



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Technical Specialist (Governance and Civil Society)**
Position Number: **00065168**
Department: **Governance Unit/MoHA, MoFA, MICT**
Reports to: Deputy Resident Representative (P)
Position Status: *Non-rotational*
Post category: **Development Project Funded (DPF)**

Current Grade: **FTA - P4**
Approved Grade: **FTA - P4**

II. Organizational Context

The Government of the Lao PDR acknowledges the need for increased participation of the people in its poverty reduction efforts and included this objective in the Strategic Plan on Governance (2011-2020) and the 7th National Socio-Economic Development Plan (2011-2015).

UNDP has been working in partnership with the government of Lao PDR since 2006 towards developing civil society through two different pilot projects. Currently UNDP is looking to recruit a Governance and Civil Society Technical Specialist to support two new civil society programmes, the other one concentrating on supporting the legal framework of civil society organisations and the other one concentrating on supporting people's participation in the community level through community media. The Advisor would work 75% for the Civil Society Support Programme and 25% for the Community Participation and Communication Support Programme. The Advisor would be able to use the lessons learned from both of the programmes and bring them into a wider debate regarding civil society in the national, regional and international level.

Civil Society Support Programme (75%)

The lack of a clear legal framework for civil society has been a major obstacle to its development in Lao PDR and has meant that the legal status of existing organisations was unclear. The signing of the Decree on Associations in April 2009 is therefore a significant development which provides a framework for the development for civil society capacity in Laos, which would enable local groups and associations to access funding, set up governance structures, network amongst themselves, and interact with government, donors and INGOs on a policy level. There is also a continued need for policy & administrative capacity development support to Ministry of the Home Affairs [MoHA] in the implementation of the decree and a new decree on civil society 'Foundations'.

Allied to this, the Ministry of Foreign Affairs, [INGO Division] has recently passed a second decree Prime Minister's Decree on International NGOs and DIO has requested capacity development and support from UNDP to help it provide the necessary coordination and guidance to the 162 INGOs currently registered, in managing the dissemination of Information of the Decree as well as the subsequent capacity development work with Provincial Authorities and line agencies in understanding the regulations and procedures necessary for working with INGOs.

In responding to these shifts and building on the work of the pilot project (2007-2009), UNDP, in conjunction with MoHA and DIO has developed the Civil Society Support Programme, which will adopt a programme approach in order to strengthen civil society to help Laos achieve the MDGs, through increased capacity of government to support and enable civil society development, improving the enabling environment for local civil society organizations, improving access to information and voice of those who are most vulnerable and capturing and disseminating knowledge and lessons learned among all development partners in Lao PDR.

The CSSP is a three and half year programme [July 2011- December 2014] and concentrates on supporting the enabling environment for Civil Society in Lao PDR through three main outputs:

1. **Capacity Development of MoHA:** developing the legal framework & enabling environment for national and local civil society
2. **Capacity Development of DIO :** developing the legal framework & enabling environment for international civil society
3. **Developing a Knowledge & Information Platform:** Developing capacities of MoHA DPAD-CSD and MOFA DIO staff to have better knowledge and skills to support the enabling environment for civil society

Community Participation and Communication Support Programme (25%)

The first ever community radio in Lao PDR started broadcasting programmes in three ethnic languages in October 2007. The 'Khoun Radio for Development' was established through a UNDP pilot project. The main objective was to support communities in one of the poorest districts in Laos to produce relevant information for themselves and through that become active owners of the development process.

At the moment Khoun community radio is a model for other similar initiatives in the country. Khoun radio station works in partnership with two new community radios in Sekong established through UNDP GPAR project. Khoun radio provides valuable lessons learned and training for other community radios and in the future could become a support centre for similar initiatives around the country.

Working with the Provincial Department of Information and Culture (Xiengkhouang and Sekong) the new Community Participation and Communication Support Programme will work to build people's participation at a very local level, and provide an initial experience of voice, transparency, and government responsiveness. UNDP's support in this area will be focused on the creation of a Lao Community Radio Centre, which would provide grants to communities interested in community radio in their area, along with support for community mapping and mobilization, training, capacity development, technical support and assistance in implementing community radio initiatives.

Information and voice of those who are most vulnerable and capturing and disseminating knowledge and lessons learned among all development partners in Lao PDR.

The CPCSP has started in February 2011 and will run until December 2014. The programme will support community participation and communication through three main outputs:

- Output 1 '**Scaling-up' – Community media scaled up to poor and under-served districts**
- Output 2 '**Capacity for sustainability' – Local organizations and companies have the knowledge and competence to scale up and sustain community media**
- Output 3 '**Learning and Advocacy'– Lessons learned will be used to inform policy-makers and contribute to an enabling environment for media, access to information and indigenous rights**

III. Functions / Key Results Expected

Summary of key functions:

With MoHA Civil Society Management Division (50%):

- Provide technical advice and capacity support in the coordination of all activities with the MoHA National Project Manager and staff in achieving programme outputs and outcomes;
- Ensure appropriate links with other relevant Government institutions, such as the National Assembly, Ministry of Planning, Ministry of Finance, Ministry of Foreign affairs, etc;
- Participate in and advise on the design of coherent and clear governmental implementation structures and frameworks for the NPA decree at different levels (Central, Provincial, City and District) for the consideration, registration and monitoring of candidate associations;
- Advise on the development of an overall capacity development plan for NPA decree framework implementation;
- Provide technical support and advice on the development of capacity development programmes for relevant MoHA staff;
- Provide technical support and advice on effective awareness raising activities addressing government staff and the general public;
- Participate in and assist with the formulation and elaboration of the implementation guidelines for the Decree on Foundations;

With MoFA DIO (25%):

- Provide technical advice and capacity support in the coordination of all activities with the DIO staff and in achieving relevant programme outputs and outcomes;
- Ensure appropriate links with other relevant Government institutions, such as the National Assembly, MoHA, Ministry of Planning, Ministry of Finance, etc;
- Participate in and advise on the design of coherent and clear governmental implementation structures and frameworks for the INGO decree at different levels (Central, Provincial, City and District) and provide ongoing advice on publicity and roll-out mechanisms as requested by DIO
- Advise on and develop an overall capacity development plan for INGO Division including:
 - providing technical support and advice on decree framework implementation,
 - the development of capacity development and training programmes for relevant INGO Division staff,
 - the development of knowledge management, IT and database solutions relevant to the agreed needs of INGO division and
 - the coordination of exposure visits and knowledge sharing exchanges for INGO staff.
- Provide technical support and advice on effective training curriculum and awareness raising activities addressing government staff and the general public;
- Participate in and assist with the formulation and elaboration of the implementation guidelines for the Decree on INGOs;

With MICT (25%):

- Provide technical advice and capacity support in the coordination of all activities with the MoIC National Project Managers and staff in achieving programme outputs and outcomes;
- Ensure appropriate links with other relevant Government institutions, such as MoHA, the National Assembly, Ministry of Planning, Ministry of Finance, Ministry of Foreign affairs, etc;
- Participate in and advise on the scaling up of community media and other civil society initiatives in Lao PDR;
- Advise on the development of an overall capacity development plan for Community Associations;
- Provide technical support and advice on the development of capacity development programmes for relevant people;
- Provide technical support and advice on effective awareness raising activities addressing

government staff and the general public;

General responsibility and Teamwork:

- Provide the UNDP Resident Representative and the National Project Managers with strategic advice and technical inputs to guide the implementation mechanism;
- Support and provide guidance to the National Programme Manager in organizing work, in particular monthly meetings and monitoring and evaluation activities on the field;
- Ensure effective and efficient coordination of activities between MoHA, DIO, MICT, UNDP and partners;
- Assist the Programme Managers in submitting reports to MoHA, MoFA, MICT and UNDP on Programme progress, etc;
- Support creation of strategic partnerships and close coordination with all stakeholders, including the MoHA secretariat, DIO, MICT and other relevant Government institutions, INGOs and donor agencies;
- Conduct regular analysis of participation by different stakeholders in the Capacity Development process, with reference to – inter alia – geography, ethnicity, gender, disability and language
- Assist in analyzing the effectiveness of the legal framework and implementation structures and provide recommendations for possible improvements;
- Contribute to relevant UNDP knowledge networks;
- Identify opportunities for mobilizing additional resources;
- Observe and promote the vision, mission, values and strategic goals of UNDP.

IV. Impact of Results

Enabling Environment for Civil Society

V. Competencies

Interpersonal Skills:

- Effective communication skills and ability to establish good working relationships with national and local stakeholders, and international interlocutors
- Excellent organizational and management skills.
- Demonstrates high moral integrity by modelling the UN's values and ethical standards, sound political judgment, diplomacy, impartiality and discretion.
- Displays cultural, political, gender, ethnic, age sensitivity and adaptability
- Acknowledges and react appropriately to the ideas, interests and concerns of others;
- Promotes a learning environment, encourage the development of individual and collective competencies.

Communication Skills:

- Excellent communication skills and good command in spoken and written English.
- Good mastery of office computer software (Word, Excel, PowerPoint, Web 2.0).

Professional knowledge and Expertise

- Demonstrate proven technical skills to adequately handle the responsibilities and requirements of this job;
- Use information technology as a tool and a resource;
- Be motivated and work towards continuing personal learning and development.

VI. Recruitment Qualifications	
Education:	Advanced university degree (Master's degree or equivalent) in Political Science, Social Sciences, International Relations or a related field.
Experience:	<p>A minimum of 7 years of work experience in governance/civil society capacity development and participation at national and local levels, at least 6 years of which should be in transition/development contexts.</p> <p>Extensive experience of managing complex and sensitive programmes and projects in developing countries.</p> <p>Senior level policy advisory experience in governance and civil society capacity development is essential, with particular emphasis on institutional development, organisational change management and the development of enabling legal frameworks and mechanisms</p> <p>Working knowledge of the political and cultural context in Lao PDR and neighboring countries is essential.</p> <p>Experience in mainstreaming human rights and/or gender in institutional development and capacity development initiatives in developing countries is highly desirable.</p>
Language Requirements:	Excellent command of English and a willingness to learn Lao. Knowledge of 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