



TERMS OF REFERENCE

Job ID/Title :	Programme Manager
Duty Station :	Caracas, Venezuela
Category :	HIV, Health and Development
Additional Category :	Health
Brand :	UNDP
Post Level :	
Type of Contract :	Individual Contract
Category (eligible applicants):	External
Application Deadline :	

Languages Required:	Arabic	<input type="checkbox"/>	English	<input checked="" type="checkbox"/>	French	<input type="checkbox"/>	Russian	<input type="checkbox"/>
	Spanish	<input checked="" type="checkbox"/>	Chinese	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

Starting Date:	28 August 2020
Duration of Contract:	120 days
Expected Duration of Assignment:	28 August to 31 January 2021

<p>Background</p> <p>The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.</p> <p>The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance and supports the results of UNDP's 2014-2017 Strategic Plan, focusing on seven outcomes including, strengthening institutions to progressively deliver universal access to basic services (Outcome 3). The HIV, Health and Development Group (HHD Group), within BPPS, is helping to contribute towards this outcome. The HIV, Health and Development Strategy 2016-2021: 'Connecting the Dots' elaborates UNDP's work on HIV and health in the context of the 2030 Agenda for Sustainable Development.</p> <p>UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations. This is done through UNDP's core work in reducing inequalities and social exclusion that drive HIV and poor health, promoting effective and inclusive governance for health, and building resilient and</p>

sustainable systems for health. UNDP also contributes through its coordinating and convening role in bringing together multiple partners and resources at national and local levels.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health programmes while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as interim Principal Recipient (PR) in these settings, working with national partners and The Global Fund (GF) to improve management, implementation and oversight, while simultaneously developing national capacity for governments or local entities to be able to assume the PR role over time. Within the HHD Group the Global Fund – Health Implementation Support Team (GF-HIST) is a dedicated team providing support to UNDP Country Offices throughout the grant lifecycle. The support includes, programme management, monitoring and evaluation, financial management, capacity development and/or transition and sustainability planning and support to strategic policies and plans and funding proposals.

UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. The grant seeks to address the significant malaria resurgence in recent years in Venezuela, with the overall goal of reducing malaria mortality in the municipalities most affected by *P. Falciparum*. Reducing morbidity and mortality in due to severe malaria in pregnant women is also a main objective of the grant.

Under the overall supervision of the Resident Representative, Venezuela, with matrixed reporting to the Policy Specialist, GF-HIST (NY), the interim Programme Manager will provide technical and advisory support and lead a transition team for UNDP's transition to the interim PR role in accordance with UNDP rules, policies and procedures and corporate agreements with the GF, working in close coordination with national stakeholders, the GF (including Local Fund Agent), technical and UN partners.

Duties and Responsibilities:

Key duties and responsibilities include:

- Lead the planning, coordination and revision of the transition work plan and pre-allocation budget for UNDP's transition to the interim PR for GF malaria grant;
- Support in the identification and contracting of the transition team;
- Lead on the technical and advisory support to UNDP management on UNDP's interim PR role;
- Lead on the coordination with national stakeholders, the technical advisory group, GF, technical and UN partners UNDP consultants to finalize grant-making, including development of comprehensive responses to the TRP feedback;
- Lead on developing all documents for the pre-allocation budget, UNDP project documents, and grant related documents, including the Performance Framework, Annex A, detailed work plan, budget, implementation map, and PSM and non-health product procurement Plan, and address comments from the Global Fund, Local Fund Agent on the draft documents;
- Lead on the SR capacity assessment process, preparing and signing of SR agreements reflecting the assessments outcomes and induction workshops;
- Lead on defining the organogram and recruitment of programme staff;

- Lead on development of risk mitigation matrix which reflects the country context for implementation, including contingency plans;
- Support the Fund's request for information/documents for the capacity assessment;
- Establish a document management system;
- Lead on the reporting to the technical advisory group, GF and other partners on the status of the PR transition process; and
- Any other tasks as assigned by the Resident Representative or Policy Specialist.

Deliverables:

- Transition work plan and pre-allocation budget
- Comprehensive responses to TRP feedback
- Comprehensive grant documents (including PF, budget, implementation map, PSM, non-health product procurement plan) developed
- Risk mitigation matrix and contingency plan developed
- Organogram, terms of reference
- SR capacity assessments conducted
- SR agreements signed
- SR induction materials
- Recruitment of programme staff

Reporting:

The Consultant will report to the Resident Representative, Venezuela with matrixed reporting to the Policy Specialist, GF-HIST (NY).

Travel:

No travel is envisioned for this assignment.

Timeframe:

The consultant's 120-day assignment will be based in Caracas, Venezuela and conducted over the period 28 August to 31 January 2021.

Payment

The consultant will be paid monthly based on the daily rate submitted, and payment will be subject to satisfactory progress made on the above deliverables as determined by the Resident Representative, Venezuela

A. Competencies

Organizational Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional:

- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products

Project and Resource Management:

- Strong organizational skills
- Ability to work independently, produce high quality outputs
- Sound judgment, strategic thinking and the ability to manage competing priorities

Partnership building and team work:

- Excellent negotiating and networking skills
- Demonstrated ability to work in a multi-cultural environment

Communications and Advocacy:

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly
- Strong presentation skills in meetings with the ability to adapt for different audiences
- Strong analytical, research and writing skills with demonstrated ability to think strategically

Qualifications

Education:

- Master’s Degree in Business Administration, Public Administration, Public Health or related field.
- Master’s in Public Health as asset.

Experience:

- Minimum 7 years’ experience in the management of health and development programmes.
- Strong knowledge of UNDP’s rules, policies and procedures, an asset.
- Strong knowledge of Global Fund’s rules, policies and procedures.
- Work experience in a developing country is an asset.
- Experience in developing or implementing capacity and strengthening systems for health of national entities in Challenging Operating Environments (COE) is an asset

Language Requirements:

- Fluent written and oral English and Spanish

Evaluation Criteria

TECHNICAL EVALUATION (ET) - 100%	MAXIMUN SCORE
Academic Education	
-Master’s Degree in Business Administration, Public Administration, Public Health or related field. 15 puntos -Master’s in Public Health as asset. 10 puntos	20
Professional experience	
Minimum 7 years’ experience in the management of health and development programmes. -7 years of experience: 25 -More than 7 years of experience: 30	30
Strong knowledge of UNDP’s rules, policies and procedures, an asset.	10
Strong knowledge of Global Fund’s rules, policies and procedures.	5
Work experience in a developing country is an asset.	5

Experience in developing or implementing capacity and strengthening systems for health of national entities in Challenging Operating Environments (COE) is an asset	10
Fluent written and oral English and Spanish	10
Technical proposal. Methodology, suggestions for the development of the consultancy and innovative aspects Unsatisfactory: 0 point Moderately satisfactory: 7 points Highly satisfactory: 10 points	10
Total score	100
Minimum score for technical qualification	70