

United Nations Development Programme

Programme of Assistance to the Palestinian People
برنامج الامم المتحدة الانمائي/ برنامج مساعدة الشعب الفلسطيني



Terms of Reference

Position Title: **Senior Programme Manager**
Location: **Jerusalem**
Section/Unit: **Agricultural, Rural and Economic Development Unit**
Project Title: **Avian Influenza Response Programme**
Project Ref: **N/A**
Mission duration: **One Year – Renewable**

Background:

The emergence of outbreaks of avian influenza caused by the highly pathogenic H5N1 influenza A virus, and its rapid spread among poultry across the world in recent years, and more actively in the last months, is currently a cause of great concern as it poses immediate and severe threats to animal and human health. The sub-region, West Bank & Gaza Strip, Israel, Jordan and Egypt, is at particularly high risk because of the large number of wild birds crossing it, with increased opportunities to spread the infection among domestic poultry. The outbreaks are of particular concern due to their dramatic and detrimental effect on public health, agriculture, and food security. Furthermore, the human, social and economic consequences of an influenza pandemic would be catastrophic, with loss of millions of lives.

Since March 23, the avian flu was confirmed in several farms in the Gaza Strip, six confirmed on April 6. Measures for containment and control are underway, they include monitoring and surveillance and culling and disposal within a 3km radius of the initial outbreak. It has been estimated that about 2 million fowls in Gaza and another 4.7 million fowls in the West Bank will be subject to culling in case of other outbreaks in these areas. So far, all suspected human cases, four in Gaza Strip and one in the West Bank, were negative.

A recent WHO mission revealed that the PA has a limited ability to combat any more outbreaks of the avian flu. They lack a cohesive monitoring and surveillance system for early detection (i.e. the ability to take samples from non-infected areas and to apply appropriate bio-safety measures according to international specifications to prevent further spreading). Furthermore, authorities are unable to compensate farmers and poultry owners for their lost assets. At the public health level, there is not enough public awareness in both the general public and public health workers on the importance of protecting themselves from the risk of exposure. Furthermore, hospitals are not properly prepared in case of an outbreak in humans because of a shortage of resources and equipment.

The necessity to respond quickly to contain the spread of the avian flu required unprecedented coordination between various UN agencies at one end and between all UN agencies and donor countries at the other. The approach to action is rooted in the UN System Strategic approach adopted at the Pledging Conference in Beijing in January 2006.

Within this framework, a UN inter-agency plan was developed and provides a platform for the coordinated response of all UN agencies which would allow each one to contribute its technical expertise within a single framework. A comprehensive Joint Programme Document will be produced soon. A Steering Committee will be set up, to include UN agencies and donors, to provide strategic guidance and communication at the highest level. A Programme Implementation Unit will be set up to direct day-to-day operations and will be headed by an expert **Programme Manager** with extensive experience, who will be assisted by specialized officers in monitoring and evaluation, finance, logistics, procurement, administration as well as any other necessary area. The implementation of the Programme will be undertaken in full cooperation and coordination with the Palestinian Authority's ministries and agencies.

Scope of Work:

The Senior Programme Manager will be responsible for leading the implementation and coordination of a multi-million AI response programme dealing with Avian Influenza control, compensation and recovery. The Programme Manager will be employed by UNDP/PAPP, the project implementing agency, and will carry out duties in accordance with the general rules and procedures of UNDP and UN and the specific conditions included in this terms of reference. The Programme Manager will have the following duties and responsibilities:

Coordination of Programme Implementation

These responsibilities will include:

- coordinate project implementation working closely with partners including UN agencies, international agencies, government authorities and civil society; and ensure the timely programme delivery in substantive and financial terms;
- engage in productive dialogue and advocacy with stakeholders to promote and facilitate the implementation of the Programme;
- facilitate institutional linkages in regional UN technical working groups and strengthen coordination mechanisms;
- prepare and disseminate appropriate information and conduct public relations;
- provide leadership in advocating programme objectives and in assuring that all related stakeholders are well informed about the programme activities and goals.

Programme Administrative and Management

These responsibilities will include:

- assist in the design of the implementation mechanism of the Programme;
- preparation and revision of the operational work plan and programme in a timely fashion;
- development and implementation of a monitoring and evaluation framework to measure the fulfillment of programme objectives, and the impact of project activities on targeted groups;
- recruitment and supervision of Programme team and involved personnel and consultants;
- provide guidance and supervision to other staff in the Programme;
- oversee procurement of services, equipment and supplies in accordance with the programme document;
- ensure timely compilation of the work plans, progress reports, financial reports to the donor and the executing agency as required;
- ensure that all financial transactions are undertaken in a transparent and countable manner, and in compliance with UNDP and UN procedures and regulations;
- guide and orient the efforts and contributions of consultants, personnel, government counterparts towards the achievement of programme objectives;
- support resource mobilization efforts and liaise with donors as required;
- contribute to inter-agency crisis management capacity building activities in general and to the Project Management Unit in particular.

Requirements:

The programme manager should meet the following requirements:

- Should have a (Master's) degree in Economic/Law/social sciences and/or development related studies.
- Should be highly competent and knowledgeable in issues related to agricultural sub-sectors recovery and revitalization and policy development and have practical experience in working with central and local administrations, senior government officials and civil sector organizations.
- Should possess good research, analytical and problem-solving skills; familiarity with and experience in the use of various research methodologies and sources, including electronic sources on the internet, intranet and other databases.
- Should possess good communication (spoken and written) skills, including ability to draft a variety of reports and to articulate ideas in a clear, concise style.
- Should possess sufficient experience and skills in institution-building and human resource development.
- Must possess good programme management skills, including administrative and financial aspects and must possess good computer skills and working knowledge of common computer programmes such as Word, Excel, and Internet.
- Excellent command of the English language, including report-writing skills.

Salary determined according to qualifications.

Qualified candidates should send their CV with a short cover letter to the following address:

UNDP/PAPP

Agriculture, Rural & Economic Development Unit

Senior Programme Manager

4A Yaqubi Street, P.O. Box 51359, Jerusalem,

Or

Fax: 972-2-6268223

Or

E-mail: hr.ps@undp.org

Deadline for submission is June 15, 2006.

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