



**UNITED NATIONS DEVELOPMENT PROGRAMME
REGIONAL SERVICE CENTRE FOR LATIN AMERICA (RSC)
VACANCY ANNOUNCEMENT
CAPACITY DEVELOPMENT CONSULTANT**

I. Position Information

Job code title:	Capacity Development Consultant
Supervisor:	Capacity Development Practice Leader
Duration of Contract:	1 year
Type of Contract:	SSA (Special Service Agreement)
Location:	Regional Center for LAC, Panama City, Panama

II. Organizational Context

If human development is the “*what*” of the UNDP mandate, capacity development is the “*how*”. UNDP defines capacity development as the process through which individuals, organizations and societies obtain, strengthen and maintain their capabilities to set and achieve their own development objectives. UNDP considers capacity development as its overarching contribution to development as noted in its Strategic Plan 2008-2011. Capacity development is the key to sustainable human development. Without an enabling environment, efficient organizations and a dynamic human resource base, countries lack the foundation to plan, implement and review their national and local development strategies and promote human development. Over the last decade, the development community has come to realize that it is impossible to work on policies without at the same time working on the capacities of people, organizations and the larger community. The development of the institution – at the grassroots level, at the community level, at the national level – is at the centre of the development challenge, be it about its human resource base, the systems or the environment in which it must function. It is for this reason that capacity development is at the heart of everything UNDP does.

UNDP places priority on strategies that create opportunities to develop and sustain capacity at national and local levels, including accountable leadership, long-term education and learning, stronger partnerships between citizen and state, and institutional reform.

Though an essential part of UNDP operations, Capacity Development as a practice has not benefited from a public information campaign or focus on its key messages. This is despite the fact that an essential part of integrating Capacity Development into the work of UNDP at the Regional and Country Office levels is public information and advocacy; clear messages on what CD is (and is not) are needed, as are easy-to-read information materials that are clear and concise and clarify and address some common problems already identified by CD partners, such as inconsistent use of terminology. In addition, electronic media such as web sites need to be updated to clearly express the value added of capacity development and UNDP’s role in the area. Capacity development events planned for 2009 will also require extensive communications and advocacy support, such as regional consultations and adaptations of CD tools and the roll-out of south-south solutions with CD components.

The objective of the SSA is to support the UNDP Panama Regional Center Capacity Development Practice Area, specially the Team Leader, in all activities regarding the events that will take place in the last semester of 2010 and first half of 2011. Also, the Capacity Development

Consultant will do follow up activities on the Knowledge Fairs (KF), as well as preparing workshops, mapping of CD-SSC experiences, permanent follow up to CD demands from different countries, adaptation and rollout of M&E tools to the LAC context, support the mainstreaming of capacity assessment among UNDP and UNCT programmes and activities. S/he will help maintain the high quality of capacity assessment knowledge products while also supporting capacity assessment initiatives and communities of practice, and adapting knowledge products to serve the growing client base and service demands in the region, support and carry intercluster activities, support the collection, process of systematization and roll out of information for the "Smart Series" and Smart Institutions workshop and, "Innovations that underpin Breakthroughs" research process and, research and identification process of LAC countries lacking the capacities for MDG achievement, to support them with CD processes.

The regional work is implemented directly through the UNDP Capacity Development Practice Area at the Regional Centre.

The Regional Capacity Development Team

The Regional Capacity Development Practice Area in Panama City currently consists of a core team of four people lead by the Practice leader. One team member is a specialist in Capacity Assessments, while one team member focuses on strengthening national capacities in Aid Effectiveness. One team member provides administrative and logistical support.

III. Duties and Responsibilities

1. Technical:

- Drafting of documents on CD and SSC to be shared in the different events that will take place on 2010-2011, promoted by UNDP and other institutions/organizations
- Recollection, classification and CD-RSC validation of documents to be presented in events that will take place on 2010-2011
- Support the preparation of CD and SSC documents and experiences to feed ROAR database, and other UNDP web or network spaces
- Adaptation and roll out of M&E tools to the LAC context
- Carry out internal M&E Process
- Support the mainstreaming of capacity assessment among UNDP and UNCT programmes and activities Latin America and the Caribbean.
- Contribute and support the provision of CD policy and programme support to COs/country level in LAC countries
- Support the coordination of joint activities with other practice areas.
- Support rollout of Business Model Strategy
- Support and contribute to Resource Mobilization Strategy
- Provide, receive feedback and mainstream CD in Practice Area documents, UNDAFs and others.
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2. Knowledge Management

- Support the adaptation of new tools for clients
- Collaboration in the CD-RSC/LAC system of Learning from Practice
- Support to the CD-RSC/LAC procedures and inputs of knowledge transference cases
- Reinforce current and future agreements of the RSC/LAC and CD Practice Area with universities, in order to identify organizations considered as "Smart Institutions", and success factors, under the 2010 Work Plan
- Facilitate, support, strengthen and follow up of partnerships with UN and non UN

- agencies, academia and others on CD
- Start, support, empower and follow up of “Innovations that underpin Breakthroughs” research process in LAC
 - Support learning and training events on CD
 - Adapt knowledge products to serve the growing client base and service demands in the region

3. Research

- Recollection and processing of information on SSC experiences in the LAC region for completion of SSC LAC Map under the annual Work Plan of CD-RSC/LAC
- Permanent updating of Client Demands and results Database
- Permanent updating of CD/SSC/RBM/M&E Events
- Support and contribute to CD Regional Networks
- Contribute to reports, bulletins, documents, events and other material at all levels (CD-LAC, RSC, HQ, CDG, RBLAC)
- Research and identify LAC countries lacking the capacities for MDG achievement, to support them with CD processes.

4. Communications

- Provide inputs for CD CoP and coordinate with Communications Officer for dissemination of information

Other:

- Participate in overall CD team functioning including team and regional center meetings, fulfilling project monitoring and evaluation, reporting and audit requirements, review, comment, translation and proofreading of documents, and other tasks assigned by supervisor.

IV. Output Expectations/Deliverables

Deliverables

- Concept Notes for Knowledge and other Events
- All documents and presentations required for Knowledge and other Events
- Complete, contextualized and rolled out M&E Toolkit
- Quarterly internal M&E carried out
- Updated Client and Results Database
- Contributions to the organizing and preparation of workshop, events, etc
- Participation in overall CD team functioning
- Learning from practice document
- Smart Institutions document validated
- Smart Institutions Workshop successfully carried out
- MDG concept note and proposal
- BCPR/CDG MOU proposal accepted by HQ and piloted to Honduras and Haiti
- Support the Team Leader on CA, CD responses given to LAC Countries
- CD/Gender CA tool finalized and rolled out

Learning Expectations

Upon completion of the assignment, the consultant will have / be able to...

- Understand the role of capacity development at the global and regional level
- Understand the functioning of the UN system both at country and regional level.

V. Competencies and Critical Success Factors

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

- Knowledge of current trends in international development
- Knowledge of Latin America and the Caribbean desirable
- Some degree of familiarity with basic event organization is desirable
- Some degree of familiarity with basic Database Management is desirable

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office

Development and Operational Effectiveness

- Fluency in Spanish and English
- Excellent writing, proofreading, attention to detail, and analytical skills in English and Spanish
- Ability to translate complex ideas into attractive marketing pieces
- Excellent presentation and organizational skills
- Ability to research and identify relevant information
- Excellent organizational skills for event planning

Leadership and Self-Management

- Ability to prioritize even when there are numerous tasks at hand
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities

VI. Regime For Payment of Fees

- The professionals who submit an expression of interest in this post should set their expectations of daily, weekly or monthly rates in dollars of the United States of America.

VII. Recruitment Qualifications

Education:	Bachelor's in International Relations, Development, Communications, Business Administration, Marketing or related discipline.
Experience:	3 years of work experience. UNDP experience is desirable, although not essential.
Language Requirements:	Complete fluency in English and Spanish, both written and oral.

ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, **not later than 30 July 2010**.

To: rc.lac.vacancy@undp.org

Subject: Vacancy Announcement N° **030 Capacity Development Consultant**

- Please note that applications received after the deadline will not be considered.
- Only short-listed qualified candidates will receive an acknowledgement.