

United Nations Associate Experts Programme



TERMS OF REFERENCE

Associate Expert (JPO)

I. General Information

Title: Associate Programme Officer (Programme Coordination)

Sector of Assignment: Programme Coordination

Organization/Office:

United Nations Office on Drugs and Crime (UNODC)

Division for Operations (DO)

Regional Office for West and Central Africa (ROSEN)

Duty Station: Dakar, Senegal

[Non-Family Duty Station: yes / no x]

Date Required: /

Duration: 2 years

II. Supervision

Direct Supervision by:

Programme Officer (Coordination and Communication) and/or Deputy Regional Representative, UNODC Regional Office for West and Central Africa (ROSEN).

Overall supervision by:

Regional Representative, UNODC Regional Office for West and Central Africa (ROSEN).

Content and methodology of supervision:

The Associate Expert will work under the overall guidance of the Regional Representative ROSEN and the direct supervision of the Programme Officer (Coordination and Communication) and/or Deputy Regional Representative. Supervision will entail work assignment relevant to the functions undertaken by the office, discussion and approval of work plan, regular guidance on how to accomplish work goals, routine review of work progress, review of all products, and periodic informal and formal assessment of performance.

III. Duties, Responsibilities and Output Expectations

Background information:

Based in Dakar, Senegal, the Regional Office for West and Central Africa (ROSEN) covers 22 countries, where French, English, Portuguese, and Spanish are spoken. In line with its mandates, ROSEN supports Member States and regional organizations to strengthen criminal justice systems; prevent and counter transnational organized crime and illicit trafficking; prevent and counter terrorism; prevent and counter corruption, and improve drug and HIV prevention, treatment and care. It does so through a crosscutting and multilateral strategy, where research and trend analysis, legislative assistance, capacity-building, regional and international cooperation as well as engagement of civil society and the general public contribute to the creation of an environment prone to socioeconomic development to the benefit of the people in West and Central Africa.

UNODC Regional Programme for West Africa sets strategic priorities and expected accomplishments for UNODC in the region for the period of 2016-2020 (soon to be extended into 2021). The RP covers the same timeframe as the Economic Community of West African States (ECOWAS) Action Plan to Address Illicit Drug Trafficking, Organized Crime and Drug Abuse in West Africa. It takes into account the priorities identified in the Action Plan and contributes to its implementation. Going beyond the ECOWAS Action Plan, the RP also reflects additional priorities based on assessments undertaken by UNODC in the region. It then highlights operational responses aimed at addressing security threats and reinforcing the rule of law in the region. The RP covers the 15 Member States of ECOWAS as well as Mauritania but goes beyond the region and includes interregional cooperation where relevant and appropriate. It also provides sufficient flexibility to remain relevant in a rapidly evolving context and provide assistance tailored to specific local needs. A similar regional programme might be developed in 2021 for the Central African region, also covered by ROSEN.

ROSEN is working together with UNODC Country Office in Nigeria and the various thematic branches and sections of UNODC headquarters based in Vienna towards the delivery of the RP.

While implementing the RP, UNODC also needs to ensure that its mandates and work are grounded in an evolving international environment, and in particular in the context of UN reforms. The following 3 areas are of particular importance in this respect.

A) Supporting the implementation of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs) in West and Central Africa

A fundamental objective of the RP is to contribute to the implementation of the 2030 Agenda and the SDGs. The Agenda draws together the strands of peace, the rule of law, human rights, development and equality into a comprehensive and forward-looking framework. Reducing conflict, crime, violence and discrimination, and ensuring inclusion and good governance, are key elements of people's well-being and essential for securing sustainable development. Almost all UNODC's mandates reflect universal aspirations embedded within the SDGs, and UNODC has the technical expertise and experience in capacity-building in the region to support Member States in reaching those goals, in particular Goal 16 "Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels".

As a contribution to the SDGs, UNODC should therefore ensure that all global norms and standards (i.e. UNTOC, UNCAC, drug conventions, UN standards and norms on criminal justice and crime prevention, as well as the legal instruments against terrorism) are effectively reflected in national and regional agendas and are taken into account by the different UN Country Teams and other UN fora in which it is active. That also means that ROSEN should ensure that gender and human rights considerations are fully embedded in all its activities.

B) Supporting UNODC's positioning in the UN Reform Process in West and Central Africa

To respond efficiently to threats and challenges in West Africa and the Sahel, UNODC adopts an integrated, evidence-based, response anchored in partnerships and coordination with other development actors.

In doing so, strong communication and presence in the UN Country Teams across the region are essential including in the different UN planning documents at the national regional levels (including Common Country Assessments, UN Sustainable Development Cooperation Frameworks, etc.), UN-wide funding opportunities (Special Purpose Trust Fund, Peacebuilding Fund, as well as in all other processes related to the UN reforms.

C) Supporting an integrated and coordinated approach in the implementation of UNODC activities in West and Central Africa

Overall, the international community's response to the challenges and threats in the region has not been as effective as it could have been, often due to the silo-d treatment of the various types of organized crime as unrelated topics for example, or due to the lack of interventions on the cross-cutting issues that underpin these challenges, such as weak rule of law, weak criminal justice systems, corruption and illicit financial flows. UNODC is in the unique position to address such issues holistically, identifying links between such threats and developing programme responses emphasizing synergies. Under the overall umbrella of the RP, UNODC follows an integrated approach, designed to minimize the silo-ing of programming in the region, thereby aiming to improve effectiveness of its interventions and incorporate the principles of the *Paris Declaration on Aid Effectiveness* (2005), the *Accra Agenda for Action* (2008) and the *Busan Partnership for Effective Development Cooperation* (2011). It also aims at synchronizing its actions with national and regional policies and priorities; and ensuring a better coordination with donors and partners.

A variety of synergies exist between the sub-programmes of the RP; for example, between terrorism and TOC; between maritime and wildlife crimes (including fisheries); between corruption and law enforcement trainings; or between illicit financial flows and terrorism prevention. However, more needs to be done on strengthening those links in both planning and implementation phases. In addition, ROSEN aims at mainstreaming key cross-cutting issues into the relevant sub-programmes, for example strengthening anti-corruption frameworks and capacities in other UNODC mandate areas. ROSEN will also work on strengthening the role of research and analytical support to all thematic pillars, to ensure that UNODC interventions within all the pillars are based on evidence gathered through assessments. Furthermore, to ensure the efficiency of the pillars' different outcomes, UNODC will continue supporting and promoting the development of regional and international cooperation between all the different State actors involved in addressing illicit trafficking and transnational organized crime.

Specific tasks to be performed by the Associate Expert:

Under the direct supervision of the Deputy Regional Representative (DRR) for West Africa ROSEN and overall guidance of Regional Representative (RR) for West Africa ROSEN the Associate Expert will undertake the following tasks:

- Assist the Office in representing UNODC interests and positioning in various UN County Teams and Regional UN Director Group discussions Support the Office in reflecting UNODC mandates and work in the different UN planning documents and funding opportunities across the region;
- Assist the Office in designing and implementing monitoring tools for ROSEN activities, taking into account relevant national, regional and global frameworks.
- Support the coordination and monitoring of the activities undertaken by the Office, and ensure that substantive work programmes and programmed activities are carried out in a timely fashion
- Contribute to ensuring that the work programme and the activities of ROSEN are carried out in coordination with other entities and in liaison with relevant organizations of the UN system ("One UN") as well as with other international organizations and Member States.

- Provide quality assurance and oversight of programme and project documents and serve as focal point for results-based management and evaluation;
- Ensure the considerations of gender and human rights concerns in all activities;
- Promote knowledge management to ensure access to best available expertise and facilitate organizational learning within ROSEN;
- Coordinate internal meetings to discuss identified needs, priorities and synergies as well as inputs for joint funding proposals for donors interested in supporting UNODC ROSEN mandates.
- Assist in the preparation of, and participate in partnership building, awareness-raising and/or fundraising missions in the region and/or to Member States, as needed.
- Prepare technical presentations on the ROSEN activities; carry out presentations, as required.
- Contribute to the overall substantive implementation of the work programme of ROSEN.
- Perform other related duties as required in the scope of current position.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political/social sciences, international relations, or international/criminal law is required.

Work experience:

A minimum of two years of progressively responsible experience in programme coordination, with a focus on UNODC mandates (drugs, organised crime, terrorism), international relations or closely related issues is required. Experience in programme formulation and implementation in a directly related field, is desirable. Experience in Africa, possibly West and Central Africa, is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French is required. Knowledge of Portuguese is an advantage.

Competencies:

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to UNODC mandates (drugs, organised crime, terrorism). Has knowledge of the mandates of UNODC. Has ability to identify issues, analyse and participate in the resolution of issues/problems. Has experience in organizing meetings, conferences, seminars, including their substantive, logistic and administrative aspects. Has conceptual analytical and evaluative skills to conduct independent research and analysis, has knowledge in the use of various research sources, including electronic sources on the internet, intranet and other databases. Has ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Client Orientation: Establishes and maintains productive partnerships with all relevant stakeholders, identifies clearly their needs to develop and implement legal, policy and other responses. Ensure continuous dialogue with the stakeholders monitoring the relevant developments and undertaking the necessary adjustments; meets timeline for delivery of technical assistance and other services and products. Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments. Adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.