



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P163

I. General Information

Title: JPO in Programme Analyst

Sector of Assignment: Programmes, communication and visibility and partnerships and resource mobilization.

Organization/Office: United Nations Office of the Special Coordinator for Development of the Sahel (OSCDS) / United Nations Integrated Strategies for the Sahel (UNISS)

Duty Station: Dakar, Senegal

[Non-Family Duty Station: yes ☐ / no ☒

Duration:

The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Title of Supervisors:

- Director of Partnerships and Resource Mobilization
- Senior Programme Coordinator

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with both shared supervisors to finalize an agreed upon work plan based on the ToRs and the OSCS work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

In addition, the JPO will be part of the OSCDS team and as such she/he will participate in team meetings and will also have regular follow-up meetings and feedback with both supervisors.

III. Duties, Responsibilities and Output Expectations

Under the primary supervision of Partnerships and Senior Advisor and secondary supervision of Senior Programme Coordinator, the JPO will be part of the OSCDS team based and will liaise with partners such as UNOWAS, UN Agencies, DCO, and other relevant partners and stakeholders in discharging the following duties and responsibilities within delegated authority:

1. Support to Programmes Coordination and Collaboration:



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- i) Support and facilitate coordination and collaboration across UN development activities and programs at the regional level, through a nexus-approach including with UN, national, regional, and international partners.
- ii) Contribute substantively to the preparation and organization of UNISS Steering committee meetings and follow up on the implementation of outcomes and recommendations.
- iii) Support the coordination and facilitation of the functioning of the UNISS working groups ensuring cross pillar coordination to warrant programme implementation coherence.

2. Support to Communication and Partnerships:

- i) Support the implementation of the UNISS Communications and Visibility Strategy in the framework of the Change of narrative initiative in the Sahel and based on corporate communication goals and priorities through.
- ii) Support to the production of UNISS Newsletter publications and other communication support products.
- iii) Support the development of announcements, press releases, key messages, etc.
- iv) Assists in identifying and developing ideas for infographics, charts and images that creatively convey key messages/data.
- v) Work closely with UN AFPs and Communication Focal Points across the Sahel region by contributing to communication and outreach efforts across relevant platforms.
- vi) Explore opportunities for media and donor field trips to showcase the impact UN AFPs and contribute to mainstreaming UNISS in and beyond the region.
- vii) Support to Integrate issue-based advocacy into the communications strategy around crucial thematic areas drawn from the UN Integrated Strategy for the Sahel.

3. Support to Partnerships and Resource Mobilization:

- i) Contribute to the development and roll out of an Integrated Partnership and Resource Mobilization Strategy for UNISS
- ii) Assist in the maintenance of a database of institutional partners and carryout regular analysis and mapping of potential donors and partners.
- iii) Support the development and submission of targeted funding proposals for projects on UNISS implementation
- iv) Provide substantive support to partnership, resource mobilization and stakeholders' consultations.
- v) Support the development and implementation of and roll out of MOUs with key partners and stakeholders.
- vi) Support the effective running and of the Partnership UNISS Resource mobilization working group.
- iv) Support the development, organization and coordination of regional events and activities including dialogue series between the United Nations in the Sahel and Civil Society/NGOs.

IV. Qualifications and Experience

Education:

Advanced university degree (master's degree or equivalent) in Development Studies, Business or Natural Resources Management, Political Science, International Relations, Social Science, Law, or related field.

Work experience:

A minimum of 2 years of relevant work experience in:

- Supporting formulation and review of development of regional and cross programmes and projects.
- Writing, reviewing, and analysing technical reports and notes.
- Designing, planning, and organizing of high-level meetings, missions, and visits.
- Facilitating coordination/collaboration with cross-teams and programmes.
- Managing communication and providing visibility activities.





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- Development issues in the Sahel region, international organizations and United Nations is desired and will be an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French is required. Knowledge of another language is an advantage.

Other skills:

- Good knowledge of Microsoft office, internet communications, marketing, and outreach activities.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to prepare a full-fledged project proposal on specific UNISS thematic area, UNISS partnerships and resource mobilization strategies documents and a final assignment report with key achievements and lessons learned.

VI. Background Information

Historical Background

At the request of the Security Council, the United Nations Integrated Strategy for the Sahel (UNISS) was established in 2013 in response to the then crisis in Mali, aimed at addressing structural problems in the Sahel that make the region vulnerable to conflict, resulting in poverty, underdevelopment exacerbated by weak governance. The Strategy promotes an integrated regional approach of activities by the UN system to tackle the aforementioned issues within





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the greater coherence of wider international interventions. In this regard, UNISS represents a precursor to a “sustaining peace” approach. Since 2017, the UN has been strengthening its support to the Sahel through a Support Plan articulated around six (6) strategic priorities to address cross-cutting and root causes of crisis in the region.

These include cross-border cooperation for stability and development; preventing and resolving conflicts; violent extremism, crime and promoting access to justice and human rights; promoting inclusive and equitable growth and increasing access to basic quality services; building resilience to climate change, and decreasing natural resource scarcity, malnutrition, and food insecurity; promoting access to renewable energy; empowering women and youth for peace and development in the Sahel. These priorities and all their activities are implemented under three (3) pillars; Governance, Resilience and Security consisting of all Agencies, Funds and Programs (AFPs) working in the Sahel. In the 12th Steering Committee of UNISS held in Dakar, the position of UNISS was further strengthened through its adoption as a common Chapter, owned by all UN agencies, funds, and programmes as well as all the UN Country Teams in the Sahel. UNISS has since become the convening platform for the UN’s collective reflection, orientation, solutions and response to the Sahel’s evolving context.

Creation of the Office of Special Co-ordinator for development in the Sahel (OSCDS)

In September 2019, the Executive Office of the Secretary-General, through the Deputy-Secretary-General, endorsed a proposal by the Regional United Nations Sustainable Development Group (R-UNSDG) to establish an Implementation Support Unit to focus actions and UN system’s resources towards upscaling programme implementation efforts on the United Nations Integrated Strategy for the Sahel (UNISS) and its United Nations Support Plan (UNSP). through initial seed funding from the United Nations Development Programme, the UNISS Implementation Support Unit (ISU) was operationalized and six (6) staff were recruited. In 2021, the United Nations Office of Special Coordinator for Development in the Sahel (OSCDS) was created with the appointment of the United Nations Special Coordinator for Development in the Sahel. In 2021, the Office of Special Co-ordinator for development in the Sahel (OSCDS) was established following the appointment of the Special Co-ordinator by the UN Secretary-General. The mandate of the Special Co-ordinator is to lead collective efforts, including financing to implement the UNISS and its support plan for a scaled-up UN development response for the Sahel, drawing on all the UN assets in the region, engaging and supporting efforts of G5 Sahel (now former), the Sahel-Alliance, the Ministerial Coordination Platform, ECOWAS, African Union, European Union, World Bank and African Development Bank. Currently, OSCDS leads collaborative efforts with UN entities in the region towards implementing UNISS.

The current work of the OSCDS

OSCDS’ current work includes : (i) leading scaled-up implementation of UNISS/UNSP programs/activities ensuring the strategic alignment with national and regional priorities, and coherence with UNSDCF; (ii) ensuring coordination and collaboration across UN development activities and programs, at the regional level, through a nexus-approach including with UN, national, regional, and international partners; (iii) ensuring an effective UNISS Steering Committee and the implementation of outcomes by organizing regular (bi-annual Steering Committee meetings); (iv) carrying out resource mobilization efforts and financing including by establishing and implementing Memoranda of Understanding with key partners such as International Financial Institutions (IFIs) as well as bilateral donor-partners; enhancing communication and visibility on the Sahel and UN Investments for a change of narrative through various tools and processes; (vi) ensuring UN participation and engagement in high-level international and regional platforms to showcase progress made on the humanitarian, development and peace efforts of the UN through UNISS; (vii) monitoring, evaluation, accountability, and learning and providing (viii) providing regular and thematic high-level reports on UNISS on progress made on the implementation of the Strategy, including to the Economic Social and Cultural Council, to the Security Council, etc; (ix) Leading key efforts with the Development Coordination Office, UNOWAS, and other AFPs to build long-term partnerships with Sahelian States through the implementation of Akey identified accelerator programmes. These include among others Water, Governance and Industrialization and Ten Flagship programmes in the Central Sahel Countries of Burkina Faso, Mali and Niger implemented within the spirit of UNISS and the Six-SDGs transition areas.

To scale-up these ongoing activities within OSCDS, a deployment of JPO is highly desirous to support and accelerate





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the implementation of UNISS/UNSP in the following areas :

1. Programme coordination and facilitation
2. Partnerships and resource mobilization
3. Communication and Visibility

Staffing

The current staffing status of the Office of the Special Coordinator for Development in the Sahel is as follows: 1 USG/UN Special Coordinator for Development in the Sahel, 1 Director of Programmes, 1 Director of Partnerships, 1 Programme Officer, 1 Programme Analyst, 1 Senior Administrative Assistant/Personal Assistant to the USG