

ANNEX 1. CTA TERMS OF REFERENCE



UNITED NATIONS DEVELOPMENT PROGRAMME

I. Post Information

Post Title:	Chief Technical Adviser
Type of contract:	FTA
Pre-classified Grade:	P5
Assignment location:	Freetown, Sierra Leone
Focal Point :	http://jobs.undp.org
Duration :	One year
Supervisor:	Country Director
Deadline:	

II. Organizational Context

Since 2004, UNDP and its partners have supported the Sierra Leonean National Electoral Commission (NEC) to implement a strategic planning and reform process, as well as prepare for and administer the 2007 elections – the country's second national election since the end of the 10-year civil war in 2002, and the first without the supervision and major logistical support of the international community and UN peacekeepers. With the successful conduct of these elections, and local elections and bi-elections held since, Sierra Leone has made important gains in the consolidation of its post-conflict democracy and towards self-sufficient administration of its own elections.

Yet significant concerns remain going into the next electoral cycle. A fragile political situation featuring political polarization and regional and ethnic divisions could become exacerbated during the complex 2012 electoral process that envisages the conduct of presidential, parliamentary and local council elections with a possible presidential run-off election. This, combined with a weak economy including high levels of unemployment, particularly among the youth, could negatively impact on electoral disputes and conflict management around the electoral process. The potential for conflict related to the electoral process is of the utmost concern and the Government and international community. Both intend to focus their support on fostering an environment that is conducive to the holding of credible elections and strengthening mechanisms that administer and oversee the electoral process and party competition in that process. This UNDP Project is expected to contribute to these objectives.

More specifically, the Project seeks to support the sustainability of know-how and the development of the short and long-term capacities of NEC, PPRC, civil society organizations involved in electoral observation, communication and women's participation in elections and politics, political parties, the

media and security forces. At this stage of the implementation, UNDP is hiring the Chief Technical Adviser.

Under the authority and supervision of the Country Director, the Chief Technical Adviser (CTA) will be responsible for implementing and administering the project. She/he will work in close consultation with the UNDP programme unit, the Team Leader Governance Unit, the electoral management bodies and other stakeholders in order to promote the most credible and transparent electoral process possible. It is understood that instructions will only be taken from the United Nations.

III. Functions / Key Results Expected

1. Coordination: The CTA will be responsible for the implementation of activities as well as the supervision of the following:

- ❑ Set up of the Project Management Unit for the electoral cycle
- ❑ Ensure with effectiveness the administrative and technical management of the Project
- ❑ Supervise and coordinate the actions and activities of the Project including high level experts and personnel support
- ❑ Ensure effective cooperation and coordination of all Project Implementation Teams with various departments of the NEC, PPRC, other stakeholders and UNIPSIL. Supervise activities of experts and support staff assigned to the Project
- ❑ Elaborate a work plan as well as an implementation plan of action of the different components of the Project
- ❑ Coordinate the organization of seminars and training or reinforce actors/ facilitators capacities building on the electoral process
- ❑ Establish the means of collaboration with potential partners (all stakeholders including donors, etc.), resource mobilization system and appropriate operational partnership arrangements

2. Electoral Support:

- ❑ Provide technical advice to high-level actors/or mediators (Ministers, NEC, PPRC, political parties, CSOs, media, judiciary and security officials) on the electoral process
- ❑ Provide electoral and technical advisory support to UNDP staff: ERSG/RR, CD, DCD, programme officers involved in Governance Programme within UNDP Country Office
- ❑ Assist with the planning and the implementation of electoral activities throughout the different phases of the electoral cycle and project
- ❑ Elaborate the Term of References and assure that all necessary support is provided for the foreseen consultations and monitoring missions
- ❑ Plan and assist periodic evaluation missions making sure to provide necessary assistance and support to the missions
- ❑ Ensure the permanent support and follow up of the project activities
- ❑ Supervise the procurement process for electoral material and equipment and ensure their safe storage before their deployment
- ❑ Ensure in all circumstances that the Project upholds the values of the UN System, the country's interests and partners implicated in the process
- ❑ Provide all sensitive and targeted counselling to the electoral process
- ❑ Liaise and foster strategic cooperation with other partners to reinforce the dialogue between

the stakeholders of the process

3. Reporting:

- ❑ Elaborate and submit periodic reports on the progress of the Project to the UNDP and its Partners
- ❑ In collaboration with UNDP office, plan and coordinate meetings with partners to submit reports or documents in liaison with the electoral process

4. Fundraising/Resource mobilization:

- ❑ Contribute to the mobilization of funds with partners for additional resources to the electoral process
- ❑ Provide strong fundraising arguments to donors/or stakeholders
- ❑ Perform other relevant duties as required by the Resident Representative or Country Director of UNDP

IV. Impact of Results

The key results have an impact on the PACE Project management efficiency and success of the whole Electoral Cycle. In particular, the key results have an impact on the delivery of:

- ❑ UNDP's credibility as execution agency of the UN system
- ❑ Host country's effort to meet the MDGs
- ❑ Coordination of stakeholders' effective support – participation to the electoral cycle.
- ❑ Effective support of PACE Project electoral assistance to NIEC

V. Competencies

Corporate Responsibility and Teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Plans, prioritizes, and delivers tasks on time

Results-Orientation and Development Effectiveness:

- Plans and produces quality results to meet established goals
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Ability to formulate and manage budgets, manage transactions, conduct financial analysis and reporting

Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Sets clear performance goals and standards; executes responsibilities accordingly

Innovation and Judgment:

- Conceptualizes and analyses problems to identify key issues, underlying problems and how they relate
- Contributes creative, practical ideas and approaches to deal with challenging situation
- Strives for quality client-centered services (internal/external) when making decisions and taking action

Job Knowledge & Expertise

- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- Uses ICT and web-based management systems effectively as a tool and resource
- Is motivated and demonstrates a capacity to pursue personal development and learn

VI. Recruitment Qualifications

Education:	Master's in Political Science, International Relations, Social Sciences, Management, Administration, Law or related fields.
Experience:	<ul style="list-style-type: none"> • At least ten years of professional experience in democratic governance with an emphasis on electoral assistance; • Experience in electoral assistance advisory and project management at the international level (with the United Nations System a strong asset); • Good knowledge of the political environment, administration of developing countries particularly countries of the West African region; • Good knowledge on the organization of elections in Africa; • Good knowledge on the management of the electoral processes during and post conflict;

	<ul style="list-style-type: none">• Knowledgeable of different tasks relating to the electoral process;• Ability to work under pressure in a multicultural and complex environment;• Ability to produce reports and high-level political analysis;• Capacity to dialogue with electoral and high-level political actors as well as donors from the international community;• Previously experience as CTA in the framework multi donor projects;• Fair understanding of electoral processes in Sierra Leone, in particular of the state of electoral and wider governance reform, would be an advantage.
Language Requirements:	Fluency in English mandatory.