

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** Programme Management Support Advisor  
**Project:** ....  
**Duty station:** Home Based and Haiti when needed by Haiti Office  
**Section/Unit:** UNOPS Haiti - Office  
**Contract/Level:** ICSC11, Retainer Contract  
**Duration:** 12 months  
**Supervisor:** UNOPS Haiti Country Director

### **1. General Background of Project / Assignment**

UNOPS-Haiti has been working in Haiti for 14 years with the Haitian Government, other UN agencies and international organizations to support them in project management, procurement and logistics services. UNOPS also provides communications and governance support, as well as technical engineering and infrastructure expertise to implement projects that have a positive impact on the lives of Haitians.

In recent years, the operation center in Haiti has mainly implemented major infrastructure projects (hospitals, roads, housing, buildings), health-related purchases such as medical equipment and ambulances, and large volumes of computer equipment, vehicles and other goods.

In 2019, UNOPS has been recognized as a partner of choice by the international financial institutions operating in Haiti as a partner for high-level technical assistance and implementation of larger complex infrastructure projects in the country. In this context, the focus of UNOPS Technical Assistance will include programme management, strategic coaching, planning, procurement, infrastructure project management, training, monitoring and evaluation of relevant projects, with a focus on World Bank and IDB funding to government.

The Programme Management Support Advisor will be responsible for providing support to UNOPS and leading technical assistance provided by UNOPS to national partners, in particular the MTPTC, UCE, DINEPA, Ministry of Interior, and other relevant ministries, on all aspects of development, management and implementation of procurement and infrastructure projects (planning, design, construction and commissioning, operation & maintenance and reform).

The focus of UNOPS Technical Assistance is at the overall capacity and management arrangements of the different execution units, from a project and portfolio management perspective, it produces an operational portfolio management plan and contribute to strengthen organizational, infrastructure and procurement capacities. The technical assistance is direct, combining remote assistance and periodic missions on the site, for support in management and daily business, for a period of 12 months. The technical assistance team is composed by senior advisors on procurement and infrastructure, a local infrastructure advisor and a support structure.

### **2. Purpose and Scope of Assignment**

The Programme Management Support Advisor will have the responsibility of being technical assistances' Team Leader and will have the overall responsibility for the successful implementation of the Technical Assistance to the different execution units supported from UNOPS.

The Consultant will support the management of the portfolio and work with Execution Units Coordinators and teams to consolidate programme management structures.

The responsibilities include but are not limited to:

- Actively contribute and Portfolio management plan design and implementation.
- Accompaniment of Execution Units Coordinators and their teams in all efforts needed to implement changes to the roles and responsibilities.
- Contribute to capacity development and professional development plans' design.
- Define success criteria with the partners.
- Understand project stakeholders, needs and sensitivities.
- Identify, review and analyze critical documentation to understand the challenges of the programme.
- Manage stakeholders, communications and information distribution.
- Understand the methodology used by UNOPS for Back-on-Track.
- Serve as a facilitator during project execution and especially for change management efforts within the execution units.
- Analyze key Execution Units projects' indexes and metrics.
- Consolidate agreements and advances in joint work with the execution units, cross reference them to maintain consistency and produce periodic reports.
- Facilitate the discussion with the sponsor and any other relevant stakeholder about the trade-offs, project priorities, scope prioritization and alternatives to recover the program.
- Define indicators of success to measure the progress towards recovery.
- Serve as facilitator in any session intended to present, validate or formally deliver advances under these Technical Assistances.
- Lead and motivate UNOPS Technical Assistance team, and ensure performance and team deliverables.

**Core Values and Principles:**

- Understand and respect UNOPS sustainability principles
  - I. Look for ways to embed UNOPS sustainability principles in day to day project management
  - II. Seek opportunities to champion gender equality at work place
  - III. Champion and communicate project's sustainability aspects with key stakeholders
- Understand and Respect National ownership and capacity
  - i. Understand the principles of the Paris Declaration on aid effectiveness and mainstream them into the project plans
  - ii. Seek opportunities to recruit qualified local staff
  - iii. Look for ways to build capacity of local counterparts
- Partnerships and Coordination Understand the UN Development Assistance Framework (UNDAF) and UNOPS, the project's place in the UN system
  - i. Strive to build strong partnerships and effective coordination among relevant project actors (e.g. United Nations, governments, and non-governmental organizations or other relevant partners)
- Accountability for results and the use of resources
  - i. The project management processes are designed to deliver maximum accountability, transparency and results. If a project or processes is not in line with this, it is the responsibility of the PM to raise the issue with a supervisor
- Excellence
  - i. Contribute to innovation and the adaptation of best practice standards of sustainability and quality.

**3. Monitoring and Progress Controls**

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The Technical Assistance Team Leader shall ensure that the team project produces the required products within the specified tolerance of time, cost, quality, scope, risk and benefits planned under the technical assistance agreements. The team leader will be responsible of the overall team performance and management and will produce Technical assistances' bi-monthly advance reports and programme management outputs committed under technical assistance agreements and plans.

#### **4. Final Products**

Final technical assistances' reports delivered and approved by UNOPS supervisor and partners.

#### **5. Qualifications and Experience**

##### **a. Education**

- A Master's degree in business management, project management, public administration, social science or other relevant field is required;
- Bachelor's degree with additional years of relevant work experience may be accepted in lieu of the Master's degree.

Certification on Project Management is desired (such as PRINCE2, PMI etc.).

##### **b. Work Experience**

- Minimum 7 years working in programme or project management experience.
- Out of the 7 a minimum of 3 years programme or project management with in the international development context is a requirement.
- Demonstrated experience in program/project management (either as manager or team member) in large multi-year programmes/projects with a budget of \$30million or above is an asset.
- Experience as direct responsible for the assessment and recovery process of troubled projects with a 6-figure budget and large distributed teams is an asset.
- Experience in the UN is highly desired.
- Experience in contexts of fragility is a requirement, prior work experience in Haiti is highly desirable.
- Prior work experience with projects funded by international financial institutions or supporting national governments in their implementation is an asset.

**Language:** Fluency in English and French is required, additional languages will be considered an asset.

##### **c. Key Competencies**

(Technical knowledge, managerial competencies or other personal competencies relevant to the performance of the assignment)



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date