



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

I. Title and Reporting Structure

Title : Research Officer
Post Level : SB 3
Supervisor : Project Manager

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 MDG achievement in Bangladesh operates at two levels: direct service delivery in key areas of provision; and in shaping the operating environment, including securing accountability and community leadership. These roles vary between the two tiers and the intervention addresses: 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.

The MDG challenges are substantial and in spite of considerable progress some of the goals 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. 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-ordinating 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 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.

The Research Officer in close collaboration with NTA and PM will conduct a thoroughly conceptualized scheme for evidence based documentation and analysis of the problems and potentials of UZPs & UPs that will help government and policy makers bring about the necessary changes in current law and administrative procedures within and around the UZP & UP. The researchers side by side with recording, documentation and analysis of problems and potentials, will also jointly develop a framework through which a comprehensive, local-level participatory planning process can be initiated and established from the grassroots.

III. Functions / Key Results Expected

- Assist the Policy Support Unit and Policy Advisory Group in developing Annual Research Plan
- Facilitate all kinds of research and study agreed in the work plan
- Develop TOR for hiring survey/research firm and local and international consultant to carry out planned research
- Take lead in procuring survey/research firm and local and international consultant
- Provide feedback to hired firm/individual consultants on survey/research tools and technique.
- Provide necessary documents/materials in accomplishing planned research
- Provide inputs for finalizing research paper
- Take necessary actions to disseminate the research findings.
- Develop policy paper on the basis of research findings for the government, so that the government/LGD can take necessary actions to reform policy.
- Brief the policy advisor group on the research findings.

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, SPSS, Access, Power point, Excel and others)
- Have strong skills on research work.
- Have a proven track record of being able to work in a team;

Technical Competencies

- Understanding of political environment, reform issues and policy formulation;
- Ability to analyze country context and development situation
- Involvement in decentralization and local governance program
- Strong background on field level case studies
- Good grasp on the issues of surrounding political and administrative context and dynamics, local administrative and procedural problems and strengths and weaknesses of democratic governance institutions at Upazila and Union Parishad

Behavioral Competencies

- Strong analytical skills
- Excellent communication skills, both written and oral
- Ability of establishing and good working relationships to facilitate work goals
- Ability to demonstrate results-oriented approach to work
- Strong networking and inter-personal communication skills
- Understanding of gender and human rights issues in the LGI context

V. Required Qualifications and Experience

Education:	Minimum Master's Degree in any discipline of social sciences;
Experience:	<ul style="list-style-type: none">• An expert in the field of democratic governance• Minimum 5 years relevant experiences• Working experiences in Bangladesh at the local governance related fields• Professional achievements in the relevant fields of research and analysis;• Ability to work under critical situation with regard to political environment.
Language Requirements:	Fluency in written and spoken Bangla and English

VI. Signatures- TOR Certification

Incumbent (if applicable)

Name Signature Date

Supervisor

Name Signature Date

Chief Division/Section

Name Signature Date



UNITED NATIONS DEVELOPMENT PROGRAMME SERVICE CONTRACT – TERMS OF REFERENCE

I. Title and Reporting Structure

Title	: Divisional Facilitator
Post Level	: SB 3
Position Number	: 07
Supervisor	: Project Manager

II. Description of the Work Assignment

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.

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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 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:

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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.

Divisional facilitator will work under the technical guidance of the Project Manager and supervision of Director Local Government (DLG) and will be deployed to each of the seven Divisions. As the title suggests their role will be very much to "facilitate" activities to the LGD, DLG, DDLG and the Divisional and District Offices in discharging their functions supporting UP and UZP governance. They will work within the Division & District administration, and will be attached to the offices of DLG & DDLG.

III. Functions / Key Results Expected

- (i) Support to DLG (Division level) for backstopping and monitoring the activities and performance of local government Institutions
- (ii) Ensure that all key LGI officials receive training from training institutions under UZGP & UPGP project activities;
- (iii) Arrange exposure visits for concerned LGIs officials from one area to another area to learn about good practices.
- (iv) Guide elected representatives of different LGIs in organizing the open budget meetings, participatory planning meetings and other meetings.

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& Union level officials and project staff.
- Ability to support implementation and monitoring of UZGP & 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 relevant field
Experience:	<ul style="list-style-type: none"> • At least 5 years of extensive experience in development activities; of working with rural institutions, Local Government Institutions (LGIs), NGOs in Bangladesh • Have experience of working with Government officials
Language Requirements:	Fluency in written and spoken Bangla and English

VI. Signatures- TOR Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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<p>1. <i>Introduction</i></p> <p>2. <i>Background</i></p> <p>3. <i>Methodology</i></p> <p>4. <i>Results</i></p> <p>5. <i>Discussion</i></p> <p>6. <i>Conclusion</i></p> <p>7. <i>References</i></p>	<p>8. <i>Appendix A</i></p> <p>9. <i>Appendix B</i></p> <p>10. <i>Appendix C</i></p> <p>11. <i>Appendix D</i></p> <p>12. <i>Appendix E</i></p> <p>13. <i>Appendix F</i></p> <p>14. <i>Appendix G</i></p> <p>15. <i>Appendix H</i></p> <p>16. <i>Appendix I</i></p> <p>17. <i>Appendix J</i></p> <p>18. <i>Appendix K</i></p> <p>19. <i>Appendix L</i></p> <p>20. <i>Appendix M</i></p> <p>21. <i>Appendix N</i></p> <p>22. <i>Appendix O</i></p> <p>23. <i>Appendix P</i></p> <p>24. <i>Appendix Q</i></p> <p>25. <i>Appendix R</i></p> <p>26. <i>Appendix S</i></p> <p>27. <i>Appendix T</i></p> <p>28. <i>Appendix U</i></p> <p>29. <i>Appendix V</i></p> <p>30. <i>Appendix W</i></p> <p>31. <i>Appendix X</i></p> <p>32. <i>Appendix Y</i></p> <p>33. <i>Appendix Z</i></p>	<p>34. <i>Appendix AA</i></p> <p>35. <i>Appendix AB</i></p> <p>36. <i>Appendix AC</i></p> <p>37. <i>Appendix AD</i></p> <p>38. <i>Appendix AE</i></p> <p>39. <i>Appendix AF</i></p> <p>40. <i>Appendix AG</i></p> <p>41. <i>Appendix AH</i></p> <p>42. <i>Appendix AI</i></p> <p>43. <i>Appendix AJ</i></p> <p>44. <i>Appendix AK</i></p> <p>45. <i>Appendix AL</i></p> <p>46. <i>Appendix AM</i></p> <p>47. <i>Appendix AN</i></p> <p>48. <i>Appendix AO</i></p> <p>49. <i>Appendix AP</i></p> <p>50. <i>Appendix AQ</i></p> <p>51. <i>Appendix AR</i></p> <p>52. <i>Appendix AS</i></p> <p>53. <i>Appendix AT</i></p> <p>54. <i>Appendix AU</i></p> <p>55. <i>Appendix AV</i></p> <p>56. <i>Appendix AW</i></p> <p>57. <i>Appendix AX</i></p> <p>58. <i>Appendix AY</i></p> <p>59. <i>Appendix AZ</i></p>
<p>60. <i>Appendix BA</i></p> <p>61. <i>Appendix BB</i></p> <p>62. <i>Appendix BC</i></p> <p>63. <i>Appendix BD</i></p> <p>64. <i>Appendix BE</i></p> <p>65. <i>Appendix BF</i></p> <p>66. <i>Appendix BG</i></p> <p>67. <i>Appendix BH</i></p> <p>68. <i>Appendix BI</i></p> <p>69. <i>Appendix BJ</i></p> <p>70. <i>Appendix BK</i></p> <p>71. <i>Appendix BL</i></p> <p>72. <i>Appendix BM</i></p> <p>73. <i>Appendix BN</i></p> <p>74. <i>Appendix BO</i></p> <p>75. <i>Appendix BP</i></p> <p>76. <i>Appendix BQ</i></p> <p>77. <i>Appendix BR</i></p> <p>78. <i>Appendix BS</i></p> <p>79. <i>Appendix BT</i></p> <p>80. <i>Appendix BU</i></p> <p>81. <i>Appendix BV</i></p> <p>82. <i>Appendix BW</i></p> <p>83. <i>Appendix BX</i></p> <p>84. <i>Appendix BY</i></p> <p>85. <i>Appendix BZ</i></p>	<p>86. <i>Appendix CA</i></p> <p>87. <i>Appendix CB</i></p> <p>88. <i>Appendix CC</i></p> <p>89. <i>Appendix CD</i></p> <p>90. <i>Appendix CE</i></p> <p>91. <i>Appendix CF</i></p> <p>92. <i>Appendix CG</i></p> <p>93. <i>Appendix CH</i></p> <p>94. <i>Appendix CI</i></p> <p>95. <i>Appendix CJ</i></p> <p>96. <i>Appendix CK</i></p> <p>97. <i>Appendix CL</i></p> <p>98. <i>Appendix CM</i></p> <p>99. <i>Appendix CN</i></p> <p>100. <i>Appendix CO</i></p> <p>101. <i>Appendix CP</i></p> <p>102. <i>Appendix CQ</i></p> <p>103. <i>Appendix CR</i></p> <p>104. <i>Appendix CS</i></p> <p>105. <i>Appendix CT</i></p> <p>106. <i>Appendix CU</i></p> <p>107. <i>Appendix CV</i></p> <p>108. <i>Appendix CW</i></p> <p>109. <i>Appendix CX</i></p> <p>110. <i>Appendix CY</i></p> <p>111. <i>Appendix CZ</i></p>	<p>112. <i>Appendix DA</i></p> <p>113. <i>Appendix DB</i></p> <p>114. <i>Appendix DC</i></p> <p>115. <i>Appendix DD</i></p> <p>116. <i>Appendix DE</i></p> <p>117. <i>Appendix DF</i></p> <p>118. <i>Appendix DG</i></p> <p>119. <i>Appendix DH</i></p> <p>120. <i>Appendix DI</i></p> <p>121. <i>Appendix DJ</i></p> <p>122. <i>Appendix DK</i></p> <p>123. <i>Appendix DL</i></p> <p>124. <i>Appendix DM</i></p> <p>125. <i>Appendix DN</i></p> <p>126. <i>Appendix DO</i></p> <p>127. <i>Appendix DP</i></p> <p>128. <i>Appendix DQ</i></p> <p>129. <i>Appendix DR</i></p> <p>130. <i>Appendix DS</i></p> <p>131. <i>Appendix DT</i></p> <p>132. <i>Appendix DU</i></p> <p>133. <i>Appendix DV</i></p> <p>134. <i>Appendix DW</i></p> <p>135. <i>Appendix DX</i></p> <p>136. <i>Appendix DY</i></p> <p>137. <i>Appendix DZ</i></p>
<p>138. <i>Appendix EA</i></p> <p>139. <i>Appendix EB</i></p> <p>140. <i>Appendix EC</i></p> <p>141. <i>Appendix ED</i></p> <p>142. <i>Appendix EE</i></p> <p>143. <i>Appendix EF</i></p> <p>144. <i>Appendix EG</i></p> <p>145. <i>Appendix EH</i></p> <p>146. <i>Appendix EI</i></p> <p>147. <i>Appendix EJ</i></p> <p>148. <i>Appendix EK</i></p> <p>149. <i>Appendix EL</i></p> <p>150. <i>Appendix EM</i></p> <p>151. <i>Appendix EN</i></p> <p>152. <i>Appendix EO</i></p> <p>153. <i>Appendix EP</i></p> <p>154. <i>Appendix EQ</i></p> <p>155. <i>Appendix ER</i></p> <p>156. <i>Appendix ES</i></p> <p>157. <i>Appendix ET</i></p> <p>158. <i>Appendix EU</i></p> <p>159. <i>Appendix EV</i></p> <p>160. <i>Appendix EW</i></p> <p>161. <i>Appendix EX</i></p> <p>162. <i>Appendix EY</i></p> <p>163. <i>Appendix EZ</i></p>	<p>164. <i>Appendix FA</i></p> <p>165. <i>Appendix FB</i></p> <p>166. <i>Appendix FC</i></p> <p>167. <i>Appendix FD</i></p> <p>168. <i>Appendix FE</i></p> <p>169. <i>Appendix FF</i></p> <p>170. <i>Appendix FG</i></p> <p>171. <i>Appendix FH</i></p> <p>172. <i>Appendix FI</i></p> <p>173. <i>Appendix FJ</i></p> <p>174. <i>Appendix FK</i></p> <p>175. <i>Appendix FL</i></p> <p>176. <i>Appendix FM</i></p> <p>177. <i>Appendix FN</i></p> <p>178. <i>Appendix FO</i></p> <p>179. <i>Appendix FP</i></p> <p>180. <i>Appendix FQ</i></p> <p>181. <i>Appendix FR</i></p> <p>182. <i>Appendix FS</i></p> <p>183. <i>Appendix FT</i></p> <p>184. <i>Appendix FU</i></p> <p>185. <i>Appendix FV</i></p> <p>186. <i>Appendix FW</i></p> <p>187. <i>Appendix FX</i></p> <p>188. <i>Appendix FY</i></p> <p>189. <i>Appendix FZ</i></p>	<p>190. <i>Appendix GA</i></p> <p>191. <i>Appendix GB</i></p> <p>192. <i>Appendix GC</i></p> <p>193. <i>Appendix GD</i></p> <p>194. <i>Appendix GE</i></p> <p>195. <i>Appendix GF</i></p> <p>196. <i>Appendix GG</i></p> <p>197. <i>Appendix GH</i></p> <p>198. <i>Appendix GI</i></p> <p>199. <i>Appendix GJ</i></p> <p>200. <i>Appendix GK</i></p> <p>201. <i>Appendix GL</i></p> <p>202. <i>Appendix GM</i></p> <p>203. <i>Appendix GN</i></p> <p>204. <i>Appendix GO</i></p> <p>205. <i>Appendix GP</i></p> <p>206. <i>Appendix GQ</i></p> <p>207. <i>Appendix GR</i></p> <p>208. <i>Appendix GS</i></p> <p>209. <i>Appendix GT</i></p> <p>210. <i>Appendix GU</i></p> <p>211. <i>Appendix GV</i></p> <p>212. <i>Appendix GW</i></p> <p>213. <i>Appendix GX</i></p> <p>214. <i>Appendix GY</i></p> <p>215. <i>Appendix GZ</i></p>
<p>216. <i>Appendix HA</i></p> <p>217. <i>Appendix HB</i></p> <p>218. <i>Appendix HC</i></p> <p>219. <i>Appendix HD</i></p> <p>220. <i>Appendix HE</i></p> <p>221. <i>Appendix HF</i></p> <p>222. <i>Appendix HG</i></p> <p>223. <i>Appendix HH</i></p> <p>224. <i>Appendix HI</i></p> <p>225. <i>Appendix HJ</i></p> <p>226. <i>Appendix HK</i></p> <p>227. <i>Appendix HL</i></p> <p>228. <i>Appendix HM</i></p> <p>229. <i>Appendix HN</i></p> <p>230. <i>Appendix HO</i></p> <p>231. <i>Appendix HP</i></p> <p>232. <i>Appendix HQ</i></p> <p>233. <i>Appendix HR</i></p> <p>234. <i>Appendix HS</i></p> <p>235. <i>Appendix HT</i></p> <p>236. <i>Appendix HU</i></p> <p>237. <i>Appendix HV</i></p> <p>238. <i>Appendix HW</i></p> <p>239. <i>Appendix HX</i></p> <p>240. <i>Appendix HY</i></p> <p>241. <i>Appendix HZ</i></p>	<p>242. <i>Appendix IA</i></p> <p>243. <i>Appendix IB</i></p> <p>244. <i>Appendix IC</i></p> <p>245. <i>Appendix ID</i></p> <p>246. <i>Appendix IE</i></p> <p>247. <i>Appendix IF</i></p> <p>248. <i>Appendix IG</i></p> <p>249. <i>Appendix IH</i></p> <p>250. <i>Appendix II</i></p> <p>251. <i>Appendix IJ</i></p> <p>252. <i>Appendix IK</i></p> <p>253. <i>Appendix IL</i></p> <p>254. <i>Appendix IM</i></p> <p>255. <i>Appendix IN</i></p> <p>256. <i>Appendix IO</i></p> <p>257. <i>Appendix IP</i></p> <p>258. <i>Appendix IQ</i></p> <p>259. <i>Appendix IR</i></p> <p>260. <i>Appendix IS</i></p> <p>261. <i>Appendix IT</i></p> <p>262. <i>Appendix IU</i></p> <p>263. <i>Appendix IV</i></p> <p>264. <i>Appendix IW</i></p> <p>265. <i>Appendix IX</i></p> <p>266. <i>Appendix IY</i></p> <p>267. <i>Appendix IZ</i></p>	<p>268. <i>Appendix JA</i></p> <p>269. <i>Appendix JB</i></p> <p>270. <i>Appendix JC</i></p> <p>271. <i>Appendix JD</i></p> <p>272. <i>Appendix JE</i></p> <p>273. <i>Appendix JF</i></p> <p>274. <i>Appendix JG</i></p> <p>275. <i>Appendix JH</i></p> <p>276. <i>Appendix JI</i></p> <p>277. <i>Appendix JJ</i></p> <p>278. <i>Appendix JK</i></p> <p>279. <i>Appendix JL</i></p> <p>280. <i>Appendix JM</i></p> <p>281. <i>Appendix JN</i></p> <p>282. <i>Appendix JO</i></p> <p>283. <i>Appendix JP</i></p> <p>284. <i>Appendix JQ</i></p> <p>285. <i>Appendix JR</i></p> <p>286. <i>Appendix JS</i></p> <p>287. <i>Appendix JT</i></p> <p>288. <i>Appendix JU</i></p> <p>289. <i>Appendix JV</i></p> <p>290. <i>Appendix JW</i></p> <p>291. <i>Appendix JX</i></p> <p>292. <i>Appendix JY</i></p> <p>293. <i>Appendix JZ</i></p>
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<p>371. <i>Appendix NA</i></p> <p>372. <i>Appendix NB</i></p> <p>373. <i>Appendix NC</i></p> <p>374. <i>Appendix ND</i></p> <p>375. <i>Appendix NE</i></p> <p>376. <i>Appendix NF</i></p> <p>377. <i>Appendix NG</i></p> <p>378. <i>Appendix NH</i></p> <p>379. <i>Appendix NI</i></p> <p>380. <i>Appendix NJ</i></p> <p>381. <i>Appendix NK</i></p> <p>382. <i>Appendix NL</i></p> <p>383. <i>Appendix NM</i></p> <p>384. <i>Appendix NN</i></p> <p>385. <i>Appendix NO</i></p> <p>386. <i>Appendix NP</i></p> <p>387. <i>Appendix NQ</i></p> <p>388. <i>Appendix NR</i></p> <p>389. <i>Appendix NS</i></p> <p>390. <i>Appendix NT</i></p> <p>391. <i>Appendix NU</i></p> <p>392. <i>Appendix NV</i></p> <p>393. <i>Appendix NW</i></p> <p>394. <i>Appendix NX</i></p> <p>395. <i>Appendix NY</i></p> <p>396. <i>Appendix NZ</i></p>	<p>397. <i>Appendix OA</i></p> <p>398. <i>Appendix OB</i></p> <p>399. <i>Appendix OC</i></p> <p>400. <i>Appendix OD</i></p> <p>401. <i>Appendix OE</i></p> <p>402. <i>Appendix OF</i></p> <p>403. <i>Appendix OG</i></p> <p>404. <i>Appendix OH</i></p> <p>405. <i>Appendix OI</i></p> <p>406. <i>Appendix OJ</i></p> <p>407. <i>Appendix OK</i></p> <p>408. <i>Appendix OL</i></p> <p>409. <i>Appendix OM</i></p> <p>410. <i>Appendix ON</i></p> <p>411. <i>Appendix OO</i></p> <p>412. <i>Appendix OP</i></p> <p>413. <i>Appendix OQ</i></p> <p>414. <i>Appendix OR</i></p> <p>415. <i>Appendix OS</i></p> <p>416. <i>Appendix OT</i></p> <p>417. <i>Appendix OU</i></p> <p>418. <i>Appendix OV</i></p> <p>419. <i>Appendix OW</i></p> <p>420. <i>Appendix OX</i></p> <p>421. <i>Appendix OY</i></p> <p>422. <i>Appendix OZ</i></p>	<p>423. <i>Appendix PA</i></p> <p>424. <i>Appendix PB</i></p> <p>425. <i>Appendix PC</i></p> <p>426. <i>Appendix PD</i></p> <p>427. <i>Appendix PE</i></p> <p>428. <i>Appendix PF</i></p> <p>429. <i>Appendix PG</i></p> <p>430. <i>Appendix PH</i></p> <p>431. <i>Appendix PI</i></p> <p>432. <i>Appendix PJ</i></p> <p>433. <i>Appendix PK</i></p> <p>434. <i>Appendix PL</i></p> <p>435. <i>Appendix PM</i></p> <p>436. <i>Appendix PN</i></p> <p>437. <i>Appendix PO</i></p> <p>438. <i>Appendix PP</i></p> <p>439. <i>Appendix PQ</i></p> <p>440. <i>Appendix PR</i></p> <p>441. <i>Appendix PS</i></p> <p>442. <i>Appendix PT</i></p> <p>443. <i>Appendix PU</i></p> <p>444. <i>Appendix PV</i></p> <p>445. <i>Appendix PW</i></p> <p>446. <i>Appendix PX</i></p> <p>447. <i>Appendix PY</i></p> <p>448. <i>Appendix PZ</i></p>
<p>449. <i>Appendix QA</i></p> <p>450. <i>Appendix QB</i></p> <p>451. <i>Appendix QC</i></p> <p>452. <i>Appendix QD</i></p> <p>453. <i>Appendix QE</i></p> <p>454. <i>Appendix QF</i></p> <p>455. <i>Appendix QG</i></p> <p>456. <i>Appendix QH</i></p> <p>457. <i>Appendix QI</i></p> <p>458. <i>Appendix QJ</i></p> <p>459. <i>Appendix QK</i></p> <p>460. <i>Appendix QL</i></p> <p>461. <i>Appendix QM</i></p> <p>462. <i>Appendix QN</i></p> <p>463. <i>Appendix QO</i></p> <p>464. <i>Appendix QP</i></p> <p>465. <i>Appendix QQ</i></p> <p>466. <i>Appendix QR</i></p> <p>467. <i>Appendix QS</i></p> <p>468. <i>Appendix QT</i></p> <p>469. <i>Appendix QU</i></p> <p>470. <i>Appendix QV</i></p> <p>471. <i>Appendix QW</i></p> <p>472. <i>Appendix QX</i></p> <p>473. <i>Appendix QY</i></p> <p>474. <i>Appendix QZ</i></p>	<p>475. <i>Appendix RA</i></p> <p>476. <i>Appendix RB</i></p> <p>477. <i>Appendix RC</i></p> <p>478. <i>Appendix RD</i></p> <p>479. <i>Appendix RE</i></p> <p>480. <i>Appendix RF</i></p> <p>481. <i>Appendix RG</i></p> <p>482. <i>Appendix RH</i></p> <p>483. <i>Appendix RI</i></p> <p>484. <i>Appendix RJ</i></p> <p>485. <i>Appendix RK</i></p> <p>486. <i>Appendix RL</i></p> <p>487. <i>Appendix RM</i></p> <p>488. <i>Appendix RN</i></p> <p>489. <i>Appendix RO</i></p> <p>490. <i>Appendix RP</i></p> <p>491. <i>Appendix RQ</i></p> <p>492. <i>Appendix RR</i></p> <p>493. <i>Appendix RS</i></p> <p>494. <i>Appendix RT</i></p> <p>495. <i>Appendix RU</i></p> <p>496. <i>Appendix RV</i></p> <p>497. <i>Appendix RW</i></p> <p>498. <i>Appendix RX</i></p> <p>499. <i>Appendix RY</i></p> <p>500. <i>Appendix RZ</i></p>	<p>501. <i>Appendix SA</i></p> <p>502. <i>Appendix SB</i></p> <p>503. <i>Appendix SC</i></p> <p>504. <i>Appendix SD</i></p> <p>505. <i>Appendix SE</i></p> <p>506. <i>Appendix SF</i></p> <p>507. <i>Appendix SG</i></p> <p>508. <i>Appendix SH</i></p> <p>509. <i>Appendix SI</i></p> <p>510. <i>Appendix SJ</i></p> <p>511. <i>Appendix SK</i></p> <p>512. <i>Appendix SL</i></p> <p>513. <i>Appendix SM</i></p> <p>514. <i>Appendix SN</i></p> <p>515. <i>Appendix SO</i></p> <p>516. <i>Appendix SP</i></p> <p>517. <i>Appendix SQ</i></p> <p>518. <i>Appendix SR</i></p> <p>519. <i>Appendix SS</i></p> <p>520. <i>Appendix ST</i></p> <p>521. <i>Appendix SU</i></p> <p>522. <i>Appendix SV</i></p> <p>523. <i>Appendix SW</i></p> <p>524. <i>Appendix SX</i></p> <p>525. <i>Appendix SY</i></p> <p>526. <i>Appendix SZ</i></p>
<p>527. <i>Appendix TA</i></p> <p>528. <i>Appendix TB</i></p> <p>529. <i>Appendix TC</i></p> <p>530. <i>Appendix TD</i></p> <p>531. <i>Appendix TE</i></p> <p>532. <i>Appendix TF</i></p> <p>533. <i>Appendix TG</i></p> <p>534. <i>Appendix TH</i></p> <p>535. <i>Appendix TI</i></p> <p>536. <i>Appendix TJ</i></p> <p>537. <i>Appendix TK</i></p> <p>538. <i>Appendix TL</i></p> <p>539. <i>Appendix TM</i></p> <p>540. <i>Appendix TN</i></p> <p>541. <i>Appendix TO</i></p> <p>542. <i>Appendix TP</i></p> <p>543. <i>Appendix TQ</i></p> <p>544. <i>Appendix TR</i></p> <p>545. <i>Appendix TS</i></p> <p>546. <i>Appendix TT</i></p> <p>547. <i>Appendix TU</i></p> <p>548. <i>Appendix TV</i></p> <p>549. <i>Appendix TW</i></p> <p>550. <i>Appendix TX</i></p> <p>551. <i>Appendix TY</i></p> <p>552. <i>Appendix TZ</i></p>	<p>553. <i>Appendix UA</i></p> <p>554. <i>Appendix UB</i></p> <p>555. <i>Appendix UC</i></p> <p>556. <i>Appendix UD</i></p> <p>557. <i>Appendix UE</i></p> <p>558. <i>Appendix UF</i></p> <p>559. <i>Appendix UG</i></p> <p>560. <i>Appendix UH</i></p> <p>561. <i>Appendix UI</i></p> <p>562. <i>Appendix UJ</i></p> <p>563. <i>Appendix UK</i></p> <p>564. <i>Appendix UL</i></p> <p>565. <i>Appendix UM</i></p> <p>566. <i>Appendix UN</i></p> <p>567. <i>Appendix UO</i></p> <p>568. <i>Appendix UP</i></p> <p>569. <i>Appendix UQ</i></p> <p>570. <i>Appendix UR</i></p> <p>571. <i>Appendix US</i></p> <p>572. <i>Appendix UT</i></p> <p>573. <i>Appendix UY</i></p> <p>574. <i>Appendix UZ</i></p>	<p>575. <i>Appendix VA</i></p> <p>576. <i>Appendix VB</i></p> <p>577. <i>Appendix VC</i></p> <p>578. <i>Appendix VD</i></p> <p>579. <i>Appendix VE</i></p> <p>580. <i>Appendix VF</i></p> <p>581. <i>Appendix VG</i></p> <p>582. <i>Appendix VH</i></p> <p>583. <i>Appendix VI</i></p> <p>584. <i>Appendix VJ</i></p> <p>585. <i>Appendix VK</i></p> <p>586. <i>Appendix VL</i></p> <p>587. <i>Appendix VM</i></p> <p>588. <i>Appendix VN</i></p> <p>589. <i>Appendix VO</i></p> <p>590. <i>Appendix VP</i></p> <p>591. <i>Appendix VQ</i></p> <p>592. <i>Appendix VR</i></p> <p>593. <i>Appendix VS</i></p> <p>594. <i>Appendix VT</i></p> <p>595. <i>Appendix VY</i></p> <p>596. <i>Appendix VZ</i></p>
<p>597. <i>Appendix WA</i></p> <p>598. <i>Appendix WB</i></p> <p>599. <i>Appendix WC</i></p> <p>600. <i>Appendix WD</i></p> <p>601. <i>Appendix WE</i></p> <p>602. <i>Appendix WF</i></p> <p>603. <i>Appendix WG</i></p> <p>604. <i>Appendix WH</i></p> <p>605. <i>Appendix WI</i></p> <p>606. <i>Appendix WJ</i></p> <p>607. <i>Appendix WK</i></p> <p>608. <i>Appendix WL</i></p> <p>609. <i>Appendix WM</i></p> <p>610. <i>Appendix WN</i></p> <p>611. <i>Appendix WO</i></p> <p>612. <i>Appendix WP</i></p> <p>613. <i>Appendix WQ</i></p> <p>614. <i>Appendix WR</i></p> <p>615. <i>Appendix WS</i></p> <p>616. <i>Appendix WT</i></p> <p>617. <i>Appendix WY</i></p> <p>618. <i>Appendix WZ</i></p>	<p>619. <i>Appendix XA</i></p> <p>620. <i>Appendix XB</i></p> <p>621. <i>Appendix XC</i></p> <p>622. <i>Appendix XD</i></p> <p>623. <i>Appendix XE</i></p> <p>624. <i>Appendix XF</i></p> <p>625. <i>Appendix XG</i></p> <p>626. <i>Appendix XH</i></p> <p>627. <i>Appendix XI</i></p> <p>628. <i>Appendix XJ</i></p> <p>629. <i>Appendix XK</i></p> <p>630. <i>Appendix XL</i></p> <p>631. <i>Appendix XM</i></p> <p>632. <i>Appendix XN</i></p> <p>633. <i>Appendix XO</i></p> <p>634. <i>Appendix XP</i></p> <p>635. <i>Appendix XQ</i></p> <p>636. <i>Appendix XR</i></p> <p>637. <i>Appendix XS</i></p> <p>638. <i>Appendix XT</i></p> <p>639. <i>Appendix XY</i></p> <p>640. <i>Appendix XZ</i></p>	<p>641. <i>Appendix YA</i></p> <p>642. <i>Appendix YB</i></p> <p>643. <i>Appendix YC</i></p> <p>644. <i>Appendix YD</i></p> <p>645. <i>Appendix YE</i></p> <p>646. <i>Appendix YF</i></p> <p>647.</p>



**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	: Project Manager through Project Coordination Officer

II. Description of the Work Assignment

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of initial challenges of UZPs.

The UZGP is an innovative initiative with four overarching themes.

- Firstly it will support the Government of Bangladesh to implement the governance reforms at Upazila (UZP) level that include the recently (re) established elected council at the middle tier of LGI Unit.
- Secondly it will demonstrate how the UZP can fulfill its development mandate for service delivery and leverage its comparative advantage in delivering development and services at the local level and accelerating the achievement of the MDGs – recognizing locally specific needs.
- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

- A strong focus on local democracy and accountability is an objective in its own right. This will include the concerted use of a wide range of participatory mechanism and methods to strengthen the functioning of the Upazila Parishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.
- The UZP will be an active and vibrant LG unit bringing all service providers at Upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.

- The UZGP will introduce an effective local level planning and visionary service delivery system by bring all the government, non-government and private sector initiatives under a coordinated and integrated local level planning and management framework.
- The UZGP output introduces a pilot fiscal facility for the Upazila Parishad. These funds will enable the newly established councils to program activities co-financed with the Union Parishads and the line agencies at the local level, thus providing a 'glue' that brings together currently disparate resources under local accountability, and enables the UZP to further its development mandate – with a particular focus on MDG acceleration.

The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

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 UZP governance. They will work within the District & Upazila administration.

III. Functions / Key Results Expected

- I. Introduce and explain the major innovations of UZGP at local level with its four overarching themes.
- II. Support to deepening local democracy and strengthen the democratic accountability of Upazila 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 UZGP activities;
- IV. Support to harmonize horizontal and vertical functions of services delivery by Upazila level officials and UZPs;
- V. Support to LGD (MIE wing) and DDLG (District level) for backstopping and monitoring of local government (UZP)
- VI. Regular travel to all Upazilas in the District and communication of UZGP strategies and activities to UZP staff and Upazila Chairs and Vice-Chairs;
- VII. Monitoring the activities and their effectiveness and impact and reporting back to the NPD / Focal Point through the Divisional Facilitator and the Project manager;
- VIII. Assist to District Technical Committee meetings (and/or to District Development & Coordination meetings), prepare agenda and inputs as regards UZGP activities, and recording agreements and decisions on behalf of the DC;
- IX. Organize periodic exchange meetings between Upazilas and government staff in the District.
- X. Guide Upazila Chairs and Vice-Chairs in organizing the open budget meetings, participatory planning meetings and other meetings relevant to UZGP;
- XI. Participate in UZGP annual and periodic work-planning exercises;
- XII. Ensure linkages with UZGP Project of LGD-UNDP-UNCDF and joint management of common output 3

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 UZGP
- 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:

- At least 5 years relevant experience
- Have experience of working with Government officials

Language Requirements: Fluency in written and spoken Bangla and English

VI. Signatures- TOR Certification

Incumbent *(if applicable)*

Name Signature Date

Supervisor

Name Signature Date

Chief Division/Section

Name Signature Date



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

I. Position Information

Job Code Title : **Capacity Building/ Training Associate**
Post Level : SB 3
Position Number : **02 Positions**
Duty station : Project Office –Dhaka, Bangladesh
Supervisors : Project Manager
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 MDG achievement in Bangladesh operates at two levels: direct service delivery in key areas of provision; and in shaping the operating environment, including securing accountability and community leadership. These roles vary between the two tiers and the intervention addresses: 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.

The MDG challenges are substantial and in spite of considerable progress some of the goals 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. 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-ordinating 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 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 Technical Advisory Team, the Capacity Building/Training Associate will provide Training/Capacity Building related services ensuring high quality, accuracy and consistency of work. The Capacity Building/Training Associate promotes a client-oriented approach consistent with UNDP rules and regulations.

The Capacity Building/Training Associate will work in close collaboration with Project Management Team- National and International Advisers, Women Empowerment Officer, Knowledge Management Officer to exchange information and ensure consistent service delivery.

III. Functions / Key Results Expected

Summary of Key Functions:

S/he will be responsible for providing Training/Capacity Building related support in the efficient and effective execution of project activities and will have the following duties and responsibilities:

- Manage day-to-day routine administration of the project's training component concerning personnel and logistic support;
- Prepare routine correspondence and general reference documents, organize data and information, maintain records and documents to facilitate monitoring of all training activities;
- Contacts with resource persons
- Prepare routine correspondence and general reference documents, organize data and collect information for relevant partners
- Assist to conduct training programs
- Maintain project and training files, documents and provide support to Project Manager and consultants/experts.
- Carry out any other job as assigned by the Project Management Team (PMT).
- Maintain excellent relationship with local government officials, traditional institutions, Civil Society representatives, NGO partners, donors and other relevant stakeholders.
- Assist the Technical Advisory Team in coordinating and managing project activities
- Provide assistance in implementation of the AWP and monitoring of the implementation progress;
- Assist NTA and other advisory group to conduct studies related to project activities;

- Assist to organize capacity building activities
- Support to Divisional Facilitators in the implementation of project activities

IV. 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 core ethics) impartiality
- ❑ Promotes the vision, mission, and strategic goals of UNDP
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

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;

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

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 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 shooting to keep project implementation on schedule
- ❑ Ability to manage budgets and transactions
- ❑ Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- ❑ 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 UN/UNDP, Project and GOB staff.

V. Recruitment Qualifications	
Education:	Batchelor Degree in Social Science / Relevant subject.
Experience:	<ul style="list-style-type: none"> • Minimum 5 years experience in assisting Training/Capacity development programs • Fluency in written and spoken English and Bengali • Excellent ICT and computer skills • Excellent administrative skills • Demonstrates results-oriented approach to work • Promotes a Learning Environment • Political, cultural sensitivity, commitment to diversity
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.

VI. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



UNITED NATIONS DEVELOPMENT PROGRAMME SERVICE CONTRACT – TERMS OF REFERENCE

I. Position Information

Job code title:	Finance/ Admin Associate
Post Level:	SB 3
Position Number:	02 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	National Project Director and Project Manager
Position status	Renewable, based on performance

II. Organizational Context

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of the initial challenges of UZPs.

The UZGP is an innovative initiative with four overarching themes.

- Firstly it will support the Government of Bangladesh to implement the governance reforms at Upazila (UZP) level that include the recently (re) established elected council at the middle tier of LGI Unit.
- Secondly it will demonstrate how the UZP can fulfill its development mandate for service delivery and leverage its comparative advantage in delivering development and services at the local level and accelerating the achievement of the MDGs – recognizing locally specific needs.
- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UZPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

- A strong focus on local democracy and accountability is an objective in its own right. This will include the concerted use of a wide range of participatory mechanism and methods to strengthen the functioning of the

Upazila Parishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.

- The UZP will be an active and vibrant LG unit bringing all service providers at Upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.
- The UZGP will introduce an effective local level planning and visionary service delivery system by bring all the government, non-government and private sector initiatives under a coordinated and integrated local level planning and management framework.
- The UZGP output introduces a pilot fiscal facility for the Upazila Parishad. These funds will enable the newly established councils to program activities co-financed with the Union Parishads and the line agencies at the local level, thus providing a 'glue' that brings together currently disparate resources under local accountability, and enables the UZP to further its development mandate – with a particular focus on MDG acceleration.

The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

Under the guidance and supervision of the Operations Manager, 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 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 UPGP 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:

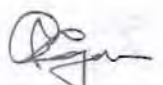
- Proper control of the supporting documents for payments and financial reports for NEX projects; preparation of all types of vouchers for projects.
- Timely corrective actions on un-posted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
- Presentation 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:	<ul style="list-style-type: none">• 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.

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UNITED NATIONS DEVELOPMENT PROGRAMME SERVICE CONTRACT – TERMS OF REFERENCE

I. Position Information

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

II. Organizational Context

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of the initial challenges of UZPs.

The UZGP is an innovative initiative with four overarching themes.

- Firstly it will support the Government of Bangladesh to implement the governance reforms at Upazila (UZP) level that include the recently (re) established elected council at the middle tier of LGI Unit.
- Secondly it will demonstrate how the UZP can fulfill its development mandate for service delivery and leverage its comparative advantage in delivering development and services at the local level and accelerating the achievement of the MDGs – recognizing locally specific needs.
- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

- A strong focus on local democracy and accountability is an objective in its own right. This will include the concerted use of a wide range of participatory mechanism and methods to strengthen the functioning of the Upazila Parishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.

- The UZP will be an active and vibrant LG unit bringing all service providers at upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.
- The UZGP will introduce an effective local level planning and visionary service delivery system by bring all the government, non-government and private sector initiatives under a coordinated and integrated local level planning and management framework.
- The UZGP output introduces a pilot fiscal facility for the Upazila Parishad. These funds will enable the newly established councils to program activities co-financed with the Union Parishads and the line agencies at the local level, thus providing a 'glue' that brings together currently disparate resources under local accountability, and enables the UZP to further its development mandate – with a particular focus on MDG acceleration.

The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

The Programme 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 Divisional Facilitator in the preparation and execution of the project activities
- Prepare quarterly/ annual reports
- Assist Divisional Facilitator in monitoring project expenditure
- Timely and accurate preparation of bank reconciliations.
- Manage administrative and financial documents and files
- Administrative, programme, petty cash and secretarial support
- Knowledge building and knowledge sharing
- Ensure coordination with UPGP Project of GOB-UNDP-UNCDF
- 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.
- 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.
- Preparing correspondence and general reference documents, organize data and information.
- Maintain communication through e-mail
- Carry out any other job as assigned by the supervisor
- 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 shooting to keep project implementation on schedule
- Ability to manage budgets and transactions
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- 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:	Minimum Bachelor's degree in any related fields.
Experience:	Minimum 2 years of relevant experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and experience in handling of web based management systems.
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date



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

I. Position Information

Job Code Title:	Office Secretary/Project Assistant
Post Level:	SB 2
Position Number:	02 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	National Project Director / Project Manager
Position status	Renewable, based on performance

II. Organizational Context

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of the initial challenges of UZPs.

The UZGP is an innovative initiative with four overarching themes.

- Firstly it will support the Government of Bangladesh to implement the governance reforms at Upazila (UZP) level that include the recently (re) established elected council at the middle tier of LGI Unit.
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- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

- A strong focus on local democracy and accountability is an objective in its own right. This will include the concerted use of a wide range of participatory mechanism and methods to strengthen the functioning of the Upazila Parishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.
- The UZP will be an active and vibrant LG unit bringing all service providers at Upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.
- The UZGP will introduce an effective local level planning and visionary service delivery system by bring all the government, non-government and private sector initiatives under a coordinated and integrated local level

planning and management framework.

- The UZGP output introduces a pilot fiscal facility for the Upazila Parishad. These funds will enable the newly established councils to program activities co-financed with the Union Parishads and the line agencies at the local level, thus providing a 'glue' that brings together currently disparate resources under local accountability, and enables the UZP to further its development mandate – with a particular focus on MDG acceleration.

The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

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

The Office Secretary/Project 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:

The Office Secretary/Project Assistant 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 UZGP 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 UZGP 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 shooting to keep project implementation on schedule
- Ability to manage budgets and transactions
- Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- 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.
Language Requirements:	Excellent communication skills in both writing and speaking English and Bengali are a must.

VII. Signatures- Job Description Certification

Incumbent (if applicable)

Name Signature Date

Supervisor

Name Signature Date

Chief Division/Section

Name Signature Date



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

I. Position Information

Job code title:	Data Keeper/Operator
Post Level:	SB 2
Position Number:	01 Positions
Duty station:	Project Office –Dhaka, Bangladesh
Supervisors:	MIS/M&E Officer
Position status	Renewable, based on performance

II. Organizational Context

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of the initial challenges of UZPs.

The UZGP is an innovative initiative with four overarching themes.

- Firstly it will support the Government of Bangladesh to implement the governance reforms at Upazila (UZP) level that include the recently (re) established elected council at the middle tier of LGI Unit.
- Secondly it will demonstrate how the UZP can fulfill its development mandate for service delivery and leverage its comparative advantage in delivering development and services at the local level and accelerating the achievement of the MDGs – recognizing locally specific needs.
- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UZPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

- A strong focus on local democracy and accountability is an objective in its own right. This will include the concerted use of a wide range of participatory mechanism and methods to strengthen the functioning of the Upazila Parishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.
- The UZP will be an active and vibrant LG unit bringing all service providers at upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.

- The UZGP will introduce an effective local level planning and visionary service delivery system by bring all the government, non-government and private sector initiatives under a coordinated and integrated local level planning and management framework.
- The UZGP output introduces a pilot fiscal facility for the Upazila Parishad. These funds will enable the newly established councils to program activities co-financed with the Union Parishads and the line agencies at the local level, thus providing a 'glue' that brings together currently disparate resources under local accountability, and enables the UZP to further its development mandate – with a particular focus on MDG acceleration.

The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

The Data Keeper will work under the guidance and overall supervision of the M&E 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 UZGP (from Districts & Upazilas);
- Cross-check that such reports have been correctly and fully filled in;
- Ensure that incoming data from reports is regularly and promptly entered into UZGP MIS;
- Assist the MIS officer in processing reports from the UZGP MIS;
- Run verification checks across the MIS to ensure consistency in the database;
- 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

1. ICT strategies and implementation of new technologies

- 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.

2. Effective functioning of the CO hardware and software packages

- 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 systems.

3. Network administration

- 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.

4. Administrative support:

- 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.

5. 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.

6. 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.



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 Division
Supervisors:	National Project Directors/PM
Position status:	Rotational, based on performance

II. Organizational Context

The Upazila Governance Project (UZGP) is part of the overall programmatic framework for UNDP-UNCDF support to the Government of Bangladesh Local Governance reforms, supported by the European Union, and the Governments of Denmark and Switzerland. The UZGP is the product of the PA the UNDP implemented for the 2009-2010 to address many of the initial challenges of UZPs.

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- Secondly it will demonstrate how the UZP can fulfill its development mandate for service delivery and leverage its comparative advantage in delivering development and services at the local level and accelerating the achievement of the MDGs – recognizing locally specific needs.
- Thirdly it will weave the UZP into a more holistic and integrated local governance framework in which the UPs, the line agencies and the Upazila Parishads complement one another, co-financing local development programs that are locally accountable.
- Finally it will support central government's capacity to monitor these local governance reforms and to develop a National Framework for Local Government Policy and Capacity Building For local government institutions (LGIs) and local level functionaries.

To do this the UZGP will introduce following major innovations at the local level:

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UpazilaParishads. This is the focus of the first UZGP Output – which will cover all UZPs with a basic program of support and concentrate on some UZPs for more specific measures.

- The UZP will be an active and vibrant LG unit bringing all service providers at upazila level under the accountability framework of UZP and create a mechanism of participatory, democratic and accountable body corporate as envisioned in the Local Government (UZP) ACT 1998.
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The UZGP will run for five years from 2011 to 2016 during which the pilot fiscal facility will be extended to at least 14 UZP and the main program will be expanded to the whole country, working through the office of the Divisions and Districts.

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.



IV. Impact of Results

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

V. Recruitment Qualifications

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.

Minimum 5 years of experience as driver.

Good knowledge of Bangla and working knowledge of English required.

VI. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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