



UNITED NATIONS DEVELOPMENT PROGRAMME

Junior Professional Officer (JPO) JOB DESCRIPTION

Chiffre Nr. 2022-2-58

I. Position Information

Title: Policy Analyst – Effective Development Cooperation

Main sector of assignment: Strategic partnerships and resource mobilisation

Detailed sector of assignment: Development Effectiveness

Agency: UNDP

Department: NDP Country Office, Côte d'Ivoire (1st year) and BPPS, NYC (2nd year)

Country and Duty Station: Côte d'Ivoire, Abidjan (1st year) / USA, New York City (2nd year)

Duty Station Status: Family Duty Station (staff member and eligible family members)

Duration and Type of Assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Job Purpose and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral co-operation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices.

Job Purpose:

The international community is facing a number of defining and interrelated challenges from COVID response and recovery, to increasing inequalities and a quickly escalating climate crisis. In these challenging times, effective development co-operation and multi-stakeholder partnerships are more important than ever to get back on track to achieve the Sustainable Development Goals (SDGs).

This post is critical for strengthening UNDP's role as a thought leader on development effectiveness and a partner of choice in supporting more effective multi-stakeholder partnerships between partner countries and their development partners/members of the Development Assistance Committee (DAC), South-South and Triangular Co-operation partners, civil society, the private and philanthropic sector, trade unions, parliamentarians and local governments. UNDP supports, as a part of the UNDP/OECD Joint Support Team, the Global Partnership for Effective Development Co-operation (GPEDC).

GPEDC is a multi-stakeholder network to advance the effectiveness of development efforts by all actors, to deliver results that are long-lasting, and contribute to the achievement of the SDGs. It is led by four high-level Co-Chairs, with an inclusive multi-stakeholder Steering Committee. Its High-Level and Senior-Level Meetings provide a space for political dialogue around the implementation of commitments and principles on effective development cooperation, and an opportunity for deepening engagement with a broad range of development actors in their efforts to maximize impact. UNDP's support draws on its policy and programme expertise for development co-operation management and coordination and covers policy analysis and advocacy; country-level evidence and data; knowledge generation, curation and sharing, with an aim to inform evidence-based global policy dialogue and collective action on development effectiveness. As such, UNDP plays a key role in facilitating the connection, including through its wide country office network, to development effectiveness work and insights on/from the ground in partner countries. This critical connection between the country and global level is also reflected in the hybrid nature of this JPO position, with a first year served in the UNDP Country Office in Côte d'Ivoire, followed by a transition to the team at the HQ level. UNDP is also part of the GPEDC Steering Committee, where it represents the UN Development System and assumes the important role of feeding the effectiveness agenda and the work of the GPEDC into UN processes, such as the High-Level Political Forum (HLPF) and the Financing for Sustainable Development (FFSD). Furthermore, UNDP leads on the engagement of Southern Partners in the effectiveness discussion, a strategic priority for the GPEDC, and proactively supports Colombia in a related work stream that brings together Southern Partner from around the globe, drawing on UNDP's corporate South-South and Triangular Co-operation function/portfolio, housed in the Effectiveness Group.

Since 2011, Côte d'Ivoire has set itself the goal of achieving emergence by 2020, in particular by accelerating the structural transformation of its economy. To this end, the country has turned to its five-year development planning policy, which requires the availability of coherent strategic frameworks to co-ordinate the interventions of the various actors around the concrete development results defined by the government, with the support of its national and international partners. Within this framework, (i) the National Development Plan (NDP) 2012-2015, whose implementation has provided the country with a solid foundation for the quest for emergence, and (ii) the NDP 2016-2020, which is currently being implemented and which aims to achieve the country's emergence, have been prepared.

Against this backdrop, Côte d'Ivoire is starting the implementation of its 3rd National Development Plan (2021-2025) in a context marked by the COVID-19 health pandemic. Indeed, the 2012-2015 and 2016-2020 NDPs have enabled the country to record an average annual growth rate of about 8.3% between 2012-2019. Since the first case of COVID-19 was recorded in March 2020, the economy has been affected and has had to adopt emergency economic, social and humanitarian measures, recording a growth rate of around 1.8% in 2020. Despite the economic performance, the challenges are still enormous, particularly in terms of poverty reduction (the poverty rate has been declining from 46.3% in 2015 to 39.4% in 2018/2019) and the operationalization of an effective institutional mechanism (operational

steering bodies, sectoral consultation frameworks) to strengthen dialogue and make more effective use of information on development aid/co-operation for decision-making purposes.

In order to better monitor the financing and interventions of the various development partners in Côte d'Ivoire, a computerized External Financing Management Platform (PGFE), supported by UNDP, has been set up and is administered by the External Resource Mobilization Committee (COMOREX) of the Ministry of the Economy and Finance. The information provided by this platform makes it possible to (i) regularly inform the various national and international actors on the levels of execution of external resources as well as their distribution by sector, project and geographic zone; (ii) provide input for the annual NDP implementation reports, (iii) prepare periodic reports on development cooperation, three (3) of which have been produced, including monitoring of SDG financing, (iv) provide information for the monitoring rounds of the Global Partnership for Effective Development Co-operation (GPEDC), and (v) to organize a GPEDC Action Dialogue on effectiveness of development co-operation.

As part of the high-level policy dialogue with the Government, and with the support of UNDP as technical co-lead, a framework for dialogue between the Development Partners (DPs) in the country was established in 2014. The first level of political dialogue between the Prime Minister and the Group of Ambassadors and Heads of Diplomatic Missions is currently co-managed by France and the United Nations Resident Coordinator. A second level, called the "Heads of Cooperation Group", is led by a Troika composed of the French Development Agency (AFD), UNDP and the World Bank. The national counterpart of this Troika is the Minister of Planning and Development, whose mission is to institutionalize periodic consultations with a view to (i) discussing issues relating to the steering of development policies, (ii) following up on the decision points of the High-Level Dialogue, and (iii) exchanging ideas on solutions to remove the bottlenecks identified as compromising the effectiveness of development. The Minister of Planning is a member of the Steering Committee of GPEDC. The country is currently preparing to undertake its Action Dialogue process, in accordance with the guidelines of the GPEDC.

This position will support effective development co-operation and the functioning of the GPEDC, including in the areas of:

1. Policy and Data Analysis on development effectiveness and cooperation, including on frontier topics such as effectiveness of South-South and Triangular Co-operation, effective engagement of the private sector in development co-operation, as well as the monitoring of progress towards the four agreed principles for effective development co-operation.
2. Global knowledge sharing and evidence-based policy dialogue on the effectiveness of all forms of development co-operation.
3. Support project management and strategic partnerships.

Reporting structure and partners

First year at the UNDP Country Office in Côte d'Ivoire:

During the first year, this position reports to the UNDP Resident Representative, under the overall guidance of the UNDP Resident Representative. The JPO will also work closely with UNDP colleagues at HQ who are part of the UNDP/OECD Joint Support Team of the Global Partnership, i.e. the team that the JPO is expected to transition to for the second JPO year (see below).

The position will interact regularly with government counterparts and development partners, focal points in other UN Agencies, Funds and Programmes on the ground and regional UNDP colleagues. The JPO will work closely with the UNDP Policy and Strategy Unit, and also within the technical support team of the Troika Support Task Force of the Heads of Cooperation Group and the structures of the Ministry of

Planning and Development, notably the team in charge of aid coordination and the implementation of the NDP 2021-2025. The JPO will also collaborate with the national structure in charge of the administration of the computerized platform for the management of external financing (aid).

Second year at the UNDP HQ:

During the second year, this position reports to the Global Policy Advisor – Effective Development Cooperation, the Team Leader on the UNDP’s side of the Joint Support Team of the Global Partnership, under the overall guidance of the Chief of the Effectiveness Group at the Bureau for Policy and Programme Support (BPPS). As an integral part of the UNDP/OECD Joint Support Team, the JPO will work closely with UNDP colleagues working both in the Bureau for Policy and Programme Support (BPPS) and the Bureau for External Relations and Advocacy (BERA), as well as the team in the OECD Development Cooperation Directorate (DCD) that supports the Global Partnership. The JPO will also work and forge partnerships with other colleagues within UNDP’s Global Policy network.

The JPO will further work with partners such as the co-chairs of the Global Partnership, multi-stakeholder Steering Committee Members, leaders and members of thematic working groups (‘Action Areas’) of the Global Partnership (e.g. on private sector engagement, statistical capacity and data, demonstrating the impact of effectiveness etc.) and Global Partnership Initiatives (GPIs) (such as the GPI on Effective Triangular Co-operation). The position will interact regularly with focal points on development effectiveness across various partner country governments, civil society and the private sector, as well as UNDP Country Offices on relevant thematic policy areas.

III. Supervision

Supervisor UNDP Country Office in Côte d'Ivoire (1st year):

Title of Supervisor: Resident Representative

Supervisor UNDP HQ (2nd year):

Title of Supervisor: Global Policy Advisor – Effective Development Cooperation

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment

- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

IV. Duties and Responsibilities and Output expectations

UNDP Country Office Côte d'Ivoire:

1) Support preparation and the roll out of the GPEDC monitoring round in Côte d'Ivoire (50%)

- To support the Government in the organization of the (follow up) processes to the Action Dialogue and in the conduct of periodic monitoring surveys of the Global Partnership;
- Strengthen UNDP's role as a thought leader on development effectiveness and as a partner of choice for the Government of Côte d'Ivoire in its coordination for more effective multi-stakeholder partnerships with its development partners, including South-South and triangular cooperation partners, civil society, the private sector, parliamentarians and local governments;
- Help position UNDP, within the Heads of Cooperation Group, in the UN Country Team and with the Government to further energize the Global Partnership for Effective Development Cooperation (GPEDC);
- Contribute to the work of the technical task force in support of the Heads of Cooperation Troika, and strengthen UNDP's role in advocating for the structuring of the national mechanism around the dialogue on development effectiveness;
- Participate in the Joint Development Framework currently being formulated/established and ensure that the GPEDC principles for effective development co-operation are integrated, in order to innovate and ensure better coordination of government actions, optimal allocation of resources to obtain sustainable results and contribute to the achievement of the SDGs;
- Take part in the preparation and organization of the periodic meetings of the Heads of Cooperation Dialogue Group and participate in the follow-up of recommendations;
- Propose technical notes, participate in policy and strategy reviews, ensuring that the effectiveness of cooperation between the State and its existing and potential donors is taken into account, in order to avoid duplication and overlap of efforts;
- Work in close collaboration with all state and non-state structures involved in the dialogue mechanism for effective development cooperation;
- Participate in periodic reviews of the partnership mechanisms at the sector level, monitor progress and facilitate the sharing of best practices among the sector groups and track their performance;

- Produce analyses on the volume, absorption, distribution and quality of aid flows, and the production of annual development cooperation reports (DCRs) integrating the contribution to the financing of the SDGs;
- Act as a resource person for the UNDP Country Office in the areas of policy dialogue for effective development cooperation and identify challenges and opportunities for formulating programmatic interventions.

UNDP HQ:

1) Support country-led effective development co-operation (50%)

- Perform policy and data analysis on issues relating to effective development co-operation and multi-stakeholder partnerships for the SDGs, with a particular focus on the African region.
- Support the partner country government of Côte d'Ivoire and others (during the second year) with background research and GPEDC evidence for policy dialogue and action towards stronger multi-stakeholder partnerships and more effective development co-operation.
- Support Côte d'Ivoire's engagement in the GPEDC and, based on this experience (and during the second year), the GPEDC Co-chairs and the UNDP/OECD Joint Support Team in exploring and putting in place mechanisms for a stronger voice and engagement of partner countries and their different stakeholders in the work of the GPEDC.
- Contribute to strengthening of the Global Partnership monitoring framework and process, and support preparation, roll out and follow up to the upcoming monitoring round(s) in partner countries. This includes i) liaising with colleagues at UNDP County and Regional Offices as well as representatives from partner country governments who lead the monitoring exercise, ii) contributing to data collection and quality assurance, global reports, country profiles and context-specific monitoring profiles; iii) and supporting follow up dialogue at the country and global levels.
- Support engagement of different development co-operation stakeholders at the country level in the different thematic work streams of the GPEDC - e.g. on the role of the private sector in development co-operation, effectiveness of South-South and Triangular Co-operation, statistical capacity and development co-operation data, demonstrating the impact of effectiveness, effective multilateral support etc.

2) Knowledge sharing, advocacy, and policy dialogue on development effectiveness (40%)

- Contribute to production of policy briefs and relevant policy and advocacy documents on effectiveness and impact of international development co-operation, including Official Development Assistance (ODA), South-South and Triangular cooperation (SSTC) and private sector engagement in development co-operation.
- Collect, systemise and support production and dissemination of knowledge products on country experiences, guidance, good practices and lessons learnt relating to effective development co-operation practises and the application/operationalization of the four principles of effective development co-operation.
- Support strengthening of the Knowledge Sharing Platform of the Global Partnership, its resources library, and virtual communities of practice.

- Identify opportunities and support global/regional peer-learning and sharing, including acilitation of cross-country learning on development effectiveness.

3) Support global project management, strategic partnerships and resource mobilisation (10%)

- Undertake project management related functions, including preparation of programme/project documents, corporate monitoring and reporting, annual project reporting and donor reporting, as needed.
- Support resource mobilisation, including preparation of project proposals and background research.
- Contribute to logistic and operational support related to the organization of biannual GPEDC Steering Committee Meetings, High-Level and Senior Level meetings, side events, action dialogues on effective development co-operation at country level, global webinars and other GPEDC related multi-stakeholder meetings and discussion spaces.

V. Competencies and Selection Criteria

Core Innovation (Ability to make new and useful ideas work)

Description of Competency at Level Required: Level 4: Adept with complex concepts and challenges convention purposefully

Core Leadership (Ability to persuade others to follow)

Description of Competency at Level Required: Level 4: Generates commitment, excitement and excellence in others

Core People Management (Ability to improve performance and satisfaction)

Description of Competency at Level Required: Level 4: Models independent thinking and action

Core Communication (Ability to listen, adapt, persuade and transform)

Description of Competency at Level Required: Level 4: Synthesizes information to communicate independent analysis

Core Delivery (Ability to get things done while exercising good judgement)

Description of Competency at Level Required: Level 4: Meets goals and quality criteria for delivery of products or services

Technical/Functional

Effective Development Cooperation

Knowledge of development cooperation which can then be carried forward into inclusive, country-led mechanisms for development cooperation at national and regional levels

Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Data Analysis and Visualisation

Ability to evaluate, transform and model data to derive relevant findings- undertake & provide analysis of data to assess Org performance and or global trends

Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Knowledge Management

Ability to capture, develop, share and effectively use information and knowledge

Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Partnerships

Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships

Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

VI. Recruitment Qualifications

Education: Master's Degree in a related field of expertise

Experience:

1. A minimum of two years of paid working experience in Communications
2. A minimum of two years experience using digital tools for communication and engagement
3. A minimum of two years experience in an organization similar in size and complexity to UNDP
4. A minimum of two years experience in Human Resources is desirable but not essential

Language Requirements:

- Working knowledge of English
- Working Knowledge of Spanish and French is an advantage

VII. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide
- Other training and learning opportunities, as presented in the UNDP JPO Orientation Programme

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Upon completion of the assignment, the JPO will have: (1) Expertise in issues of effective development co-operation at the country, regional and global level and deep insights into the related political economy; (2) a sound understanding of the UN system and processes and excellent understanding of UNPD's work and functioning at country, regional and headquarters levels; (3) Expertise in policy dialogue, capacity development, innovation and knowledge sharing for sustainable development; (4) Expertise in forging multi-stakeholder partnerships for the SDGs and managing different partners' expectations and needs (5) Expertise in monitoring and evaluation of development results

VIII. Background Information

UNDP Country Office Côte d'Ivoire:

The UNDP Country Office in Côte d'Ivoire is a member of the Troika of the Heads of Development Cooperation Group as a permanent representative of the United Nations. Since 2014, UNDP has been supporting the Government in setting up a more formal and inclusive dialogue framework with its development partners. Thanks to its support, a computerized funding (aid) management platform has been developed to strengthen the traceability and quality of external resource mobilization. UNDP has supported the country in conducting three (3) monitor rounds of the Global Partnership for Effective Development Co-operation (GPEDC), as well as three (3) National Reports on Development Cooperation. A national partnership and cooperation policy document produced in 2015/2016 is being revised and is expected to take into account the four (4) principles of development cooperation effectiveness - country ownership, results orientation, inclusive partnerships, transparency and mutual accountability - and a framework for mutual accountability to these principles, through monitoring of the Global Partnership.

During the annual retreat of the Heads of United Nations Agencies, the UNDP was confirmed as a representative and interlocutor within the Development Partners Group. The Resident Representative periodically informs the UN Country Team on the progress made in strengthening the dialogue mechanism.

The country, with the support of the Heads of Cooperation Group, has started the preparation of a document to formalize the Joint Development Framework for dialogue and consultation. UNDP is actively contributing to this process by providing notes for the improvement of political meetings with the Prime Minister and technical meetings with the Ministries of Planning and Development, including the Ministry of Economy and Finance, the Ministry of Foreign Affairs, and the Ministry of Budget and the State Portfolio.

The Minister of Planning and Development is a member of the Global Partnership Steering Committee, and its Director General in charge of Aid Coordination regularly takes part, with UNDP support, in the exchange and experience-sharing sessions of the Busan recommendations on effective development co-operation. The country has committed to lead a GPEDC Action Dialogue and is benefiting from UNDP technical assistance and advice to finalize its consultations by the end of the year. The country is preparing its Integrated National Financing Framework (INFF) and in collaboration with the Resident Coordinator's Office, actions are underway to align it with the preparation of the next NDP 2021-2025 Financing Advisory Group.

UNDP HQ:

The Bureau for Policy and Programme Support (BPPS): BPPS has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora, including public-private dialogues, government and civil society dialogues, South-South and Triangular Cooperation initiatives, and engages in UN inter-agency co-ordination in specific thematic areas. BPPS assists UNDP and its partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. The BPPS as part of the Global Policy Network (GPN) also supports UNDP and partners to be more innovative, knowledge and data-driven, including in its programme support efforts.

Effectiveness Group: Effectiveness Group within the BPPS provides crucial support to ensure that UNDP is an effective, accountable and transparent thought leader and partner of choice for sustainable development. Through support to the Global Partnership for Effective Development Co-operation (GPEDC) and International Aid Transparency Initiative (IATI), the Group fosters multi-stakeholder actions for more effective co-operation and partnerships, including strengthening policies, institutions and systems, as well as cultivating strategic partnerships to make the best use of all available resources to realize national development goals.

Global Partnerships Team: The Effectiveness Group's Global Partnerships Team is the institutional anchor of UNDP's work on effective development cooperation, providing support to countries to build strategic partnerships and to strengthen policy and institutional arrangements to make the best use of all available resources to realise development goals. Drawing on comparative advantages of UNDP in strengthening country capacities to manage and coordinate development co-operation, the team supports the effective functioning of the Global Partnership for Effective Development Co-operation (GPEDC) as part of the UNDP-OECD Joint Support Team and providing secretariat support to the International Aid Transparency Initiative (IATI) as a lead of the IATI Secretariat consortium working with UNOPS and Development Initiatives.

Global Partnership for Effective Development Co-operation (GPEDC): Drawing on UNDP's policy and programme support in strengthening country capacities to manage and coordinate development cooperation, and together with the UN System Affairs Group (UNSAG) of UNDP's Bureau for External Relations and Advocacy (BERA), Effectiveness Group supports the GPEDC, as part of an UNDP/OECD Joint Support Team (JST). The GPEDC is a multi-stakeholder network to advance the effectiveness of development efforts by all actors, to deliver results that are long-lasting, and contribute to the achievement of the Sustainable Development Goals (SDGs). It is led by three high-level Co-Chairs, with an inclusive multi-stakeholder Steering Committee. Its High-Level and Senior-Level Meetings provide a space for political dialogue around the implementation of commitments on effective development cooperation, and an opportunity for deepening engagement with a broad range of development actors in their efforts to maximize impact. GPEDC's Senior Level Meeting in July 2019, acting as a bridge between the second High Level Meeting (Nairobi 2016) and a Third High-Level Meeting (tentatively slated for the end of 2022), placed the importance of effectiveness as one of the key cornerstones for the 2030 Agenda. The Work Programme of the Global Partnership (2020-2022) aims at advancing the following strategic priorities:

- Accelerating implementation of the 2030 Agenda, with a strong focus on SDG impact and the link to systemic issues such as statistics and financing;
- Building better partnerships – to improve and unlock the potential of a 'whole of society approach' to partnerships, including private sector engagement, triangular

cooperation, and fostering concrete synergies in the contributions of different partners;

- Leveraging monitoring for action – to facilitate use of monitoring data for policy change and strengthening of the monitoring framework and process.

Living conditions at the Duty Station: The post is based in the UNDP Country Office in Côte d'Ivoire for the first year of the assignment and in the UNDP Headquarters, located in New York, USA for the second year of the assignment (subject to satisfactory performance).

Smoking/Non-Smoking environment (as applicable): Non-Smoking environment

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
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