



TERMS OF REFERENCE (TOR)

Job Title:	Field Assistant – UNDP Transition Recovery Programme (TRP)
Contract modality:	Special Service Agreement (SSA)
Supervisor:	UNDP Head of Field Office in Batticaloa/ Jaffna/ Vavuniya/ Kilinochchi, as applicable
Duration:	Four months
Duty Station:	Batticaloa/ Jaffna/ Vavuniya/ Kilinochchi, as applicable (with possibility of travel outside duty station)

UNDP Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people to build a better life. UNDP is on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

Background:

The Transition Recovery Programme (TRP) is UNDP's flagship programme for recovery and development, providing integrated support to returnees, host communities and other vulnerable groups with different needs, capacities and aspirations in the eight conflict-affected districts in the North and East of Sri Lanka. TRP operational from 2008-2012, is the second phase of the UNDP Transition Programme which was operational from 2004-2007. Focusing on early recovery in the short-term and transition to recovery and development in the mid- to long-term, the programme supports an integrated area-based development approach for the socio- economic recovery and social cohesion of conflict-affected communities through the restoration of livelihoods, provision of micro-finance and micro-enterprise development, community infrastructure development, construction of permanent housing, facilitation of social transformation, and community-based environmental management.

The programme is executed under a direct implementation (DIM) modality on behalf of the UNDP Country Office (CO) through a Colombo-based Programme Management Unit (PMU) and a network of 7 field offices in the North and East of Sri Lanka. The PMU is responsible for: a) conceptualization and development of sectoral programmes to support the Country Programme Action Plan (CPAP) outputs and outcome; b) design and formulation of project proposals for submission to donors; c) in consultation with the CO, ensuring programme planning for timely completion of projects as per project agreements; d) management and supervision of DIM programme implementation in line with local authority priorities and project agreements; e) providing programme and project implementation-related direction, guidance, coordination, training and monitoring of Field Offices; f) providing quality assurance and oversight of project interventions at district level; and g) management of project budgets across districts, including formulation and revision of annual work plans in consultation with the CO, and approval of sub-project budgets and e-requisitions.

The network of field offices are responsible for: a) designing, planning, budgeting and implementing TRP's project interventions in the district in accordance with the overall guidance, proposals and work plans developed by PMU and analysis of the critical recovery and development needs, response capacities and operational environment at the district level; b) implementation and coordination of TRP's project interventions with different stakeholders, including the Government Agent, technical departments, I/NGOs, UN agencies and CBOs; c) monitoring of all projects/ sub-projects

being implemented at the field level and reporting quantitatively and qualitatively to PMU on a regular basis; and d) supporting and facilitating external evaluations, audits and donor missions.

The Field Assistant (FA) will work under the overall supervision of the respective Head of Field Office. The FA will support designated Field Engineer/s in planning, designing, implementing and monitoring community-based infrastructure projects in accordance with the needs and continuous active participation of community members. Towards this end, the FA will be required to work under the day-to-day technical supervision and guidance of designated Field Engineer/s at the district level, as well as in close collaboration with the infrastructure focal point at PMU and other field and PMU staff.

Summary of Key Functions:

Under the overall supervision of the respective UNDP Head of Field Office, the Field Assistant will be responsible for performing the following main functions and tasks:

- Conduct periodic monitoring of the work of implementing partners, suggesting corrective measures to be undertaken when necessary for community infrastructure projects.
- Provide technical assistance and necessary support to implementing partners, including assistance to develop tools and systems for project planning and implementation.
- Provide technical assistance to institutions and beneficiaries supported directly or indirectly by TRP.
- Assist the TRP team in preparation of technical documents such as drawings, bills of quantities and tender documents.
- Ensure lessons learnt and best practices are incorporated into formulation and implementation of sub-projects.
- Prepare and ensure the timely submission of monitoring and evaluation reports.
- Monitor the technical aspects of infrastructure projects.
- Contribute to knowledge networks and communities of practice.
- Perform any other duties as required.

Qualifications and Experience Required:

Educational background and work experience:

- Secondary education with a National Certificate in Technology (NCT-civil) or equivalent and a minimum of 4 years relevant experience is required; OR
- Secondary education with a National Diploma in Technology (NDT-civil) or equivalent and a minimum of 2 years relevant experience is required; OR
- University degree in Civil Engineering or equivalent with a minimum of 1 year's relevant experience is required.

Language Requirements:

- Demonstrates strong oral and written English communication skills, in addition to one or more of the local languages in the relevant duty station.

Competencies

- Experience in using relevant computer software packages, such as MS Excel, MS Word and AutoCAD.
- Ability to work with a wide cross-section of partners, including government, UN agencies, I/NGOs and CBOs.
- Efficient, results-based and client services-oriented; mature judgment combined with a proactive, energetic, resourceful approach to problem solving; excellent interpersonal and communication skills and ability to work in a multi-disciplinary and multi-cultural team; and strong negotiation, organizational and time management skills.
- Demonstrated behaviour of professional and personal ethics, transparency and openness.
- Motivated, flexible, and capable of working under pressure and beyond normal office hours.
- Willingness to travel outside duty station.

Interested candidates should send separate applications as soon as possible to the duty stations of their liking with the subject line “Application for SSA Field Assistant/ *[insert relevant duty station]* position”. Applications should be sent to the following e-mail/postal addresses for the respective duty stations:

Batticaloa:

Antonette Ravi, Administration & Finance Assistant (Antonette.Ravi@undp.org OR No. 50, Lady Manning Drive, Batticaloa)

Jaffna:

Theeban Xavier, Administration & Finance Assistant (theeban.xavier@undp.org OR No. 121, Temple Road, Jaffna)

Vavuniya:

Sivakala Croos, Administration & Finance Assistant (sivakala.croos@undp.org OR No. 19, Temple Road, Kurumandadu, Vavuniya)

Kilinochchi:

Kathir Kadampaseelan, Field Engineer (Kathir.kadampaseelan@undp.org OR No. 19, Temple Road, Kurumandadu, Vavuniya)