response to the Government's request to continue providing support in these areas, UNDP is currently formulating a new round of cooperation which will integrate all these relevant elements into a single five-year programme (2011-2015) to improve efficiency, and create synergies across the components.

The support programme includes three components: Planning; Monitoring, reporting, and support to statistics, including national human development reporting; and Aid effectiveness. The programme approach conforms with the commitments of the Paris and Vientiane Declarations and will reduce the burden of project monitoring and reporting on ministry staff and provide greater flexibility for the sharing of resources, information, and experience among ministry departments and through them to beneficiaries at the provincial and district level. The objective of the programme is to support the government for the successful implementation of the 7th NSEDP, achievement of the MDGs and Lao PDR graduation from the least developed countries status, primarily through strengthening the capacity in planning, implementation, financing, monitoring and evaluation in the Lao PDR.

In this context, the Technical Advisor (TA) is required to provide high level technical and policy support and related assistance to the Government of Lao PDR, in particular the Department of Planning (DOP) of MPI. The TA is required to provide practical support working closely with relevant Line Ministries and provincial authorities.

### III. Functions / Key Results Expected

#### Summary of key functions:

While the TA will closely work with other Technical Advisors to achieve the overall programme objectives, s/he is primarily required to achieve the following outputs of the component which supports the overall planning, implementation, monitoring and evaluation of the NSEDP as required by the different phases of the national planning cycle.

- (i) Incorporation of gender sensitive poverty reduction and MDG targets in the Seventh Plan (2011-2015) in annual plans, budgets and Public Investment Plans (PIP);
- (ii) Improved capacity for the gender sensitive local planning, implementation and monitoring;
- (iii) Improved gender sensitive M&E framework and enhanced capacity of MPI, selected Line Ministries and two Provinces/districts to monitor and report on plan implementation, using the Lao Info as a tool to facilitate monitoring.
- (iv) Strengthened evidence-based research and analysis required for the implementation of the NSEDP; and
- (v) Support in ensuring consistency and coordination between the planning component and the other three key components of the programme as well as ensuring synergy with the Poverty – Environment Initiative programme.

The key functions that the TA is expected to undertake are as follows:

#### **(i) Incorporation of gender sensitive poverty reduction and MDG priorities and programmes in the Seventh Plan (2011-2015) in annual plans, budgets and Public Investment Plans (PIPs)**

- Provide practical support and assistance to the GoL for further strengthening the planning and integration of the planning mechanism into the budget formulation system, including

the formulation process at the sub-national level and line ministries, coordination and compilation arrangements within MPI, and the approval process by the National Assembly

- Coordinate a gender sensitive review of the annual plans and budgets for the relevant provinces and line ministries and assess the extent to which they align with the 7<sup>th</sup> NSEDP and incorporate the MDGs and targeted poverty reduction programmes
- Provide practical support and assistance to further strengthen the integration of gender sensitive targeted poverty reduction programmes and MDGs into annual plans and budgets at national, sub-national level and sectoral level, and subsequent monitoring and evaluation
- Provide support and assistance to strengthen the linkages between the Round Table Process and its Sector Working Groups with the planning process to effectively support the implementation and monitoring of the 7<sup>th</sup> NSEDP, including the Public Investment Programme.
- Provide support and assistance for improving gender sensitive participatory planning exercises based on the revised manual in poor districts, including the existing districts and Kumban profiles
- Provide overall support and assistance to the National Project Director (NPD), project manager (PM) and projects management team
- Provide policy recommendations, support and assistance for strengthening the Government's capacity to prepare the 8<sup>th</sup> NSEDP
- Provide practical support to MPI on the 8<sup>th</sup> Plan formulation guideline
- Provide support to ensure coherence between planning and budgeting processes
- Support the Plan Formulation Steering Committee to ensure consistency in sector inputs
- Work closely with the Department of International Cooperation (DIC) – the Round Table Process component to strengthen the link with SWGs for sector inputs and organize regular consultations with DPs on the progress of plan formulation

**(ii) Improved capacity for the gender sensitive local planning, implementation and monitoring**

- Provide support and assistance to implement targeted actions for off-track MDGs included into local level planning in two pilot districts
- Provide support and assistance to improve PIP process management in two pilot districts
- Provide practical support to conduct external evaluation of kumban experience thus far with lessons learned and concrete recommendations for revisions to the process
- Provide support and assistance to strengthen capacity for local level planning facilitators
- Ensure that poverty-environment issues are incorporated into the kumban-level participatory planning manual and process and support capacity building for application
- Provide technical and policy support to improve proposal writing skills among line ministry staff and planning staff at the central, provincial and district levels

**(iii) Improved M&E framework and enhanced capacity of MPI, selected Line Ministries and two Provinces/districts to monitor and report on plan implementation, using the Lao Info as a tool to facilitate monitoring**

- Review existing diagnostic assessments of existing Monitoring and Evaluation system, and propose recommendations for improving the system
- Work closely with National Statistics Bureau and provide technical inputs to support the finalization of key indicators to monitor the 7<sup>th</sup> Plan including the MDGs on an annual or mid-term bases, including identification of data sources
- Provide technical support and assistance to strengthen capacity of MPI and selected key

Ministries and agencies to systematically monitor and report on annual NSEDPs especially using the Lao Info as a tool to facilitate the reporting

- Provide support and assistance to strengthen capacity to monitor and report on annual and the 7<sup>th</sup> NSEDP in two pilot provinces
- Provide/conduct training on planning, monitoring and evaluation for planning officers
- Ensure revised monitoring and evaluation tools are institutionalised in the two pilot provinces in collaboration with National Statistics Bureau.

**(iv) Strengthened evidence-based research and analysis required for the implementation of the NSEDP**

- Consult with relevant MPI departments and selected Ministries and Agencies regarding the research components that feed into the 7<sup>th</sup> Plan including the focus of the next National Human Development Report and selected provincial HDRs.
- Provide technical inputs to macro-economic sector working group as required
- Provide support and assistance in conducting research on impact on NSEDP implementation on rural livelihoods and wellbeing in two provinces
- Provide support and assistance in analysing data from Lao Info and other relevant sources to inform policy discussions and direction for annual planning exercise.

**(v). Support in ensuring consistency and coordination between the planning component and the other three key components of the programme as well as ensuring the synergy with Poverty – Environment Initiative (PEI) programme**

- Work closely with the Department of International Cooperation (DIC) – the Round Table Process component to organize regular consultations with DPs on the progress of plan formulation
- Work closely with the National Statistics Bureau in ensuring technical inputs into effective development of monitoring and reporting system in support of the NSEDP implementation especially through the use of Lao Info database
- Work closely with the National Economic Research Institute in ensuring that the NHDR and provincial HDRs focus on key development issues to inform the implementation of the 7<sup>th</sup> NSEDP and the formulation of the 8<sup>th</sup> NSEDP.
- Work closely with the Department of Investment Promotion and the PEI programme team in ensuring that environmental concerns are mainstreamed into national plans and investment policies are consistent with and supportive of sustainable and equitable growth.

## **IV. Impact of Results**

A more integrated and coordinated approach to mainstream gender sensitive poverty reduction and achievement of the MDGs by providing support for piloting capacity strengthening for planning at the central (National) and local (provinces and districts) levels.

Improved “downstream” gender sensitive participatory planning, budgeting, implementation and monitoring and evaluation capacities by piloting and institutionalizing the requisite approaches within provincial and district governments.

More effective gender sensitive monitoring and evaluation of the implementation of the 7<sup>th</sup> Plan to promote the utilization of the information for more effective future implementation, policy and strategy formulation and planning.

Initiating and nurturing of a research network in the country (involving NERI and selected Ministries and Agencies) for undertaking policy research as an important input to planning, implementation, monitoring and evaluation. More effective and coordinated programme resulted

are ensured.

## V. Competencies

### Corporate Competencies:

- Demonstrates integrity and fairness by modeling UN values and ethical standards;
- Displays cultural and gender sensitivity and adaptability;
- Treats all people fairly and without favoritism; and
- Shows strong corporate commitment

### Functional Competencies;

#### Development and Operational Effectiveness

- Ability to lead strategic planning supporting crucial decision making at the highest levels of government;
- Ability to lead the formulation, implementation, monitoring and evaluation of strategic policies and sound development programmes in a gender sensitive manner;
- Ability to generate creative, practical approaches to overcome challenging situations;
- Demonstrates strong technical and practical leadership and knowledge in issues related to strategic development planning, aid management, coordination and effectiveness;
- Familiarity with UN system and role of key stakeholders in the area of national development plans, local-level planning, aid management, coordination and effectiveness

#### Knowledge Management and Learning

- Promotes knowledge management and a learning environment through leadership and personal example;
- Experience in capacity development and transformational leadership;
- Experience and knowledge of other Southeast Asian countries or similar contexts

#### Management and Leadership

- Builds strong relationships with clients, focuses on impact and responds positively to constructive feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates excellent presentation skills;
- Excellent computer skills, and applications for report and project planning;
- Excellent organizational skills and proven ability to deliver projects within assigned deadlines;
- Demonstrates openness to change and ability to manage complexities;
- Excellent interpersonal skills and objectivity; and
- Experience working collaboratively in a team structure in a multicultural environment

## VI. Recruitment Qualifications

Education:

Master's degree in Economics or another relevant discipline

Experience:	<ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience in the field of development, working with national development planning processes including PRSP, monitoring and evaluation at the national and sub-national levels. Experience in Lao PDR or in a similar country context in related issues is an asset;</li> <li>• Substantive experience in facilitating government-led ODA coordination in development planning, partnership building for development and resource coordination and integrating ODA into planning and budgeting in developing countries</li> <li>• Extensive experience in research and analysis, reviewing and conducting assessment, and developing recommendations to inform plan formulation and implementation;</li> <li>• Prior experience with UNDP/UN agencies or international organizations, particularly in developing countries is an asset; and</li> <li>• Good interpersonal skills. Strong written and verbal communication skills.</li> </ul>
Language Requirements:	Excellent knowledge of English and ability to communicate clearly in written and spoken English. Ability to speak Lao is an asset.

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