



TERMS OF REFERENCE

Associate Expert
INT-175-11-P137-01-V

I. General Information

Title: Associate Expert in Integrated Programme Development, West Africa and Central Africa Team, Integrated Programme and Oversight Branch, Division for Operations
Sector: International Crime Prevention and Drug Control
Location: United Nations Office on Drugs and Crime (UNODC) West Africa and Central Africa Team, Integrated Programme and Oversight Branch, Division for Operations, Vienna/Austria
Duration: 1 year (with possible extension for another year)
Date Required: ASAP

II. Supervision

Direct Supervision by: Ms. Kayoko Gotoh, Chief, Integrated Programme and Oversight Branch, and Ms. Aisser Al-Hafedh, Team Leader for West Africa and Central Africa

Title of Supervisors: Chief, Integrated Programme and Oversight Branch and Team Leader for West Africa and Central Africa

Content and methodology of supervision:

The Associate Expert will work under the overall guidance of the Chief of UNODC's Integrated Programme and Oversight Branch and the direct supervision of the Team Leader for West Africa. Supervision will entail work assignment relevant to the functions undertaken by the Regional Programming Team for West and Central Africa, discussion and approval of time-bound work plan, regular guidance on how to accomplish work goals, routine review of work progress, review of all products, and periodic informal and formal assessment of performance.

Under the overall guidance and oversight of the Team Leader for West Africa and Central Africa there will be:

- 1) Regular consultations between the Team Leader of the West Africa and Central Africa Team, senior experts and programme managers, and the Associate Expert on relevant issues relating to programme, project development and backstopping in the area of drug control/drug demand reduction/crime prevention;

- 2) In-house training and advice from the supervisor and other staff members on key working areas and processes of UNODC, and the ability to attend UNODC training and briefing sessions in UNODC HQ Vienna or other locations, subject to availability of funds;
- 3) Frequent performance feedback discussions and written evaluation reports/assessments based on the agreed annual workplan (prepared jointly upon assumption of duties).

III. Duties, Responsibilities and Output Expectations

The ASSEX will start her/his assignment to familiarize with overall UNODC policies and strategies and the various thematic programmes.

Under the overall guidance of the Team Leader for West Africa and Central Africa the Associate Expert will be responsible for the following duties while supporting the Branch to act as a catalyst for integrated regional and thematic programme development:

- 1) Assist the Regional Team in development, implementation, monitoring and technical backstopping of ongoing activities and in drafting of programme proposals and other documents in the assigned region;
- 2) Carry out various substantive, organizational and coordination tasks for providing assistance and contributions to field operations in the development and implementation of the Regional Programme for Promoting the Rule of Law and Security in West and Central Africa and other evolving regional programmes;
- 3) Assist the Team Leader and IPB management in engaging with prospective (new and existing) donors to support the implementation of the regional programmes and to enhance and strengthen working relations with partner organizations in the region, in particular the European Union, in order to develop mutually supportive and complementary programming.
- 4) Contribute to programme design and the writing up of programme documents that contain various elements covered by UNODC's mandate in the region, notably evolving security threats and the strengthening of rule of law in the context of organized crime and terrorism, justice and integrity and drug prevention and treatment, HIV treatment and care;
- 5) Keep abreast of social, economic and political developments in the West and Central African region, particularly those related to threats posed by drugs, crime and terrorism;
- 6) Assist in drafting periodic reports and updates related to regional programmes and organized crime, terrorism, trafficking, justice and integrity and drug prevention situation in the region, inter alia, for the Commission on Narcotic Drugs (CND), the Commission on Crime Prevention and Criminal Justice (CCPCJ), Reports of the Executive Director to the Secretary General and the General Assembly and the Major Donors;
- 7) Assist with the preparation of draft briefing notes and summary reports on activities and developments in the West and Central African region for the Executive Director, senior management, senior official visitors to UNODC, regional and international consultations with donors, as well as for other major UNODC events;

- 8) Assist in reviewing draft programme documents submitted to the Regional Team for West and Central Africa by providing comments and liaising with various technical units both at HQ and field level;
- 9) Undertake organizational, coordination and monitoring tasks for ensuring programme implementation in line with work plans and budgets;
- 10) Assist the Team Leader in monitoring programme progress at field level by reviewing progress reports submitted by the field office and addressing outstanding issues;
- 11) Prepare and maintain up-to-date periodic implementation reports and programme data for the Regional Programme, including previous, current and planned expenditures, commitments and funding needs for the region;
- 12) Carry out other tasks as assigned, in particular in relation to general programme management and oversight support.

IV. Qualifications and Experience

Education:	Advanced university degree in international relations, law, criminology, security studies, or related field
Work experience:	Preferably 1-2 years of working experience in a national or international setting/agency working in the field of international relations and/or law;
Languages:	Excellent spoken and written English required. Knowledge of other UN languages, such as French, desirable. Knowledge of Portuguese an asset.
Other skills:	Advanced computer skills (excel, spreadsheets, databases); knowledge of UN financial systems/databases an asset; proven cross-cultural abilities

UN competencies:

Communication:	Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
Teamwork:	Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team

shortcomings.

Planning&Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

V. Learning Elements

The Associate Expert will be involved in implementing specified aspects of the programme of work of the United Nations Office on Drugs and Crime and will receive guidance, supervision and on the job-training on a regular basis. Additional training opportunities may become available through participation and attendance in specialized substantive events that focus on criminal justice and drug control matters. Through the assignment, the Associate Expert will gain improved substantive knowledge of the working of the policy making and normative structures of the United Nations systems, particularly in relation to crime prevention and criminal justice and drug control matters.

On completion of the assignment, the Associate Expert is expected to:

- 1) Have acquired a profound understanding of issues relating to drug control, drug demand reduction, crime prevention and related matters and the implementation of UN Conventions and protocols related to these areas in West and Central Africa;
- 2) Be able to draft project documents in accordance with UNODC rules/standards and have a good understanding of UNODC’s programmes and programme management cycle;
- 3) Be able to advise national counterparts on key issues related to UNODC’s work in drug control, drug demand reduction, crime prevention and related;
- 4) Be able to draft correspondence and reports according to UN standards/formats in English;
- 5) Have acquired a clear understanding of UNODC work with special focus on West and Central Africa and a broad understanding of the UN-system in general;
- 6) Have acquired cross-cultural communication skills.

VI. Background Information

As a key step in enhancing UNODC’s effectiveness and efficiency, the realignment of functions, formerly fragmented across the Divisions of Operations and Treaty Affairs, officially begun in April 2010. The merge, in this context, between UNODC’s former Integrated Programming Unit and the Regional Desks, has led to the creation of the “Integrated Programme and Oversight Branch” (IPB). IPB’s pool of programme and policy officers play a key role in support of the new strategic approach adopted by the Office. The Office is moving towards a coherent, strategic

approach by enhancing cross-sectoral and integrated programming. To this end, IPB is currently expanding the scope of its activities and acting as a catalyst for UNODC's programme expansion in the field, especially in areas where cross-cutting and multi-sectoral response is required.

IPB's key objectives are:

- To support UNODC field offices in developing, implementing and monitoring integrated regional and national programmes to promote UNODC mandates;
- To undertake programme development activities in selected countries, particularly in post-conflict settings;
- To assist UNODC Regional/Country Offices in their involvement in the undg Regional Teams and UNDAF process and related joint programming efforts. Ensure full commitment to the UN reform process from all parts of the Office;
- To develop relevant tools, Guidance Notes and training programmes for field-based staff on substantive cross-cutting issues.

Regional Programmes: development, implementation & monitoring

UNODC has made substantial progress on the roll-out of the new programming approach. IPB's efforts to develop, implement and monitor Regional Programmes are a high priority and in this context, programming efforts pursue the following tracks:

- lead the process to ensure effective implementation and monitoring of regional and country programmes;
- support new programme design/development in selected regions and countries;
- identify and develop opportunities for integrated responses to emerging issues;
- lead inter-divisional task teams, composed of Field Office staff and thematic experts.
- support field based integrated programming and lead multi-disciplinary assessment missions;
- development of technical assistance programmes and provision of a rapid response capacity to meet specific Member States' needs and requirements;
- development of UNODC products, tools and initiatives to promote integration between different thematic areas and the development of new programming opportunities;
- bringing finance, human resource and project management systems (ProFi) of UNODC in line with the new approach to programming.
- adapt existing tools to a more decentralized planning and implementation model, and to build capacity in the field to manage these responsibilities directly.

Post Conflict and Fragile States

For UNODC to participate effectively in global rule of law debates including terrorism, it is critical for the Office to add value and have a presence in key post-conflict and fragile states.

The UN Security Council has expressed concern about the serious threats posed by drug trafficking and transnational organized crime to international security in post-conflict states. UNODC involvement in post-conflict countries especially in support of the integrity/efficiency of criminal justice systems, is a further demonstration of the "catalytic" role of UNODC in building bridges and in providing expertise in the security sector reforms.

The importance of effectively addressing the nexus of conflict and criminality in post-conflict settings is being increasingly recognized. Peacemaking, peacekeeping and peacebuilding activities, which increasingly serve as the vehicles for designing and implementing governance interventions, should be integrated with efforts to develop the rule of law and contain illicit trafficking and related organized criminal activities.

In this context IPB works to:

- expand UNODC engagement in the UN system planning and programming development process;
- develop programmes of technical assistance in post-conflict and fragile states, providing a coherent framework for capacity building to counter challenges of corruption, criminal justice, terrorism and organized crime, in line with UNODC mandates.

