

TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Senior Technical Associate
Duty station: Amman, Jordan
Section/Unit: Ministry of Planning and International Cooperation (MoPIC)
Duration: 1 April 2019 **through** 31 December 2019
Supervisor: Head of the Humanitarian Relief Coordination Unit in MoPIC

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

The Inter-Agency Coordination unit of UNHCR country office in Jordan leads the Syria crisis refugee response in coordination with the Ministry of Planning and International Cooperation (MoPIC). With the aim of strengthening the Jordan Response Plan, UNHCR is supporting this position within MOPIC for managing the adequate activities. UNHCR direct support will strengthen MOPIC's capacity to lead the overall planning effort in line with its mandate while also supporting line ministries and agencies to: (a) continue to respond to the Syria crisis by integrating the concepts and practices of the refugee and resilience approach into their core areas of responsibility ; and (b) facilitate, implement and monitor sector/thematic strategies. The incumbent will undertake the following responsibilities under UNHCR partnership project with the Ministry of Planning & International Cooperation (MOPIC) at the Humanitarian Relief Coordination Unit (HRCU). Subject to the nature of the task/assignment, he/she will work independently on routine tasks, while will follow instructions of the supervisor in MOPIC for more complex issues.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

- **Provide supervisory, management and operational support to project activities related to the work with Task Forces.**
- **Assist the Task Forces and line ministries to identify sectoral areas of priority.**
- **Provide assistance to the Director of (Humanitarian Relief Coordination Unit), including coordination support related to activities with line ministries and other stakeholders.**
- **Assist in developing and implementing work plan to include all aspects of project activities.**
- **Manage all the trainings and capacity building events related to the project and support in the identification of the participants for the trainings and seminars.**
- **Assist in developing programmatic and financial documentation to government stakeholders and relevant parties.**
- **Prepare project related technical briefs, manuals, case studies and best practices.**
- **Provide support to the Director of (Humanitarian Relief Coordination Unit) to establish a coherent system of information covering each activity of the project, including the project Key Performance Indicators (KPI) in close coordination with the M&E Officer.**
- **Provide support to identify synergies/ gaps related to the work of the task forces and in line ministries in coordination with the Capacity Development Specialist.**
- **Assist the coordination Specialist/ Program Manager in the preparation of the reports (monthly & final) and respond to the queries related to project activities.**
- **Provide support for ensuring the proper implementation of the monitoring framework, carry**

out data collection and surveys, backstop monitoring and evaluation of project activities.

- **Develop and review background documents, briefs and presentations related to capacity development.**
- **Write reports on progress and provide inputs to annual reports, quarterly reports and donor reports.**
- **Perform any other duties, as needed.**

3. Monitoring and Progress Controls

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

Under the direct supervision of the Head of the Humanitarian Relief Coordination Unit in MoPIC, the Senior Technical Associate will ensure MoPIC's liaison with the respective task forces of the line ministries enabling them to identify sectoral areas of priority. The outputs will be measured against the responsibilities, tasks and activities listed in paragraph 2 above.

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

Bachelor's degree in business administration, political science, social or development studies, project management or related field;

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- 5 years of relevant experience at the national or international level as project/programme officer in a donor funded programme;
- Hands-on experience in report writing, analytical pieces desirable;
- Knowledge of Jordanian public planning systems and processes desirable;
- Experience in the use of computers and office software packages and handling of web based management systems.

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

Proficient in both written and oral English and Arabic

Excellent computer and word processing skills.

Result-based Programme development and management

- Identifies and communicates opportunities for national capacity development initiatives

Results orientation/Commitment to excellence

- Ensures that work methods and processes are effective and appropriate for the achievement of desired results and seeks ways to maximize the efficient use of resources.

Leveraging the resources of national governments & partners/Building strategic alliances and partnerships

- Effectively networks with partners seizing opportunities to build strategic alliances with institutions and individuals relevant to the mandate and strategic agenda

Innovation and marketing of new approaches. Creates an environment that fosters innovation and innovative

thinking

- Excellent coordination, information management, teamwork, inter-personal and facilitation and communication skills are required to ensure that the successful candidate builds partnerships with a wide array of humanitarian and development partners, donors, Government agencies, etc.
- Sound judgment, flexibility, proactive engagement, gender and cultural sensitivity, ability to work under pressure and to demonstrate high tolerance for change, complexity and unpredictability are also needed.
- Outstanding analytical, strategic planning and coordination skills are required for the post, as well as a demonstrated ability to manage politically sensitive contexts and to build trusted relationships with high-level officials

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Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date