



**VACANCY ANNOUNCEMENT No-2006-10-297**

Date: 12 October 2006

Post Title:	Project Manager – Accountability & Transparency
Organizational Unit:	Democratization & Civil Society Empowerment Unit
Type of Appointment:	SSA (possible extension and conversion into ALD contract after three months)
Level:	ALD 4
Duration:	Three months (possibility of extension of one year)
Duty Station:	Kabul, Afghanistan
No. of Posts:	1 (One)
Starting Date:	Ideally November 2006
Closing Date:	28 October 2006

**UNDP Mission Statement:**

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

**Background:**

Corruption, both petty and grand, constitutes a serious problem in Afghanistan. Recent tendencies in the public perception reconfirm the results of a survey conducted by Transparency in 2004 that it even outranks the security problem in terms as one of the biggest challenges for the government to tackle in the near future. However, a comprehensive strategy to tackle corruption at all levels of government and society is still absent in Afghanistan. The pressure to speed up the fight against corruption is now mounting steeply both within the government and the international community.

The "Afghanistan Compact" that formed the basis for negotiating renewed international commitments at the London Conference (January 2006) – Afghanistan received promises of new development support in the amount of roughly US\$ 10 billion from 60 nations – makes reference to the urgent need for "measurable improvements in fighting corruption" and promote transparency and accountability, in particular in the public administration, financial management, the justice sector, and the flow of aid money. Further, the interim Afghanistan National Development Strategy (IANDS) provides the basis for a master plan of national policies expected to achieve the Compact Benchmarks, set national priorities and coordinate donor interventions. As part of the process to finalize the Afghan National Development Strategy (ANDS), the government has begun to lay out the foundation for national anti-corruption strategy. The momentum resulting from these developments needs to be turned into concrete action in the support of which the current project has been designed.

In this context, UNDP has been asked by the Afghan government to advise the government on feasible options for strengthening anti-corruption efforts in Afghanistan. In response to this request, the main focus of the Accountability & Transparency (ACT) project Phase I will be to assist the Government of Afghanistan in preparing the groundwork for the development of anti corruption policies and programmes/initiatives which are closely tied to

the development of a National Anti-Corruption Strategy for Afghanistan. Other development partners like the World Bank, ADB and UNODC are also committed to develop anti-corruption projects which will focus on the generation of analytical data, the development of a national anti corruption strategy and support to the public anti-corruption department. Further there is a growing request for quick-impact measures.

The current UNDP ACT project will support key ministries with internal integrity initiatives, support the government with the development of an integrity systems monitoring framework, raise awareness and understanding about the phenomenon and assist with building up the capacity of selected core integrity agencies to steer and coordinate the development of the anti corruption strategy. At the core of this approach is the insight that an accountability system works as an integrated system, and not as a collection of individual institutions.

The project has been designed in a phased way, and the current Phase I of the project will stretch over a period of 18 months (October 2006 – March 2008). The national counterpart of Phase I of the ACT project is the Ministry of Finance in the premises of which the project team will be housed.

## **1. Summary of duties and responsibilities :**

### **A – Project Development, Strategic Planning and Policy Advice**

- Under the overall guidance of the UNDP Senior Deputy Country Director (Programme), in close cooperation with the Assistant Country Director (DCSE) and with direct supervision of the UNDP Country Office focal point, establish full project team and initiate overall activities of the Accountability and Transparency (ACT) project. This will be done in close collaboration with the Project Coordination Team (Focal points of Ministry of Finance, Independent Administration of Anti-Corruption, and the UNDP Programme Officer).
- Prepare TOR for all project personnel, both for the permanent project team as well as for short-term consultants, and make sure that the selection process takes place within the planned time-frame.
- Ensure strategic planning, set priorities and sequence activities for the project. Also ensure quality control of outputs and regular monitoring of project progress.
- Provide continuous advice to the government on how to introduce an explicit anti-corruption dimension in the different sector reform efforts, mainly through the Consultative Group structure set up for monitoring the Afghan Compact and developing the full ANDS. Liaise with other sector projects to advocate for the inclusion of a specific anti corruption dimension.
- Liaise with donors and, in close cooperation with the Country Office, continue resource mobilization for the full ACT project.
- Maintain and share information on anti-corruption initiatives in both the UNDP State Building and Democratization & Civil Society Empowerment Units and provide policy advice and updates on related issue to the Assistant Country Directors, Country Office Senior Management and UNAMA Governance Officers.

### **B – Project Management and coordination**

The PM will manage, coach and build capacity of the Project Team on all aspects related to the following responsibilities:

- Plan, direct and oversee the management of the ACT activities.

- Oversee the recruitment of project staff.
- Prioritize and sequence project activities, develop work plans and implement adjustments as required.
- Efficiently manage all financial, material and human resource assets of the project, ensure that activities have sufficient funding.
- Oversee and monitor the implementation of activities, ensure compliance with work plans.
- Convene and conduct the monthly meetings of the Project Coordination Team and three monthly meetings of the Project Executive Group meetings.
- Maintain a proper filing and documentation system related to the management of the project and train staff in this area.
- Report regularly on project results and outcomes.
- Represent the project before UNDP, the national authorities and the international community.

### **C – Support to strategic partnerships development, donor relations and resource**

- Advise the government and other implementing partners on the design and implementation of approaches to achieve the objectives and outputs specified in the project document.
- Provide technical advice to the government and development partners on the development of national and sector policies, in particular on the drafting of a nationally owned integrity strategy and the Afghan Compact Monitoring / ANDS development. In particular, provide technical inputs to the Anti-corruption Working Group and Cross Cutting Thematic Group.
- Advise on any changes in the scope of the project's outputs and activities as they emerge in the course of the implementation of the project, propose solutions and consult with relevant project oversight bodies.
- Lead project networking and partnership development with the aim to enhance coordination and cooperation among key parties concerned, in particular those stakeholders involved in anti-corruption work (MOF, GIAAC, CAO, OAA, ANDS, ADB, World Bank, EU, among others).
- Lead UNDP's fundraising efforts at the country and regional levels for mobilization of donor interest and support under the overall guidance of the UNDP Country Director.
- Facilitate the national, regional and international transfer of know-how and experiences in the area of Accountability, Transparency and the Fight against corruption.
- Advise the government in designing systems for expanding experiences, lessons learned and know-how throughout the public administration.
- Provide other advice and support as may be required by the UNDP and the government as is to be expected in a dynamic process of change.
- Ensure wide dissemination within government, civil society and development of outputs produced.

- In close collaboration with the UNDP CO develop the Phase II of the Anti-Corruption Project in line with the Compact, the ANDS and the national anti-corruption strategy.

#### **D – Capacity Building and Mentoring**

- Closely work with all anti-corruption project staff in building their capacity in all areas related to the management and regular monitoring of the portfolio.
- Support the overall capacity development of the ACDs and CO anti-corruption focal points through on the job training and regular briefings on all relevant new tools and skills related to the anti corruption initiatives.
- Help build capacity of national counterparts through on the job-training and regular briefings on new tools and skills related to the anti-corruption initiatives.

#### **2. Deliverables**

- Key team contracted and established in Ministry of Finance. Communication mechanism established with MOF counterparts.
- Project team office in Ministry of Finance fully operational
- Work plan developed, roles and responsibilities defined, timelines and milestones set
- Terms of Reference and methodology developed for first project activities, including a) UNCAC revision, b) development of policy options for institutional arrangements to fight against corruption, c) development of indicators to monitor progress of integrity system
- Grants mechanisms to support civil society projects set up and first call for proposals organized.
- Formalization of existing donor commitments to provide funding for the ACT project and agreements reached with additional donors on further funding to cover the project budget.
- Attend all anti-corruption Working Group and Cross Cutting Thematic Group (CCTG) meetings and provide regular technical inputs. Brief reports on action points and decisions taken produced and disseminated to the ACT team, the MOF, Country Office and donor group.
- Monthly meetings with the World Bank, ADB and other donors actively involved in anti-corruption work organized and attended to coordinate, agree on methodologies and ensure synergies. Minutes of the meetings, decisions taken and deadlines produced and communicated to the ACT team & counterpart as well as to the Country Office.
- Concept notes & policy recommendations produced when required from the Country Office, UNAMA, or the ACT Working Group / CCTG.
- Monthly meetings held with donor harmonization group on information exchange and policy dialogue
- First Steering Committee (Executive Group) Meeting prepared and organized.

These are the main expected deliverables for the first three months of the project. Other important deliverables will occur as the project develops and will be agreed upon and prioritized between the Project Manager and the Country Office.

### **3. Required qualifications**

- Master's degree in Public Policies or Public Management, Development Studies, Development Economics, Law, International Relations or another related field.
- Experience (7-10 years) in combating corruption, governance & accountability, public sector reform, both regionally and internationally.
- Additional experience in civil society related work an advantage.
- Experience in program and project management, resource mobilization, monitoring and evaluation, as well as process facilitation.
- Knowledge of the UN system. Project management experience with the UN system a strong asset.
- Work experience and knowledge of the Afghan context and/or similar experiences.
- Excellent project development, project proposal-writing, and oral presentation skills.
- Strong analytical, conceptual and information management skills.
- Results oriented, strong team player with outstanding interpersonal and coordination skills.
- Sound judgement, flexibility and adaptability, cultural sensitivity.
- Excellent oral and written communications skills (English) – knowledge of Dari or Persian would be an advantage
- Candidate should be highly motivated, willing to deal with physical and psychological hardship;
- Readiness to accept additional responsibilities as required by the demands of the service.

#### **Submission of Applications:**

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), your latest RCA (For UNDP contract holders) or an official performance evaluation report for all staff and non staff of the UN system. Interested **International** should submit their applications in writing (marked "Confidential", clearly indicating on the sealed envelope the Vacancy Announcement Number) to the Human Resources Officer of UNDP at Shah Mahmood Ghazi Watt Street, Kabul, Afghanistan; or **email** their applications (**indicating on the subject line the VA number and the title of the position applied for**) to [vacancies.afghanistan@undp.org](mailto:vacancies.afghanistan@undp.org) .

For more detailed information about UNDP please visit our website [www.undp.org.af](http://www.undp.org.af)

Please note that applications received after the closing date (**i.e. 28 October 2006**) will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted an interview.

**Internal Candidates are eligible to apply only if they have completed full tenure of their current agreement**

***Female Candidates are highly encouraged to apply***