



TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Regional Senior Advisor (Project Management)
Duty station: Home-based
Section/Unit: LCR ORD
Contract/Level: ICS12 - Retainer
Duration:
Primary Supervisor: LCR Coordinator of Regional Activities (CRA)

1. General Background

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners' expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it.

A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

2. Background Information - LCR

Based in Panama, under the leadership of the Regional Director, the Office of the Regional Director (ORD) for the Latin America and the Caribbean Region (LCR) oversees UNOPS activities in over 17 countries. All throughout the organization works hand in hand with national partners to achieve their sustainable development goals with our expertises and capacities in procurement, infrastructure, procurement, fund management and human resources. In particular, UNOPS supports partners in building their own capabilities while augmenting their delivery capacity most notably, but not limited to, in the areas of health procurement and infrastructure, public works and education, and fair public management.

The ORD serves support the regional activities daily, as it:

- Provides expert level advice to country offices on standards and best practices
- Provides strategic vision, and managerial oversight for the LCR's portfolio, aligning regional resources to achieve UNOPS purposes.

- Ensures appropriate management of the strategic and operational risks associated with the LCR's portfolio of engagements.
- Determines the scope of the UNOPS entities in the region and mobilises resources and knowledge in support of specific activities within the region.
- Provides representation on behalf of the Executive Director/UNOPS and advance UNOPS Strategic Positioning
- Collaborates with other ORDs and HQ Groups, particularly in informing and supporting UNOPS drive for organisational excellence.

3. Background Information - Job Specific

Working under the umbrella of the Office of the Regional Director (ORD), the successful incumbent can be expected to provide strategic expert technical support to various programmes and projects throughout the Region.

The Regional Senior Advisor (Project Management) will represent the ORD based on the needs of the organization and, as such, may act as a link between the ORD and the operations in the field. S/he will work in a collaborative manner, with colleagues at all levels across the organization.

The incumbent will be under the overall supervision of the CRA and during work assignments will report directly to the Country Director of the Office receiving his/her services. .

This is a home-based retainer assignment, which will involve travel.

The Regional Senior Advisor (Project Management) will be requested to take on assignments based on regional needs and priorities defined by the Regional Director, which could involve, among other, the following activities:

- I. Project Management hands-on and implementation support to projects and country offices (with travel and remotely)
- II. Project Management Capacity Building Development
- III. Strategic Advice and Support the Office of the Regional Director (ORD)
- IV. Provide expert advice on project management to the region portfolios
- V. Knowledge sharing and management.

I. Project Management hands-on and implementation support to projects and country offices (with travel and remotely)

- Providing strategic project and programme management advisory services in business development and project and programme design to the Regional Director, Country Directors and Heads of Programme;
- Facilitating the consistent incorporation of project and programme management best practices across field programme offices, supporting these in their own contextualized maturity improvement projects (including leading the implementation of PMOs);
- Developing and articulating relevant high level processes and tools, keeping alignment with the existing systems; enabling operationalization and strategic managerial oversight through appropriate systems and reports;
- Providing a surge capacity for special complex initiatives and requests;
- The Senior Advisor is expected to temporarily act as the Country Manager, Head of Programme, Senior Project Manager, Head of PMO and other relevant roles for complex ongoing or start-up projects (including projects in recovery/troubled projects), programmes and operations, if required.
- In his/her temporary role/s, s/he will advise the Country or MCO Director on programme and project management capacity, quality and progress related issues, and highlight operational and compliance challenges, and potential risks whilst tailoring appropriate mitigation approaches.
- Provide strategic advice to country offices in the design, establishment and running of PMOs, including the development of processes, tools and templates to improve maturity in project management of the country office.

II. Project Management Capacity Building Development

- Strengthening the knowledge and skills of the Regional Management Team and the project and programme management practitioners through the design, development and implementation of internal and external training programmes and capacity building initiatives;
- Provide coaching and mentoring to Engagement Authorities, Project Executives, and Project Managers in LCR to improve their professional development, mature project assurance, reduce organizational risks and manage complex situations/issues.

III. Strategic Advice and Support the Office of the Regional Director (ORD)

- Provide relevant and timely strategic recommendations to the Regional Director, the Coordinator of Regional Activities and the Regional Project Management Advisor to

address LCR business needs and improve programme and project management maturity across the region.

- In coordination with ORD, lead portfolio/programme/project maturity model assessments and follow-up missions, and provide specialist support and strategic advice to senior management on project management best practices, engagement risks, management models, and use of project management tools and systems.

IV. Provide expert advice on project management to the region portfolios

- Strategic advice on portfolio development and the design of high-risk engagement opportunities focusing on quality assurance and quality control of project documents (proposal), costing/pricing and cost implications, governance structure, implementation plans, milestones, and performance and result indicators
- Provide advice to field-based Programme Managers/Project Managers/Project personnel in the planning and implementation of complex projects and programmes throughout their whole lifespan; including back on track initiatives and advising on managing major operational issues.
- Provide strategic advice to country offices on how to achieve world-class performance, organizational excellence, office and programme maturity and continuous improvement.

V. Knowledge sharing and management

- Contributing to knowledge sharing in project and programme management, working with a productive and collaborative approach, with colleagues at all levels and across all offices of LCR;
- Keeping abreast of the latest international standards and methodologies in project and programme management.

4. Monitoring and Progress Controls

- Ongoing assessment of task completion;
- Successfully meeting deadlines.

5. Qualifications and Experience

Education

- o Master's degree preferably in project management, or in related development field combined with project management certification is required;
- o A Bachelor's Degree with two additional years of relevant experience may be accepted in lieu of a Master's degree;

- o Certification in PRINCE2® Practitioner or PMP® is required;
- o Certification in MSP® and P3O® Practitioner/PMO-CP is highly desired and will be considered as an asset.

Work Experience:

- o Minimum 10 years of professional experience working in Project and Programme Management is required, including:
- o Minimum 3 years managing complex projects in the international development context (required);
- o Minimum 3 years in UNOPS (required);
- o Experience leading programmes (required);
- o Experience in a consultancy role is an asset;
- o Experience in conflict and/or post-conflict project management is highly desired

Languages

- o Fluency in English is required;
- o Fluency in Spanish, French or Portuguese is desired.

6. Key Competencies



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. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising 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.

5. Signatures

Incumbent		
Name	Signature	Date
Supervisor		
Name	Signature	Date