



UNITED NATIONS DEVELOPMENT PROGRAMME SERVICE CONTRACT – TERMS OF REFERENCE

I. Title and Reporting Structure

Title : International Technical Adviser
Post Level : P 5
Supervisor : UNCDF Head of Regional Office, Bangkok
(In coordination with National Project Director Union Parishad Governance Project and UNDP-ACD, LG Cluster)

II. Description of the Work Assignment

The Union Parishad Governance Project (UPGP) is one project within a larger programmatic framework for UNDP and UNCDF support to the Government of Bangladesh's Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

The UPGP's partner project will, provide support to the Upazila Parishads (UZP) level of local government. In this regard, the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management, the two projects will share an implementation team. Programmatically, both projects will share a common output covering policy and capacity development.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of social and economic development at the local level in Bangladesh. For the last decade some UPs have received discretionary fiscal transfers (as part of a UNDP-UNCDF pilot), which were used to finance investments that were prioritized through participatory methods. Building on this pilot project, the UPGP will provide finance and technical support to around 10% of Bangladesh's UPs to consolidate and develop innovations in UP governance and local development functions, contributing to the achievement of the Millennium Development Goals. Innovations introduced by this project will feed into LGSP II and may scaled up through it.

The specific objective of UPGP is to strengthened capacities of local governments and other stakeholders to foster participatory local development and service delivery for the achievement of the MDGs. The project will be *piloting and evaluating governance innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement*. This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;

2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads.* These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be enhancing planning and financial management and strengthening own source revenue mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, learning and capacity development of LGIs for improved local governance.* Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. The results of this will feed into UZGP, the partner project, although some activities will operationally happen within the framework of UPGP. This output is to be shared between the UPGP (UZGP) projects.

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which also coincides with the lifespan of the World Bank's LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and the World Bank to ensure the optimal arrangements for integration of UPGP within LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grants in a coordinated manner with LGSP II's block grants.

The International Technical Adviser (ITA) will work closely with the National Project Director, the National Technical Adviser, the Project Manager, UNDP and UNCDF Officers, government officials, elected representatives of different LGIs, members of different training institutes and civil society and NGOs.

The ITA will make field visits as and when required. The ITA's primary responsibility will be to lead the delivery of output 2 described above. He/she will also provide guidance and support to UZGP (in particular, to its output 2). However, the role of the ITA will not be limited to this and s/he is expected to play an active role within the overall UPGP/UZGP team and collaborate closely with colleagues to ensure the coherence of the programmatic framework as a whole.

This position will be for the duration of the project and the successful candidate will be offered a one year UNCDF FTA contract, which will be renewed on a yearly basis subject to performance.

II. Functions / Key Results Expected

The ITA's primary responsibility is the delivery of Output on Fiscal decentralization:

Technical

- (a) Provide technical leadership to the design and capacity building for the UP and UZP performance-based grant system and associated public financial management, procurement, planning and budgeting methodologies;

- (b) Provide technical leadership to the management and implementation of the UP and UZGP performance based grant system and associated public financial management, procurement, planning and budgeting methodologies;
- (c) Provide technical leadership on support to local revenue generation (taxes, fees and other sources) at the UP level;
- (d) Develop and implement targeted capacity building measures to improve UP performance, including on the annually assessed Minimum Conditions and Performance Measures introduced as part of the UPGP and UZGP;
- (e) Lead the policy dialogue with the Government of Bangladesh on further developing the UP public finance and local investment system;
- (f) Assist in developing and implementing a work plan with the Local Government Division to coordinate other fiscal decentralization activities at UP and UZP level;
- (g) Work with Local Government Division (LGD) to prepare TOR for short-term consultancies and provide technical support to the advisors;
- (h) Support to the development of a Union Parishad Plan and annual budget for the Union Parishads with a framework consistent with the legal system and suggest changes after the half yearly evaluation of performance;
- (i) Support to the design and delivery of training on local development planning and budgeting on the basis of approved guidelines.
- (j) Assess gaps in MDG achievements in selected districts and assist in designing strategies to bridging these gaps;
- (k) Support to developing integrated development plan for the Unions with emphasis on MDG achievement and on a medium term expenditure and revenue framework;
- (l) Support in developing other training modules and guidelines as required.

Policy

- (m) Lead policy development and advocacy on fiscal decentralization and local development as required;
- (n) Provide policy advice to LGD with regard to decentralized service delivery and local financial management,
- (o) Facilitate and act as resource person to LGD with regard to development of evidence-based policy framework;
- (p) Provide inputs to LGD to transfer/replicate learning and good practice from seven districts into wider national policy.

General

- (q) Facilitate knowledge creation, dissemination, documentation of lessons learnt etc.
- (r) Assist the LGD in implementing and monitoring the UPGP Project by following the Joint Programme Document (Programme Agreement etc.);
- (s) Support in preparing an operational manual and establish procedures and criteria ;
- (t) Support the NPD and PM in work plan and budget preparation and revision and project reporting;
- (u) Support the NPD and PM in preparing periodic progress reports and presentations as required;
- (v) Liaison with UNDP-UNCDF officers on technical coordination and financial management;
- (w) Assist LGD in identifying areas where technical assistance will be required, prepare TOR for short-term consultancies and provide technical support to the advisors.

V. Skills and Competencies

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional Competencies:

Knowledge Management and Learning

- In-depth knowledge of local governance/ local development issues in general and fiscal decentralization issues in particular. Specific experience with the design of sub national finance systems in developing countries is desired.
- Ability to advocate and provide policy advice on fiscal decentralization, performance based grants and local governance.
- Demonstrated experience with capacity building: Good understanding of capacity assessment methodologies; excellent ability to identify capacity building methods.
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, respectful and constructive relations with LGD, UNDP, UNCDF and UPGP and UZGP staff.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting. Full project cycle mastery, excellent work/project planning skills.
- Ability to lead the implementation and monitoring of the UPGP and support the UZGP.
- Ability to formulate and manage budgets, manage contributions and investments.
- Strong IT skills.
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change.

Management and Leadership

- Ability to coordinate effectively and demonstrated conflict resolution skills.
- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates strong oral and written communication skills.
- Builds strong relationships with clients, partners and external actors.
- Remains calm, in control and good humoured even under pressure.
- Demonstrates openness to change and ability to manage complexities.

VI. Required Qualifications and Experience	
Education:	<ul style="list-style-type: none"> • Master Degree or higher in Social Science, Public Administration, Development Studies or relevant discipline;
Experience:	<ul style="list-style-type: none"> • At least 10 years of work experience in the area of fiscal decentralization and local governance, including two years of experience in developing countries, preference will be given to candidates with extensive experience.; • Experience in legal and institutional aspects of fiscal decentralization; • Experience in designing sub-national fiscal transfer systems, as well as local planning and budgeting guidelines and training guidelines/modules; • Demonstrated ability to provide high level policy advice and advocacy; • The adviser will be an experienced professional with a demonstrated track record in providing sound technical support and policy advice to projects/programmes in the area of fiscal decentralization and local governance. • S/he has excellent written English and capacity to provide high quality reports in a professional and timely manner. • Experience of working with government officials will be an added advantage. • Experience of South Asia and or Bangladesh will be an advantage.
Language Requirements:	Fluency in written and spoken English



**UNITED NATIONS DEVELOPMENT PROGRAMME
SERVICE CONTRACT – TERMS OF REFERENCE**

I. Title and Reporting Structure

Title: Monitoring and Evaluation Officer
Post Level: SB 3
Position Number: 01 Position
Supervisor: Project Manager
(In coordination with National Project Director of Union Parishad Governance Project)
Duty station: Project Office-Dhaka
Position status: Renewable, based on performance

II. Description of the Work Assignment

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the*

functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services. UPGP is designed to produce three key Results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement.* This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads.* These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance.* Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for integration of UPGP within LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

Under the guidance and supervision of the Project Manager, the Monitoring and Evaluation Officer provides M&E services ensuring high quality, accuracy and consistency of work. The Monitoring & Evaluation Officer promotes a client-oriented approach consistent with UNDP and UNCDF rules and regulations.

The Monitoring and Evaluation Officer works in close collaboration with the operations, programme and projects' staff, with UNDP and UNCDF staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

- (i) Collect, enter and analyze different data related to project implementation and socio-economic conditions of the project area;
- (ii) Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- (iii) Develop M&E Framework for LGD and project
- (iv) Assist DDLGs, Divisional facilitators & others Upazila Officers in the effective implementation of Upazila Governance Project M&E activities;
- (v) Support monitoring and evaluation of effects of the project;
- (vi) Organize and conduct training on M&E/MIS for project and government staff
- (vii) Assist in coordinating with other components of Upazila Project to ensure effective implementation of M&E/MIS;
- (viii) Provide continuing support to the MIE wing for monitoring and evaluation of UPs and prepare reports;
- (ix) Assist the MIE wing in providing DDLGs with M&E tools and in supporting them in their use.
- (x) Ensure coordination with UZGP Project of GOB-UNDP-UNCDF.

IV. Measurable Outputs and Performance Indicators

- (i) Preparation of monthly/quarterly/half yearly/yearly M&E reports;
- (ii) Assist the Project Manager in preparing other relevant reports;
- (iii) Organize and conduct training on M&E/MIS for project and government staff
- (iv) Assist Project Manager in the preparation of reports on the findings and lessons learned from project innovations;
- (v) Provide input and update information related to local governance in UNDP and GOB website;
- (vi) Assist Project Manager in preparing monthly and quarterly reports on UPGP progress based on MIS reports on project activities;
- (vii) Prepare Issues Log and Risk Log for the project;
- (viii) Design M&E system for Union Parishad Governance Project (UPGP) and for the MIE wing (in collaboration with other Local Governance advisers/officers);
- (ix) Prepare and maintain data base in LGD on the relevant information of UPs

V. Skills and Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP and UNCDF
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional Competencies:

- Have skill in designing M&E tools & techniques;
- Have significant skills in ICT, especially in the development of MIS software using database software (e.g. Access);

<ul style="list-style-type: none"> ● Have expertise in analyzing data using statistical software; ● Have strong knowledge on Action Research ● Strong communication and IT skill
<p>Knowledge Management and Learning</p> <ul style="list-style-type: none"> □ In-depth knowledge on MIS, M&E and development issues with special focus on local governance □ Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities; □ Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with LGD, donors and project staff. □ Ability to support implementation and monitoring of the Union Parishad Governance Project (UPGP). □ Strong IT skills □ Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

VI. Required Qualifications and Experience	
Education:	Minimum Bachelor's Degree preferably in Statistics, Economics, Development Studies or any other discipline of Social Sciences;
Experience:	<ul style="list-style-type: none"> ● At least 5 years of experience in design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government; ● Have extensive experience in designing tools and strategies for data collection, analysis and production of reports; ● Have significant skills in ICT, especially in the development of MIS software using database software (e.g. Access); Have expertise in analyzing data using statistical software (SPSS); ● Have strong training & facilitation skills.
Language Requirements:	Fluency in written and spoken Bangla and English.



**UNITED NATIONS DEVELOPMENT PROGRAMME
SERVICE CONTRACT – TERMS OF REFERENCE**

I. Title and Reporting Structure

Title: MIS Officer
Post Level: SB 3

Position Number: 01 Position

Supervisor: Project Manager

(In coordination with NPD of Union Parishad Governance Project)

Duty station: Project Office-Dhaka
Position status: Renewable, based on performance

II. Description of the Work Assignment

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key Results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement*. This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads*. These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance*. Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for integration of UPGP within LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

Under the guidance and supervision of the Project Manager, the **MIS Officer** will provide MIS services ensuring high quality, accuracy and consistency of work. The MIS Officer promotes a client-oriented approach consistent with UNDP and UNCDF rules and regulations.

The MIS Officer will work in close collaboration with the Project Manager/Operation Manager/NPD and projects' staff with UNDP and UNCDF staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

- (xi) Design MIS for Union Parishad Governance Project (UPGP) and for the MIE wing (in collaboration with other Local Governance advisers/officers);
- (xii) Implement and maintain the MIS of the project and contribute to the preparation of MIS reports as required;
- (xiii) Preparation of monthly/quarterly/half yearly/yearly MIS reports;
- (xiv) Assist the Project Manager/Operation Manager in preparing other relevant reports;
- (xv) Organize and conduct training on MIS for project and government staff
- (xvi) Assist Project Manager/Operation Manager in the preparation of reports on the findings and lessons learned from project;
- (xvii) Provide input and update information related to local governance in UNDP, UNCDF and GOB website;
- (xviii) Assist Project Manager/Operation Manager in preparing monthly and quarterly reports on Union Parishad Governance Project (UPGP) progress based on MIS reports on project activities;
- (xix) Support to prepare Issues Log and Risk Log for the project;
- (xx) Prepare and maintain data base in LGD on the relevant information of Union Parishad Governance Project (UPGP)
- (xxi) Ensure coordination with UZGP Project of GOB-UNDP-UNCDF.

IV. Skills and Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP and UNCDF
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional Competencies:

- Have skill in designing MIS tools;
- Have significant skills in ICT, especially in the development of MIS software using database software (e.g. Access);
- Have expertise in analyzing data using statistical software;
- Have strong training & facilitation skills.
- Strong communication and IT skill

Knowledge Management and Learning

- ❑ In-depth knowledge on MIS, M&E and development issues with special focus on local governance
- ❑ Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
- ❑ Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with LGD, donors and project staffs.
- ❑ Ability to support implementation and monitoring of the Union Parishad Governance Project (UPGP).
- ❑ Strong IT skills
- ❑ Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

VI. Required Qualifications and Experience

Education:	Minimum Bachelor's Degree preferably in Computer Science, Statistics, Economics, or any other discipline of Social Sciences;
Experience:	<ul style="list-style-type: none"> • At least 5 years' experience in the design and implementation of MIS/ M&E in development projects implemented by national/international NGOs/UN bodies/ Government; • Extensive knowledge & skills on the MS-ACCESS/other MIS software development. • Skill in designing and implementation of Network based MIS incorporating both quantitative and qualitative data. • Have extensive experience on report generation using computerized MIS • Have experience to work with Government Officials and Local Government representatives • Have sound knowledge on M&E system and Reporting structure.
Language Requirements:	Fluency in written and spoken Bangla and English.



**UNITED NATIONS DEVELOPMENT PROGRAMME
SERVICE CONTRACT – TERMS OF REFERENCE**

I. Title and Reporting Structure

Title : District Facilitator
Post Level : SB 3
Position Number : 07
Supervisor Officer : Project Manager through Project Coordination

II. Description of the Work Assignment

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District Facilitator will work under the technical guidance of the Project Manager and supervision of Deputy Director Local Government (DDLG) and project Coordination Officer and will be deployed to each of the districts. As the title suggests their role will be very much to "facilitate" activities to the LGD, DDLG and the District and Upazila Offices in discharging their functions supporting UP governance. They will work in UPs within the District & Upazila administration.

III. Functions / Key Results Expected

- (i) Introduce and explain the major innovations of UPGP at local level with its three overarching themes.

- (ii) Support to deepening local democracy and strengthen the democratic accountability of Union Parishad.
- (iii) Work with LGD, DDLG, coordinating with Deputy Commissioner, the UNOs, UCOs and other key District and Upazila personnel in planning and implementation of UPGP activities;
- (iv) Support to harmonize horizontal and vertical functions of services delivery by concerned Government officials;
- (v) Support to LGD (MIE wing) and DDLG (District level) for backstopping and monitoring of local government (UP)
- (vi) Regular travel to all UPs in the District and communication of UPGP strategies and activities to UZP/UP staff and Upazila Chairs and Vice-Chairs;
- (vii) Monitoring the activities and their effectiveness and impact and reporting back to the NPD through the Project manager;
- (viii) Assist to District Technical Committee meetings (and/or to District Development & Coordination meetings), prepare agenda and inputs as regards UP activities, and recording agreements and decisions on behalf of the DC;
- (ix) Organize periodic exchange meetings between UPs and government staff in the District.
- (x) Guide UP-Chairs/members in organizing the open budget meetings, participatory planning meetings and other meetings relevant to UP;
- (xi) Participate in UP annual and periodic work-planning exercises;
- (xii) Ensure linkages with UZGP Project of LGD-UNDP-UNCDF and joint management of common output

IV. Skills and Competencies

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Have positive gender balance attitude

Functional Competencies:

- Excellent inter-personal, training, and communications skills;
- Have working IT skills (ms word, Power point, excel)
- Have strong training & facilitation skills.
- Have a proven track record of being able to work in a team;

Knowledge Management and Learning

- Sound knowledge of rural local government in Bangladesh
- Knowledge on planning and budgeting ;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with Divisional, District & Upazila level officials and project staff.
- Ability to support implementation and monitoring of UPGP
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioural/ attitudinal change

V. Required Qualifications and Experience

Education:	Minimum Bachelor's Degree in any discipline of Social Sciences.
Experience:	<ul style="list-style-type: none">• At least 5 years relevant experience• Have experience of working with Government officials
Language Requirements:	Fluency in written and spoken Bangla and English



UNITED NATIONS DEVELOPMENT PROGRAMME

SERVICE CONTRACT - JOB DESCRIPTION

I. Position Information

Job code title:	Finance/ Admin Associate
Post Level:	SB 3
Position Number:	02 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	Project Manager (In coordination with NPD of UPGP)
Position status	Renewable, based on performance

II. Organizational Context

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key Results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement*. This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads*. These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance*. Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for coordination between UPGP and LGSP II as the programme design evolves. However, if integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

Under the guidance and supervision of the Operations Manager (UPGP), the Finance & Admin Associate provides financial services ensuring high quality, accuracy and consistency of work. The Finance & Admin Associate promotes a client-oriented approach consistent with UNDP and UNCDF rules and regulations.

The Finance & Admin Associate works in close collaboration with the operations, programme and projects' staff, UNDP and UNCDF staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Assist the Project manager/NPD in the preparation and execution of the project budget
- Prepare quarterly/ annual financial reports
- Assist Project manager/NPD in monitoring project expenditure
- Timely and accurate preparation of bank reconciliations.
- Manage financial documents and files
- Implementation of financial operational strategies
- Functioning of cost-recovery system
- Accounting and administrative support
- Knowledge building and knowledge sharing
- Ensure coordination with UZGP Project of GOB-UNDP-UNCDF

1. Ensures **implementation of financial operational strategies** focusing on achievement of the following results:

- Full compliance of financial processes and financial records with UNDP-UNCDF rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

2. Ensures **functioning of the optimal cost-recovery system** focusing on achievement of the following results:

- Provision of inputs for preparation of cost-recovery bills in Atlas for the services provided by UNDP and UNCDF, follow up on cost recovery.

3. **Provides accounting and administrative support to the Finance Unit** focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports for NEX projects; preparation of all types of vouchers for projects.
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Maintenance of the Accounts Receivables for UNDP and UNCDF projects and recording of deposits.
- Management of cash receipts and petty cash.
- Maintenance of proper filing system for finance records and documents.

4. Supports **knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on Finance.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the execution of the GOB-UNDP-UNCDF financial services management in terms of quality and accuracy of work. Accurate data entry and presentation of financial information and a client-oriented approach enhances UNDP's and UNCDF's capability to effectively and efficiently manage financial resources.

V. Competencies and Critical Success Factor

Corporate Competencies:

- Demonstrates commitment to UNDP and UNCDF's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to financial resources management, including screening and collecting documentation, financial data processing, filing, provision of information
- Good knowledge of financial rules and regulations, accounting
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:	Minimum Bachelor Degree in Accounting/Finance/Management.
Experience:	5 years of relevant finance experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.



UNITED NATIONS DEVELOPMENT PROGRAMME SERVICE CONTRACT - JOB DESCRIPTION

I. Position Information

Job code title:	Data Keeper/Operator
Post Level:	SB 2
Position Number:	02 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	MIS/M&E Officer/Project Manager
Position status	Renewable, based on performance

II. Organizational Context

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key Results,

which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement.* This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads.* These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance.* Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for coordination of UPGP and LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

The Data Keeper will work under the guidance and overall supervision of the MIS Officer.

III. Functions / Key Results Expected

Summary of Key Functions:

She/he will maintain incoming and out-going documents, files, prepare routine correspondence and general reference documents, organize data and information and maintain records and files:

- Receive, register and file all reports incoming for UPGP;
- Cross-check that such reports have been correctly and fully filled in;
- Ensure that incoming data from reports is regularly and promptly entered into UPGP MIS;
- Assist the MIS officer in processing reports from the UPGP MIS;
- Run verification checks across the MIS to ensure consistency in the database;

<ul style="list-style-type: none"> ❑ Carry out other tasks assigned to him/her by the MIS Officer. ❑ Assist in implementation of ICT strategies and introduction of new technologies ❑ Assist in effective functioning of the CO hardware and software packages ❑ Provision of web site maintenance services ❑ Provision of related administrative support ❑ Facilitation of knowledge building and knowledge sharing ❑ Assist in maintaining electrical systems ❑ Ensure coordination with UZGP Project of GOB-UNDP-UNCDF
<p>1. ICT strategies and implementation of new technologies</p> <ul style="list-style-type: none"> ❑ Compliance with corporate information management and technology standards, guidelines and procedures for the CO technology environment. ❑ Implementation of internal policies and procedures on the use of ICT.
<p>2. Effective functioning of the CO hardware and software packages</p> <ul style="list-style-type: none"> ❑ Provision of advice on maintenance of equipment and acquisition of hardware supplies, making routine repairs and change of hardware electronic components. ❑ Implementation of corporate UNDP and UNCDF systems.
<p>3. Network administration</p> <ul style="list-style-type: none"> ❑ Operation of network utility procedures defining network users and security attributes establishing directories, menus and drive-mappings, configuring network printers and providing user access. ❑ Trouble-shooting and monitoring of network problems. ❑ Response to user needs and questions regarding network access. ❑ Maintenance of up-to-date parameters of information for the network clients and electronic mail. ❑ Implementation of backup and restoration procedures for local drives. Maintenance of backup logs. Maintain off-site storage of backups. ❑ Implement LAN Infrastructure and Internet connectivity upgrade to meet UNDP-UNCDF Project requirements.
<p>4. Administrative support:</p> <ul style="list-style-type: none"> ❑ Provision of advice on and assistance in procurement of new equipment for project, provision of technical specifications and information on best options in both local and international markets, review of quotations and bids. ❑ Maintenance of an up-to-date inventory of the software and hardware. ❑ Maintenance of the library of reference materials.

- ❑ Maintenance of the inventory and stock of supplies and spare parts in cooperation with the Procurement Unit.

6. Knowledge building and knowledge sharing:

- ❑ Identification and promotion of different systems and applications for optimal content management, knowledge management and sharing, information provision.
- ❑ Organization of trainings for the operations/ projects staff on ICT issues.
- ❑ Maintenance of staff training profiles.
- ❑ Synthesis of lessons learned and best practices in ICT.
- ❑ Sound contributions to knowledge networks and communities of practice.

7. Networking, Advocacy and Resource Mobilization:

- Support the management in creating positive and appreciative atmosphere for team-based work for the project and be an advocate for the work of UNDP and UNCDF.
- Disseminate the information on best practices and be active member of the UNDP and UNCDF global and regional networks.
- Ensure preparation of brochures, publications, and press releases for dissemination of UNDP-UNCDF Project assistance and experience.
- Support delivery of high quality and timely services, which are recognized, by the Government and international partners as part of the Country Office's resource mobilization strategy.

8. Any other functions, responsibilities or portfolio, which may be assigned by the UNDP-UNCDF/Project management. The Staff Member should be expected to be linked and contribute to the work of UNDP-UNCDF/Project in all practice areas; and, as appropriate in UNDP-UNCDF/Project, may be assigned to other practice or sub-practice portfolios.

IV. Impact of Results

The key results have an impact on the overall efficiency of the Project Office including improved business results and client services. Forward-looking ICT management has an impact on the organization of office management, knowledge sharing, and information provision.

V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP and UNCDF's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and provides helpful advice to others in the office
- Ability to develop systems for structuring, codifying and providing access to information and knowledge

Development and Operational Effectiveness

- Ability to provide IT support services including IT hardware/ infrastructure support, ERP support, other IT applications support and maintenance
- Good knowledge of PC/LAN operating systems, Microsoft Windows, corporate protection systems,
- knowledge of Novell Netware network administration, ERP
- Knowledge on electrical system
- Ability to provide input to business processes re-engineering, elaboration and implementation of new systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change

VI. Recruitment Qualifications

Education:	Minimum Bachelor's Degree with specialized training and certificates in related areas of ICT support. Bachelor's Degree, preferably in Computer Science, will be a significant advantage.
Experience:	Minimum 2 years of working experience in network administration and use of hardware/software, telecommunications facilities, general electrical issues. Working knowledge of software like SPSS will be an added advantage.
Language Requirements:	Fluency in written and spoken English and language of the duty station.



**UNITED NATIONS DEVELOPMENT PROGRAMME
SERVICE CONTRACT - JOB DESCRIPTION**

I. Position Information

Job Code Title:	Office Secretary/Computer Operator
Post Level:	SB 2
Position Number:	02 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	Project Manager (In coordination with NPD of UPGP)
Position status	Renewable, based on performance

II. Organizational Context

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Government reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key

Results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement.* This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads.* These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance.* Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for coordination between UPGP and LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

Under the guidance and supervision of the Operations Manager (UPGP) Project Manager the Office Secretary/Computer Operator provides Secretarial services ensuring high quality, accuracy and consistency of work. The Office Secretary/Computer Operator promotes a client-oriented approach consistent with UNDP and UNCDF rules and regulations.

The Office Secretary/Computer Operator works in close collaboration with the operations, programme and projects' staff with UNDP and UNCDF staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

The Office Secretary/Computer Operator will carry out his/her duties under the general direction of the Operation Team. He/She may be assigned to support the project activities in LGD, NILG, RDA& BARD as necessary, and will be responsible for the following main tasks. The summary of key functions are:

- Provide secretarial, logistic and other support for the UPGP NPD, Project Advisor, Project Manager, Facilitators and consultants (national and international)
- Prepare routine correspondence and general reference documents, organize data and

- collect information for relevant partners
- Assist in procurement of office supplies and equipment, maintain appropriate inventory records
- Maintain in-coming and out-going documents, files, prepare routine correspondence and general reference documents, organize data and information and maintain records and files.
- Maintain project files, documents and provide support to NPD, Project Manager and consultants/experts.
- Prepare routine correspondence and general reference documents, organize data and information and maintain project records, files and documents.
- Typing letters, documents, reports etc and applications of information and Communications Technologies.
- Proper filing of in-coming and out-going documents.
- Ensure delivery and receiving documents.
- Preparing correspondence and general reference documents, organize data and information.
- Must have ability and willingness to work flexible hours on the computer undertaken data entry, data verification and report production.
- Maintain communication through e-mail
- Carry out any other job as assigned by the Project Management Team (PMT).
- Perform other duties as required
- Ensure coordination with UPGP Project of GOB-UNDP-UNCDF

IV. Impact of Results

The key results have an impact on the overall success of the project targets.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP and UNCDF core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP and UNCDF
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses queries
- 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

Development and Operational Effectiveness

- Ability to engage with high-ranking UNDP and UNCDF Managers, Government Officials and international donor community and provide policy advisory support services.
- Ability to identify opportunities, conceptualize and develop project reports
- Capability to engage in team-based activity
- Ability to support timely project implementation and to provide the necessary trouble

<p>shooting to keep project implementation on schedule</p> <ul style="list-style-type: none"> ❑ Ability to manage budgets and transactions ❑ Ability to implement new systems and affect staff behavioural/ attitudinal change <p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> ❑ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills ❑ Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with all UNDP and UNCDF staff, Project and GOB staff

VI. Recruitment Qualifications	
Education:	The incumbent should have a Bachelor's Degree. A Diploma in ICT from a recognized computer institution will be considered an additional advantage.
Experience:	Minimum 2 years of practical experience in secretarial duties and use of computers. Excellent computer skills and ability to provide ICT support, office software, internet and software applications. Ability to type both Bengali and English having speed of 60w/m.
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.



UNITED NATIONS DEVELOPMENT PROGRAMME

SERVICE CONTRACT - JOB DESCRIPTION

I. Position Information

Job code title:	Programme / Admin Assistant
Post Level:	SB 2
Position Number:	07 Positions
Duty station:	District Office (Dhaka, Rajshahi, Rangpur, Chittagong, Barisal, Sylhet & Khulna).
Supervisors:	District Facilitator
Position status	Renewable, based on performance

II. Organizational Context

Bangladesh has enjoyed sound economic growth, but this is unevenly spread, and many are not benefiting sufficiently from this process. Moreover, while some MDG targets are on track, others are not and there are significant territorial differences and local specificities in meeting them. There is a need to engage, via number of channels, with economic and social inequities. Within the governance arena, this implies a strong emphasis on localism, both in the delivery key services but crucially also, in shaping the demand side, in terms of community representation and mobilization.

Local government's role in relation to local economic and social development in Bangladesh operates at two levels: direct service delivery in key areas of provision; and in shaping the operating environment, including efficient and planned utilisation of scarce resources and securing accountability with community participation. These roles vary between the two tiers: Union Parishads with greater delivery mandates play a more immediate role, whereas Upazilas have a more catalytic function to play, representing local demands and views. Upazila Parishad started functioning afresh since 2009 after 19 years interval. The working procedures and ground rules are yet to be made functional. This is a formidable challenge for the UZGP in future to bring all the conflicting stakeholders together in a win-win situation. The UP is rather a stable organisation but here also a perpetuated 'culture of dependency' prevails which need be improved in the light of the new UP legislation. The UZP and UP both the organisations have to begin journey with a new 'vision of development' among the elected leadership to replace mindless scheme culture by planning discipline and above all the leadership with political wisdom has to be equipped with reasonable executive skill.

In spite of considerable progress some of the MDG challenges are substantial those need to be effectively achieved by 2015 require urgent attention. In Bangladesh's progress towards achieving the MDGs, the most serious performance gaps occur on nutrition, maternal health, gender equity and a raft of environmental concerns. Besides, some of the UZPs and UP are

way behind locally in some the MDG indicators. These issues are precisely those which can be either directly addressed by local government service provision or local community mobilization, where local government bodies have important roles to play. There are substantial local variations in local performance. This calls for a highly tailored approach to MDG achievement. Local planning is a key dimension of the two projects' work. These local appraisal processes serve both to identify variations in needs and performance and to allocate resources accordingly.

The UZPs work with Government officials from the line ministries, who have clearly delineated roles and development functions financed from central resources. Promisingly, the recently enacted UZP law identifies the UZP as representative bodies that strengthen voice and accountability for overall Government service delivery managed at Upazila level. In effect, the UZPs will have a role in co-coordinating service delivery to all citizens across the entire Upazila. Implementing this function will require the active participation and input from the line agencies and other actors (such as the UPs, directly elected chairs and women members comprise the Parishad members, the private sector and civil society organizations).

The fundamental challenge over the coming years will be to establish an appropriate balance of power, with checks and balances, at each level, as well as between the different tiers of local government. This will involve developing and defining the practicalities of how the different tiers of government and the different actors (including non-state actors) at each level will collaborate, coordinate and cooperate, to deliver the services needed to achieve the MDGs and ensure adherence to democratic principles.

Given the challenges to deliver services in attaining the MDGs and ensure adherence to democratic principles, the Programmatic Framework outlays intervention that will be delivered through two distinct but complementary projects namely:

1) Union Parishad Governance Project (UPGP); 2) Upazila Governance project (UZGP).

These interventions envisaged to a broader package of support to local government and will link support for democratic institutions and support for local development in a creative and innovative way.

The proposed intervention will be looking at a rich array of past and ongoing projects. The components/outputs UPGP and UZGP projects are directly built on the experience of the Local Governance Support Project - Learning and Innovation Component (supported by the EU, UNDP, UNCDF, DANIDA, World Bank and its preceding pilot project the Sirajganj Local Governance Development Fund Project (UNDP and UNCDF) for the UP level and on the Upazila Parishad Strengthening Preparatory Assistance (UNDP) for the UZP level. Both projects will run for five years from 2011 to 2016.

Under the guidance and supervision of the District Facilitators (UPGP and UZGP), the Programme / Admin Assistant provides financial services ensuring high quality, accuracy and consistency of work. The Programme / Admin Assistant promotes a client-oriented approach consistent with UNDP and UNCDF rules and regulations.

The Programme/Admin Assistant works in close collaboration with the operations, programme and projects' staff with UNDP and UNCDF staff to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

- Assist the District Facilitators (UPGP and UZGP) in the preparation and execution of the project budget
- Prepare quarterly/ annual financial reports
- Assist Divisional Facilitator in monitoring project expenditure
- Timely and accurate preparation of bank reconciliations.
- Manage financial documents and files
- Implementation of financial operational strategies
- Functioning of cost-recovery system
- Accounting and administrative support
- Knowledge building and knowledge sharing
- Ensure coordination with UPGP Project of GOB-UNDP-UNCDF

3. Ensures **implementation of financial operational strategies** focusing on achievement of the following results:

- Full compliance of financial processes and financial records with UNDP and UNCDF rules, regulations, policies and strategies.
- Input to the CO business processes mapping and elaboration of the content of internal Standard Operating Procedures in Finance in consultation with the direct supervisor and office management.

4. Ensures **functioning of the optimal cost-recovery system** focusing on achievement of the following results:

- Provision of inputs for preparation of cost-recovery bills in Atlas for the services provided by UNDP and UNCDF, follow up on cost recovery.

3. **Provides accounting and administrative support to the Finance Unit** focusing on achievement of the following results:

- Proper control of the supporting documents for payments and financial reports for NEX projects; preparation of all types of vouchers for projects.
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation of information on the status of financial resources as required.
- Maintenance of the Accounts Receivables for UNDP and UNCDF projects and recording of deposits.
- Management of cash receipts and petty cash.
- Maintenance of the proper filing system for finance records and documents.

4. Supports **knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:

- Participation in the trainings for the operations/ projects staff on Finance.
- Contributions to knowledge networks and communities of practice.

IV. Impact of Results	
The key results have an impact on the execution of the GOB, UNDP, UNCDF financial services management in terms of quality and accuracy of work. Accurate data entry and presentation of financial information and a client-oriented approach enhances UNDP and UNCDF's capability to effectively and efficiently manage financial resources.	
V. Competencies and Critical Success Factor	
Corporate Competencies:	
<input type="checkbox"/> Demonstrates commitment to UNDP and UNCDF's mission, vision and values <input type="checkbox"/> Displays cultural, gender, religion, race, nationality, sensitivity and adaptability	
Functional Competencies	
Knowledge Management and Learning	
<input type="checkbox"/> Shares knowledge and experience <input type="checkbox"/> Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills	
Development and Operational Effectiveness	
<input type="checkbox"/> Ability to perform a variety of standard tasks related to financial resources management, including screening and collecting documentation, financial data processing, filing, provision of information <input type="checkbox"/> Good knowledge of financial rules and regulations, accounting <input type="checkbox"/> Strong IT skills <input type="checkbox"/> Ability to provide input to business processes re-engineering, implementation of new system	
Leadership and Self-Management	
<input type="checkbox"/> Focuses on result for the client and responds positively to feedback <input type="checkbox"/> Consistently approaches work with energy and a positive, constructive attitude <input type="checkbox"/> Remains calm, in control and good humored even under pressure	
VI. Recruitment Qualifications	
Education:	Minimum Bachelor's degree in relevant discipline
Experience:	Minimum 2 years of relevant finance experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.



UNITED NATIONS DEVELOPMENT PROGRAMME

SERVICE CONTRACT - JOB DESCRIPTION

I. Position Information

Job Code Title:	Driver cum Messenger
Post Level:	SB 1
Position Number:	10 Nos.
Duty station:	Project Office-Dhaka and 07 No's District
Supervisors:	District Facilitators/PM
Position status	Rotational, based on performance

II. Organizational Context

The Union Parishad Governance Project (UPGP) is part of the overall programmatic framework for UNDP and UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union (EU), the Governments of Switzerland (SDC) and Denmark (Danida).

This UPGP document is complemented by the programmatic framework document itself and the partner project UZGP that provides support to the Upazila Parishads (UZP) level of local government as part of the wider Local Government Support Program. In this regard the UPGP and UZGP projects will have horizontal and vertical linkages throughout their implementation. In terms of project management there will be a shared implementation team(s) supporting both projects. Programmatically, both projects will share a common output covering policy and capacity development frameworks.

The base of (rural) local governance in Bangladesh is the Union Parishad (UP). These elected local government institutions are responsible for coordinating many aspects of local social and economic development in Bangladesh. For the last decade (based on a pilot UNDP and UNCDF project in the Sirajganj District) some UPs have been recipients of discretionary fiscal transfers, which they employ for development activities through an open process of citizen involvement. The UPGP will support around 10% of UPs and will use the comparative advantage of UNDP and UNCDF to adopt innovations to UP governance and local development functions that will demonstrate results in meeting development targets including the Millennium Development Goals. It is assumed that LGSP II may scale up the innovations of UPGP through pilot activities and systematic arrangements for evaluation and lesson learning that will enable successful innovations to be rapidly scaled up within the broader LGSP II.

The specific objective of UPGP is Strengthened capacities of local governments and other stakeholders to foster participatory local development service delivery for the MDGs. The project will be *piloting and evaluating innovations to improve the functional and institutional capacity and democratic accountability of Union Parishads and to increase citizen involvement in order to achieve effective, efficient and accountable delivery of pro-poor infrastructure and services*. UPGP is designed to produce three key Results, which are:

1. *Strengthened Democratic Accountability of the Union Parishads through Citizen Engagement.* This will be achieved through support to the UP chairs, vice-chairs and members to perform their functions and through increased citizen engagement including in Standing Committees and Ward Shavas;
2. *Innovations in Pro-Poor and MDG-Oriented Planning and Financing of Service Delivery by Union Parishads.* These will be founded on further improvements to the system of performance-based grants providing an incentive for improved governance. The two principal activity areas will be Enhancing Planning and Financial Management and Strengthening Own Source Revenue Mobilisation.
3. *Strengthened national capacity for effective policy review, monitoring, lesson learning and capacity development of LGIs for improved Local Governance.* Two key institutions will be supported: a Policy Advisory Group which will develop a national framework for policy and capacity development for local governance, and the Monitoring, Investigation and Evaluation Wing of the Local Government Division, which will systematically collect the data required to evaluate the quality of local governance. Together, these institutions will provide the capacity for policy development based on the outcomes of the piloting activities. This result will be mainly embedded in of the sister UZGP project with some activities operationally located within UPGP. This output is common to the UPGP project and its partner project Upazila Governance Project (UZGP)

UPGP will run for five years from 2011 to 2016 (covering 4 fiscal year rounds), which is the proposed time frame for the LGSP II project. UNDP and UNCDF will continue discussions with the Government of Bangladesh and World Bank to ensure the optimal arrangements for coordination between UPGP and LGSP II as the programme design evolves. However, if full integration is not possible, there will be efforts to avoid duplication by LGSP II in the UPs where UPGP will work. UPGP will deliver performance grant in a coordinated manner with LGSP II's block grants.

III. Functions / Key Results Expected

Summary of Key Functions:

The Driver cum Messenger will be competent in the relevant area. The summary of key functions are:

- Drive Office vehicle in Dhaka and Seven project division.
- Collect and deliver mail or documents

The incumbents will drive office vehicle within Dhaka city and the project areas to meet the transportation requirements of the program personnel., day-to-day maintenance of the assigned vehicles, maintain log book, arrange repairs when necessary, follow rules and regulations and report to the authorities in case of incidence, collect and deliver mail or documents when required, etc.

V. Impact of Results

The key results have an impact on the overall success of the project targets.

IV. Recruitment Qualifications	
Education:	Minimum SSC passed or higher education is preferred. Computer literacy is an added qualification. The incumbents must have valid heavy/light driving license and good knowledge of Dhaka and surrounding areas. The candidates must have adequate knowledge and skills in minor vehicle repair and demonstrative initiative and sound judgment is desired.
Experience:	Minimum 5 years of experience as driver.
Language Requirements:	Good knowledge of Bangla and working knowledge of English required.