



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Technical Advisor (National Round Table Process)**  
Position Number: **00059041**  
Department: **Department of International Cooperation, Ministry of Planning and Investment**  
Reports to: **UNDP Resident Representative**  
Position Status:

Current Grade: **P5**  
Approved Grade: **P5**  
Position Classified by:  
Classification Approved by:

### II. Organizational Context

UNDP has supported the Government of Lao PDR in aid coordination and effectiveness through an increasingly successful Round Table Process and related Round Table Meetings (RTMs). The Round Table Process (RTP) has succeeded in developing into a government-led process of ongoing dialogue and cooperation in recent years. The Government and Development Partners strongly committed themselves to work together for much improved aid effectiveness in the Lao PDR. At the 9<sup>th</sup> Round Table Meeting (RTM) in November 2006, they signed the Vientiane Declaration on Aid Effectiveness, a localized version of the Paris Declaration on Aid Effectiveness. At the 10<sup>th</sup> Round Table Meeting in October 2010, the Government presented its strategic directions over the next five years as outlined in the 7<sup>th</sup> National Socio-Economic Development Plan (NSEDP 2011-2015). In addition, the MDG Compact for Lao PDR, introducing a localized MDG 9 on UXO and Victim Assistance was signed by the Government and the UN as well as other development partners at the 10<sup>th</sup> RTM.

In March 2011, the 7<sup>th</sup> NSEDP for 2011-2015, a common over-arching framework for all national and international development partners' development efforts in Lao PDR, will be approved by the 9<sup>th</sup> Party Congress, which will then be passed through the National Assembly in June 2011 for implementation beginning in FY 2011/2012.

The 7<sup>th</sup> NSEDP particularly introduces a stronger focus on poverty reduction and achieving the MDGs. With the introduction 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. Another challenge is to strengthen local-level planning that promotes participation of the poor and other vulnerable groups in deciding on and managing development activities in their villages, Kumbans, districts and provinces.

To better facilitate support for the implementation of the NSEDP and the achievement of the country's national development goals, the Government-led Round Table Process is being synchronized and focused on the 7<sup>th</sup> NSEDP as an overarching framework for mobilizing and coordinating resources including development partner assistance for the achievement of the country's national development goals, including the MDGs.

In addition to the major Round Table Meetings (RTMs) organized every three years in Vientiane, there

are now a range of other Round Table related consultations in between RTMs that have traditionally played an important role within the overall RTP. These include annual Round Table Implementation Meetings aimed at taking stock of progress and lessons learned in the implementation of NSEDP and Vientiane Declaration and developing common understandings and recommendation for advancing progress; as well as more specialized substantive consultations in needed areas in preparation for the major RTMs.

At the sector level, coordination between Government and development partners occurs primarily through the 8 Sector Working Groups that bring together representatives from government and donor agencies, and international NGOs in the following key areas of Health; Education; Infrastructure; Agriculture, Rural Development and Natural Resource Management; Governance; Macroeconomics and Private Sector Development; Mine Action; and Drug Control. The groups are forums to discuss and build consensus about development priorities identified in the NSEDP, and improve sectoral aid coordination and effectiveness as set out in the Vientiane Declaration Country Action Plan.

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, However, these projects are coming to an end. 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 relevant elements of supports into a single five-year programme (2011-2015) to improve efficiency, and create synergies across the components and to conform with the commitments of the Paris and Vientiane Declaration on Aid Effectiveness.

The support programme includes four components:

- 1- *Support to Consultative Planning, Implementation, Monitoring, Assessing and Reporting on the NSEDP/MDGs*, implemented by Department of General Planning (DoP);
- 2- *Strengthen the Round Table Process for Achievement of NSEDP/MDGs*, implemented by Department of International Cooperation (DIC);
- 3- *Develop Common Database to Effectively Monitor, Evaluate and Guide Progress Towards Goals of NSEDP/MDGs*, implemented by Lao Statistics Bureau (LSB); and
- 4- *Advance Human Development through Policy-Informing Research on Human Development Issues especially Relevant for Achieving the NSEDP/MDGs*, implemented by National Economic Research Institute (NERI).

The main 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, a Technical Adviser to the MPI programme is required to support the Government especially the Ministry of Planning and Investment (MPI), Department of International Cooperation (DIC), which is responsible for coordinating the Round Table Process (RTP), mobilizing and coordinating development resources including ODA for the implementation of the NSEDP as well as to support and ensure a quality preparation of the NSEDP, annual Plans and related Public Investment Programmes (PIPs). The Technical Adviser will work closely with other Technical Advisors working in the programme to achieve the overall programme objectives although his/her direct responsibilities lie on the RTP component of the programme. The Technical Advisor (TA) is also required to provide policy and technical support by working with relevant provincial authorities and line ministries.

### **III. Functions / Key Results Expected**

Summary of key functions:

- 1- Provide high quality policy and technical support to the Government of Lao PDR (GoL) in particular MPI for further elevating the quality and effectiveness of the Round Table Process in support of the implementation of the NSEDP;
- 2- Provide support in planning and organization of high quality Round Table Meetings (RTMs), annual Round Table Implementation Meetings (RTIMs) and more focused thematic pre-consultations including drafting high quality background documents and relevant strategies and papers;
- 3- Provide substantive assistance in the further strengthening the effectiveness of the Government-led Sector coordination mechanisms (Sector Working Groups -SWGs-) and their coherence within the RT process;
- 4- Strengthened systematic linkage between the SWGs' valuable work with annual review, planning and budgeting process of the Government by providing technical assistance to coordinate and facilitate the process.
- 5- Provide assistance in the effective implementation and monitoring of the Country Action Plan (CAP) of the Vientiane Declaration on Aid Effectiveness and other global aid effectiveness commitments;
- 6- Support the GoL in further enhancing reliability and accessibility of the ODA data and integrating ODA with national planning and budget processes and aligning with national priorities;
- 7- Assist in partnership building and resource mobilization for the programme
- 8- Assist on capacity building for the effective mobilization, management, coordination and investment of ODA; and
- 9- Ensure overall programme coordination and synergy with the other two components on statistics and research.

**1. Function / Expected Results:** Provide high quality policy and technical support to the Government of Lao PDR (GoL) for further elevating the quality and effectiveness of the Round Table Process in support of the implementation of MDG-centered NSEDP.

- Quality and effectiveness of the Round Table Process further elevated including as a process for facilitating substantive dialogue, and developing common understandings on national priorities and challenges;
- Improved the effectiveness of the RTP in supporting implementation of the National Socio-Economic Development Plan (NSEDP) including Public Investment Programmes (PIPs);
- Successful organization of high quality Round Table Meetings (RTMs), annual Round Table Implementation Meetings (RTIMs) and more focused Thematic pre-consultations including drafting high quality background documents and relevant strategic papers;
- A strategy for ensuring a sufficient level of ODA pledges, commitments and disbursements in support of the NSEDP developed and effectively implemented; and
- Effective collaboration with the Department of Planning (DoP) to organize regular consultations with DPs on the progress of NSEDP annual plan formulation and costing

**2. Function / Expected Results:** Provide assistance in the further strengthening effective Government-led Sector coordination mechanisms (Sector Working Groups -SWGs) and their coherence within the Round Table Process

- Strengthened 8 Sector Working Groups (WSGs) and their coherence within the RT process;
- Strengthened systematic linkage between the SWGs' valuable work with annual review, planning and budgeting process of the Government by providing technical assistance to coordinate and facilitate the process.
- Guidelines for SWGs involvement in implementing the Seventh Plan and the VD CAP

developed and implemented;

- Further align SWG TORs and workplans to specific NSEDP goals including specific MDGs
- Annual RTP related consultations schedule and themes developed to guide SWGs' work; and
- Knowledge and experience sharing among SWGs promoted.

**3. Function / Expected Results:** Provide assistance in the effective implementation and monitoring of the Country Action Plan (CAP) of the Vientiane Declaration on Aid Effectiveness and other global aid effectiveness commitments, including Busan results

- Implementation of the VDCAP reviewed every two years at the Annual RTIM or Sector Working Group meetings;
- VD CAP updated to reflect progress and new aid effectiveness commitments/ challenges; and
- Monitoring of VDCAP and other aid effectiveness commitments conducted and effectively led by the Government.

**4. Function / Expected Results:** Support the GoL in further enhancing reliability and accessibility of the ODA data and integrating ODA with national planning and budget processes and aligning with national priorities

- Improved integration among ODA, planning and budgeting process; \
- Aid Management Platform (ODA dataset) fully functioned and support the monitoring of ODA planning and alignment with national priorities; and
- Quality and timely publication of Foreign Aid Implementation Reports and ODA related reports.

**5. Function / Expected Results:** Assist on capacity building for the effective mobilization, management, coordination and investment of ODA

- Capacity development framework developed for the Department of International Cooperation;
- Well targeted training plans that suits the need and increase capacity of DIC to advice on aid effectiveness and management;
- ODA related research papers produced to inform ODA policy direction in the country; and
- Provision of advice and assistance in other relevant areas of the Round Table Process as required

**6. Function/ Expected Results:** Assist the Programme Management Team in ensuring overall programme coordination and synergy among all components

- Inter-connected plans and strategic directions of all outputs of the RTP component and with the Planning component;
- Programme annual workplans developed in a consistent manner across all the 4 key components of the programme;
- Support provided in ensuring programme reviews and evaluation take place as planned; and
- Support provided to DIC to ensure overall synergy and coordination among all TAs (supported by other development partners) working in the Department of International Cooperation, MPI
- Support programme management team in partnership building and resource mobilization
- Reports to the Government, DIC/MPI.

#### **IV. Impact of Results:**

The key result of the post contributes to improve policy, institutional and human resource and capacity to manage and coordinate aid effectively. It strengthens Government-led partnerships with Development Partners aimed at responding to the country's evolving ODA related needs during the implementation of NSEDP 2011-15. The post will also result in a more integrated and coordinated approach to mainstream 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.

It further enriches quality and effectiveness of the Round Table Process for facilitating substantive dialogue, developing common understandings on evolving national priorities, and improved collaboration for NSEDP implementation including through increased effectiveness of the Sector Working Groups (SWGs) and exploring of Sector-Wide Approaches (SWAPs).

The post also contributes to strengthening Government capacity to coordinate, motivate and monitor the effective implementation of the Country Action Plan for the Vientiane Declaration on Aid effectiveness including through effective Sector Working Groups (SWGs) and reliable and timely ODA information system needed to enable increased integration of ODA into national planning and budgeting, and to facilitate implementation for achieving development results and improving human well being as measured by progress towards the MDGs.

Finally, the post also contributes to increased effectiveness of overall programme effectiveness and efficiency.

#### **V. Competencies**

**Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

**Functional Competencies:**Job Knowledge & Expertise:

- A high intellectual capacity to understand and interpret national development issues especially related to ODA;
- Ability to provide quality policy and technical support services on economic and ODA issues
- A high intellectual capacity to understand, interpret and formulate high quality background documents and policy related documents to facilitate the dialogues
- 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;
- Strong knowledge of government institution
- Applies the required depth and breadth of knowledge and expertise to meet job demands
- Uses Information Technology effectively as a tool and resource
- Specialized knowledge in issues relevant to ODA coordination, planning, and integration
- Strong analytical skills combined with political judgment

People Skills:

- Recognizes and responds appropriately to the ideas, interests, and concerns of others; gives credit to the contributions of others
- Promotes a learning environment; facilitates the development of individual and team competencies
- Flexibility and strong inter-personal skills, able to work in a multi-cultural environment and in Government offices
- Ability to work effectively in a team

Managing for Results:

- Plans and prioritizes work activities to meet the project objectives and goals.
- Pro-active, and capable of initiating and effectively organizing work under government leadership
- Ability work under pressure and tight deadlines
- Translates strategic aims into achievable plans, with established priorities; manages to them, making periodic adjustments as required.

Partnering & Networking:

- Builds and sustains relationships with key constituents (internal/external/ bilateral/ multilateral/public/private; civil society)
- Seeks and applies knowledge, information, and best practices from within and outside of UNDP

Innovation, Flexible & Sound Judgment:

- Strong strategic, analytical and research skills, including the ability to analyze audiences, attitudes, media, communications products and messages and to translate them into an effective communications strategy;
- 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 behaviours

Communication:

- Demonstrates excellent written and oral communication skills
- Demonstrates excellent presentation skills

| <b>VI. Recruitment Qualifications</b> |   |
|---------------------------------------|---|
| Education:                            | Post graduate degree in Economics or Development Economics  |
| Experience:                           | <p>At least 10 years of substantive experience in development planning, in facilitating government-led ODA coordination, in partnership building for development and resource coordination and integrating ODA into planning and budgeting in developing countries.</p> <p>Extensive experience in the field of development, working with national development planning processes, monitoring and evaluation, and the national and sub-national levels, research and policy advocacy in developing countries.</p> <p>Extensive experience with an in depth understanding of government/donor coordination mechanisms. i.e round table process, and familiarity with evolving global debate on aid effectiveness issues. Experience in Laos or similar transition economy structure in related issues is an asset.</p> |
| Language Requirements:                | Strong English language communication skills, especially strong English language drafting skills. Ability to speak Lao is an asset.   |

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