

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Title: Programme Officer

(Equivalent) Grade: P2 or P3

Sector of Assignment: UXO Unit

Country: Lao PDR

Duty Station(city): Vientiane Capital

Agency: UNDP

Duration of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement

II. Supervision

Name of Supervisor: Under recruitment

Title of Supervisor: Head of UXO Unit

Content and Methodology of Supervision:

Content and methodology of supervision:

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

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the KMCO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

In addition, the following specific supervision arrangements will apply:

Under the direct supervision of the Head of UXO Unit (HoU) and overall guidance of the Deputy Resident Representative (DRR), the Programme Officer will support the development and implementation of the UXO programme. In cooperation with the supervisor, the Programme Officer will be responsible for formulating the CO's goals and achieving the targets for the UXO sector, as well as ensuring closer linkages with UNDP activities aimed at overall achievement of SDGs and national development priorities.

III. Duties, Responsibilities and Output Expectations**Programme Development (30%):**

- Analyse the challenges and opportunities in Lao PDR in pursuing SDG 18 – Lives Safe from UXO and explore opportunities to establish closer linkages with the development agenda in Lao PDR, especially in regard to poverty reduction – at the policy level as well as at operational levels;
- Help advocate for the role of UXO Action in socio-economic development through corporate planning tools such as the Country Analysis, UNPF Action Plan, Country Programme Document (CPD), etc.;
- Support liaison between UNDP and the implementing partners (national institutions) with respect to major programme issues and provide solutions in seeking consensus;
- Identify, design and formulate new programme/project documents which reflect the priorities of the country and fall within the strategic directions of UNDP UXO programme, including the establishment of monitoring mechanisms, the introduction of performance indicators/success criteria, targets and milestones, and assessing the counterparts' implementation and support capacity. This includes preparation of project concepts/briefs, proposals and project documents and engagement of necessary consultants and experts and to manage and review their work; and
- Support UNDP's effort to substantially improve effectiveness of the UXO Sector Working Group, which UNDP co-chairs with the Government and the United States of America.

Programme Management (35%):

- Support the CO's oversight efforts of UNDP's UXO programme, under close guidance and consultation with the supervisor and in line with UNDP's programming guideline;
- Regular on-the-sight monitoring of the progresses made by the project, and ensure proper project work planning and project management and review processes (such as development/review of Annual work Plans, the convening of

Project Boards meeting, etc.) are undertaken in a timely and quality manner by the Project Managers;

- Regular tracking of the various indicators in the project document and for the Sustainable Development Goal 18: Lives Safe From UXO;
- Review of various project reports, and capturing of results and lessons learned through initiating project evaluations and corporate results-based reporting processes;
- Provide support and guidance to efforts of consultants, programme /project personnel, donors and local institutions towards achievement of programme objectives;
- Coordinate and participate in programme/project evaluation activities including audits and follow up; and
- Support in work planning, financial management and other forms of oversight.

Partnership and Resource Mobilization (35%):

- In consultation with the supervisor, ensure strategic partnerships with government and national institutions, donors, UN and non-UN system organisations, mass organizations and NGOs;
- Preparation of funding proposals and briefing documents for donors, and organize donor briefings, and negotiate with multi and bilateral agencies in cooperation with the Government counterparts and advisors;
- Ensure that high quality donor reporting is completed in a timely manner; and
- Organize visiting donors, NGOs, journalists, UN missions and researchers and represent UNDP when requested.

IV. Qualifications and Experience

Required Education and Work Experience

Education:

- Master's Degree in the field of political science, development, international relations or other related fields of expertise.

Experience:

- A minimum of two years of paid working experience in a relevant field.
- One to two years of work experience in Mine Action or related areas would be a strong asset.
- Experience in working within a developing country environment.
- Previous experience working with government bureaucracy desirable.
- Strong analytical, interpersonal, facilitation and reporting skills.
- Mature personality with experience working in mixed cultural teams with respect.
- Sensitivity to gender and ethnic group issues.

Key Competencies of the Assignment

Language:

- Proficiency in spoken and written English is required, including the ability to draft and edit project documents, funding proposals, correspondence and briefings.
- Some knowledge of the Lao language would be an asset but is not required.

Required skills:

- Excellent computer literacy skills (MS Office; Windows XP).

Core Competencies:

- Ethics & Values
- Working in Teams
- Communicating Information & Ideas
- Self-management & Emotional intelligence
- Decision making

Functional Competencies:

- Knowledge and understanding of Mine Action and how it relates to development
- Knowledge of political and social situation in Lao PDR or South-East Asia would be a strong asset
- Proven communication and analytical skills, and ability to work in an environment requiring liaison and collaboration with multiple parties
- Capable to work with tight deadlines and taking on a range of tasks
- Self-motivated and able to recommend options for resolutions of issues

V. Background Information

UNDP in Lao PDR works with the Government to build on the impressive progress in economic growth and poverty reduction that has been made over the past two decades. The proportion of poor people has dropped from 46 percent in 1992 to 27.6 percent of the population today and annual growth rates have averaged nearly 7% over the past 5-years.

However, these achievements have been accompanied by widening gap between rich and poor, women and men, ethnic groups, and residents of different regions of the country. Poverty and near-poverty remain widely in rural areas, standing at nearly twice the rate of that in urban areas. Ensuring that growth is achieved with equity and benefits poor people is central to UNDP's role in assisting the country with a smooth transition from LDC to middle-income status.

The Lao PDR is, per capita, the most heavily bombed nation in the world. During the

Indochina conflict in the 1960s and 1970s, it was the scene of intensive aerial bombardments as well as ground battles in the center and nearby of Laos. Records indicate that over two million tons of bombs were used, including more than 270 million submunitions from cluster munitions, and that up to 30% of them failed to explode. Some 40 years after the war ended unexploded ordnance (UXO) still poses an immense threat to Lao PDR. As well as causing deaths and injuries, UXO impacts on the lives of Lao people across the country by contributing to food insecurity in limiting safe access to potentially rich agricultural land. In addition, the cost of implementing development projects is increased in UXO contaminated areas when land needs to be cleared causing delays; and in some cases, stops projects entirely.

In September 2016, the Government of Lao PDR in partnership with and support of UNDP, launched the national Sustainable Development Goal 18 “Lives Safe from UXO” *with the aim to reduce the UXO impact to national development*. The first target of this agenda, for 2030, is to reduce the number of casualties to the lowest extent possible. The commitment of the Laos Government in achieving SDG18 ensure that the country will do its utmost in reducing the UXO impact nationwide, thus contributing to other cross-cutting Sustainable Development Goals.

The UXO programme has been tackling the deadly legacy of war since 1996. More than 40,000 hectares of land – equivalent to 400 square kilometres – have been cleared and more than 1.6 million items of UXO destroyed. This increases the safety of people in nearby communities and expands the amount of land available for food production and other development activities.

UNDP Lao PDR supports two governmental institutions in the UXO Sector, i.e. UXO Lao, the national clearance operator; and the National Regulatory Authority in Mine/UXO Sector (NRA), a coordinator and regulator of the UXO sector. In terms of funding the UXO Unit is the largest portfolio in UNDP Lao PDR. Currently projects are funded by more than 7 different donors including the complexion of earmarked and un-earmarked contributions.

VI. Information about Living Conditions at the Duty Station

Location of the work place

This assignment will be based at the UNDP Country Office located in central Vientiane adjacent to the downtown commercial center. There is no specific expatriate residential areas in Vientiane and international UN personnel live throughout the city. Some residences are located within walking distance of the UNDP office while others are 5 – 15 minutes away by motorized vehicle (car, motorcycle, etc). While some UNDP personnel do own cars

(especially those who are accompanied by families), some international personnel purchase bicycles or motorcycles for their transportation needs (both are available for purchase in Vientiane). In this case, it is highly recommended to drive carefully and defensively to avoid accidents. Wearing of helmets is mandatory. Used cars are available locally in the USD \$5000 - \$20,000 range while new cars are quite expensive (\$25,000 and above) due to high import tax. Automobile/motorcycle insurance is mandatory and available through local carriers. When considering travel by motorcycle or bicycle, keep in mind that Vientiane receives a lot of rain.

Housing

Apartments and houses can be found throughout the city. There may not be a relation between rental price and the size of the house as most landlords will set an expected price which is normally negotiable. There are apartments for rent in Vientiane which usually have 1-2 bedrooms, at least one bathroom, a living/dining room and a kitchen. These are often furnished and are available for both short and long term rental.

There are many individual houses for rent in Vientiane. These usually have 1 - 3 bedrooms, 2 bathrooms, a living room, a dining room and a kitchen. Additional rooms may include servants' quarters and storage areas. Houses can be rented with or without furniture, and many also have garages and landscaped gardens. Some rental houses may not have been well maintained and require repairs. Local companies can be hired to perform these repairs but this may be time consuming and expensive. Rental agents are available in Vientiane to assist with a search for accommodation. Rental prices in Vientiane typically fall into the range of \$500 to \$3,000 per month depending on location, quality and condition, and size of the property. The landlord may request 6 – 12 months advance payment of rent.

Security and Safety

Vientiane is a relatively safe place to live in, with violent crime incidents very rare.

The biggest hazards are related to traffic accidents, hence utmost care should be exerted when in traffic, especially when riding a motorbike.

Required visa type and Issuance Process

To get an official visa, a prior approval letter issued by Ministry of Foreign Affairs in Vientiane is required. The letter could be processed through UNDP Lao PDR, which usually takes two weeks.

Requirements for an official visa processing:

Name and surname, Nationality, Passport or UNLP number (minimum validity 6 month), passport issued and expired dates, Occupation / Position, Purpose of the visit, estimated arrival and departure dates, place for obtaining the visa (Lao embassy/consulates abroad or

upon arrival)

Without a prior approval letter, a tourist or visitor visa could also be obtained upon arrival at its international airports or land border check-points. The arrival visa fee ranges between \$30 - \$40 depending on nationality. The duration of stay is 30 days from the entry date. However, this is not recommended when you are on a work assignment.

Requirements for obtaining an arrival visa:

Passport or UNLP (minimum validity 6 month), one photo (passport-photo size), arrival visa application form (available on incoming plane, or at the airport arrival lounge), arrival/departure immigration card (available on incoming plane, or at the airport arrival lounge), arrival visa fee (for a tourist or visitor visa), a print-out of the prior approval letter (for official visa)

Without a prior approval letter, 29 nationalities below are not allowed to obtain any type of visa upon arrival: Afghanistan, Algeria, Bangladesh, Burundi, Cameroon, Congo, Cote d'Ivoire, Ghana, Guinea, Guinea Bissau, Jordan, Lesotho, Liberia, Libya (Libyan Arab Jamahiriya), Mozambique, Nauru, Niger, Nigeria, Pakistan, Senegal, Sierra Leone, Sri Lanka, Suriname, Syria, Swaziland, Tonga, Turkey, Zambia, Zimbabwe.

Nationalities of ASEAN (Brunei*, Cambodia, Indonesia*, Malaysia, Myanmar*, Philippines, Singapore, Thailand and Vietnam) do not require a tourist or visitor visa for a stay up to 30 days, although for a few (marked with *) this is only up to 14 days.

Nationalities (ordinary passport) who do not require a tourist or visitor visa for a stay up to 15 days are Japan, Russia, South Korea, Luxembourg, Switzerland. For Mongolia 30 days.

VII. Agency Information

Name of UNDP Resident Representative: Ms. Ricarda Rieger

Number of Staff: total (41), International (15)

Number of Korean staff (if any): JPO (0), UNV (1), Others (1 P3 staff)

Address:

United Nations Development Programme
Lane Xang Avenue
PO Box 345
Vientiane
Lao PDR

Telephone: +856 (0) 21 267 777

Fax: +856 (0) 21 267 799

Email: info.la@undp.org

Website: www.la.undp.org

Organization structure:

The Resident Coordinator heads the UN system in Lao PDR. The Resident Representative heads the UNDP country office and with a Deputy Resident Representative oversees the day-to-day programme and operation of UNDP.

UNDP Lao PDR works closely with and is a trusted partner of the Government of Lao PDR. All programmes are reflected in the UN Partnership Framework 2017-2021 and the UNDP Country Programme Document 2017-2021 which guides UNDP work in Lao PDR.

Pictures of the Office Building (Exterior & Interior)



Submitted by

Name: Balasubramaniam Murali

Title: Deputy Resident Representative

Agency / Unit: UNDP / UXO Unit

Email: b.murali@undp.org

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