



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Technical Advisor to the National Regulatory Authority (NRA) for the UXO sector in Lao PDR**
Position Number: **00028248**
Department: **UXO Programme**
Reports to: **UNDP Deputy Resident Representative (Programme)**
Position Status: Non-Rotational

Current Grade: **P4**
Approved Grade: **Fixed term P4**
Position Classified by:
Classification Approved by:

II. Organizational Context

The Lao PDR is, per capita, the most heavily bombed nation in the world. During the Indochina conflict in the 1960s and 1970s, it was the scene of extensive ground battles and intensive aerial bombardments. Records indicate that over two million tons of bombs were used, including more than 270 million submunitions from cluster bombs, and that up to 30% of them failed to explode. Some 35 years after the war ended this unexploded ordnance (UXO) still poses a threat to Lao PDR. As well as causing deaths and injuries, UXO impacts on the lives of Lao people across the country by contributing to food insecurity in limiting safe access to potentially rich agricultural land. In addition the cost of implementing development projects is increased in UXO contaminated areas when land needs to be cleared causing delays; and in some cases, stops projects entirely.

Today, UXO constitutes a significant obstacle to the achievement of the Millennium Development Goals (MDGs), as well as national plans to lift the country out of the list of Least Developed Countries by 2020. Studies demonstrate that there is a strong correlation between poverty and food insecurity on the one hand and the presence of UXO on the other.

National efforts to address UXO contamination were initiated in the mid 1970s. They started receiving international assistance in the 1990s, first through specialist Non-Governmental Organisations (NGOs) and then through the United Nations. In 1996, the Government, with the support of UNDP established a national capacity called UXO Lao. Eight years later, a strategic plan called "The Safe Path Forward, 2003 to 2013" was adopted for the sector and a National Regulatory Authority (NRA) was created to monitor its implementation and coordinate UXO activities in Lao PDR, becoming operational in 2006. The strategy was revised in 2009 and "The Safe Path Forward II" (2010 – 2020) developed.

In December 2008, the Lao PDR was the second country (after Norway) to sign the Convention on Cluster Munitions (CCM) in Oslo. In 2010, the Lao PDR hosted the First Meeting of States Parties to the CCM and held the Convention's Presidency until September 2011, when it handed over to Lebanon. In 2010, the Lao Government adopted a new MDG9 to "Reduce the Impact of UXO in Laos in accordance with the National Strategic Plan for the UXO sector *The Safe Path Forward II.*" In 2011, the Lao Government with support from UNDP drafted a 10-Year Plan in line

with the National Strategic Plan for the UXO sector.

The NRA office has a national staff of approximately 40 and is led by the NRA Director. The NRA also receives the support of a small team of international advisors, generally provided by key donors to the UXO Sector. It has continued UNDP support through funding and a National Implementation modality. UNDP also support the NRA through a Technical Advisor (TA).

III. Functions / Key Results Expected

Summary of Key Functions:

The day to day work of the Technical Advisor (TA) to NRA will be guided by the Director of the NRA to ensure effective implementation of the project and enhance national ownership and results. However, the TA performance assessment will be managed by the UNDP Deputy Resident Representative (Programme) working in consultation with the NRA management.

The TA will provide high level advice and guidance to the NRA and UNDP in the following areas and develop the capacity of the NRA and its staff:

- NRA management and UXO sector coordination
- Strategic Planning and Programming
- Resource Mobilization and Partnership Development
- Knowledge Building and Management
- Programme implementation and monitoring

Management of the NRA and its staff and coordination of the UXO Sector

(1) Advise on the consolidation and further development of the NRA; development of the NRA institutional capacity, regulations and rules and procedures for the UXO sector; clarification of role and responsibilities, etc.

(2) Advise on the recruitment of NRA personnel in line with the rules and regulations, as well as on all other matters relating to the operations of the Office of the NRA and results-based management.

(3) Support the development of the NRA's capacity to exercise its mandate, in particular the secretariat function to the UXO Sector Working Group in close coordination with the Co-Chairs (NRA and UNDP), and Technical Working Groups; the implementation of accreditation and licensing procedures; the implementation of monitoring mechanisms; data collection and analysis; task prioritization procedures, etc.

(4) Advise on the development, implementation and monitoring of the National Strategic Plan for UXO/mine Action, ensuring that the Plan is in line with national development objectives and priorities - this should include ensuring that the NRA has the capacity to monitor the implementation of the Strategic Plan and those annual targets are met.

(5) Assist with the organization of periodic NRA consultations to review and provide guidance on the operations of the agency itself as well as on the activities of the UXO/mine action sector as a whole.

Strategic Planning and Programming

(1) The TA will be responsible to ensure that the policies and procedures developed in the context of the programme are consistent with International Standards for Mine Action (IMAS), and with all other relevant policy statements of the United Nations.

(2) Advise and provide support on International Treaties especially the Convention on Cluster Munitions and the Mine Ban Treaty, as well as the Convention on the Rights of Persons with

Disabilities.

(3) In collaboration with the Director of the NRA, the TA will be responsible for the coordination of the work of all international advisors deployed within the NRA, to ensure that their inputs are in line with the policy and aims of the NRA.

(4) Provide substantive inputs into the development of UNDP CO's policy on UXO action ensuring that UXO issues are mainstreamed into UNDP's policies and programming where appropriate.

(5) Draft speeches, briefing notes and other documents for the UNDP CO Senior Management as required.

Resource Mobilization and Partnership Development

(1) Encourage liaison between the concerned Government Ministries, UN agencies, donors, operators, and any other concerned agency/organization regarding the ongoing development and implementation of an integrated UXO/mine action programme.

(2) Support resource mobilization efforts for the UXO/mine action sector in Lao PDR, including the following:

- Develop strategic partnerships with donors, UN and non-UN system organisations and NGOs, in order to ensure effective management and implementation of the UXO Sector Programme.
- Advise the Government counterpart on how to organize the UXO Sector Working Group for effective coordination and policy dialogue.
- Help prepare funding proposals and briefing documents for donors, organize donor briefings, and negotiate with multi and bilateral agencies in cooperation with the Government counterparts NRA and UXO Lao advisors and UNDP CO.
- Maintain regular contact with donors to the UXO projects and work with the UNDP RR and DRR to address Resource Mobilization issues as they arise.
- Coordinate visiting donors, NGOs, journalists, UN missions and researchers.
- Promote international cooperation and assist the Government of Lao PDR in the area of UXO/Mine Action.

Knowledge Building and Management

(1) Provide an interface with other similar national regulatory bodies in order to benefit from lessons learned and from recognized best practices in addressing issues of Mine Action. Mainstream these into UNDP's broader corporate knowledge networks:

- Advocate for the role of Mine Action in poverty reduction and socio economic development and promote mainstreaming of Mine Action programming within the UN/UNDP through corporate planning tools such as UNDAF, CPD, UNDAF Action Plan, etc.
- Liaise with other organisations and academic institutions specializing in Mine Action in support of ' best practices' review and development.

Programme Implementation and Monitoring

(1) In close coordination with the Finance and Programme TA, support development of the NRA office's capacity on project management including the timely delivery of the project management

tools such as results-based annual work plan, monitoring plan, procurement plan, issues and risk logs, quarterly progress reports based on the agreed results.

(2) Undertake periodic monitoring of the NRA project based on the approved project document and AWP. Monitor the project activities from gender and social inclusion perspective and provide timely feedback to all staff and partner organizations.

(3) Support the NRA staff in preparing results-based field visit/mission reports. Collect data and provide inputs to prepare progress reports from programme districts, partner organizations, and project staff as per UNDP's requirements.

(4) Work closely with the UNDP CPR Unit, the Finance and Programme TA and the NRA's Public Information and Programme Unit to finalize timely reports to donors.

IV. Impact of Results

The key results have an impact on governance of the UXO sector in Lao PDR and high level policy advices provided by UNDP. The UXO sector will be effectively structured and the NRA will be able to take full responsibilities as a regulator. The efficiency and effectiveness of the UXO/mine action in Lao PDR will be increased, as all UXO /mine action operators will be monitored, evaluated and coordinated by the NRA in accordance with the National Strategic Plan. UXO issues will be mainstreamed into development planning, programming and budgeting so that UXO action is addressed as an integral part of development programmes.

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:

Demonstrate management, capacity building and development expertise;

1. Work to achieve the strategic goals of UNDP and promotes the vision, mission and values of UNDP
2. Focus on results and client satisfaction
3. Recognize and respond appropriately to the ideas, interests and concerns of others; contribute creative solutions to address challenging situations
4. Seek, apply and share knowledge and information
5. Demonstrate strong analytical and communication (written, verbal, and interpersonal) skills
6. Demonstrate strong inter-personal and negotiation skills
7. Demonstrate strong ability to work in harmony with staff members of different cultural backgrounds in a professional manner, especially in a mutually-supportive team environment.

VI. Recruitment Qualifications

Master's degree or equivalent in social sciences, public

Education:	administration, or other relevant field.
Experience:	<p>At least 7 years of relevant experience in the field and/or headquarters with progressive responsibilities in the following areas:</p> <ol style="list-style-type: none"> 1. Demonstrated management, capacity building and development expertise; 2. Extended knowledge of UXO/mine action issues, with particular emphasis on policy, regulatory and treaty issues, and a commitment to a community-oriented approach to UXO/mine action; 3. Experience working in UXO/mine action programmes or countries; 4. Extensive experience in programme/project management in developing countries - preferably in Southeast Asia; 5. Some treaty background or experience would be an asset; 6. Experience in aid coordination, and donor relations, or advocacy is desirable; 7. Knowledge of UNDP and UN system policies, programming and operational issues, as well as UN/UNDP experience is desirable.
Language Requirements:	Excellent command of English. Knowledge of Lao and/or French an asset

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