

United Nations Associate Expert Programme



TERMS OF REFERENCE

Associate Expert INT-012-12-P137-01-V

I. General Information

Title:

Associate Expert in Policy Planning

Sector of Assignment:

Policy Planning

Organization/Office:

PBPS/DPET

Duty Station:

New York, USA

Date Required:

As soon as possible

Duration:

1 year (with possible extension for another year)

II. Supervision

Direct Supervision by:

Madalene O'Donnell

Title of Supervisor:

Policy Planning Team Leader

Content and methodology of supervision:

The Associate Expert will be supervised by the Policy Planning Team Leader through direction and tasking on specific projects and activities. Workstreams will be monitored through regular task-specific progress meetings and supporting weekly updates provided at the Team level, along with completion of an agreed workplan and implementation of a performance appraisal process.

III. Duties, Responsibilities and Output Expectations

The Associate Expert will be involved in the provision of support to the policy planning function and to DPKO/DFS senior management in their consideration of emerging policy issues and dilemmas in UN peacekeeping. In support of this policy planning function, the AE will be expected to produce analytical papers and briefing materials and to engage with peacekeeping experts and institutional partners across headquarters, in field missions, and within the academic community on a regular basis on issues of peacekeeping, peacebuilding, and linkages to the international conflict management system.

In keeping with the nature of DPET as a shared resource for DPKO and DFS, the Associate Expert will also support formal and informal UN Secretariat outreach to Member States and other partners on the DPKO/DFS New Horizon process and strategic priorities for UN peacekeeping reform which has four reform pillars: strengthening capabilities and performance, improving field support, clarifying new emerging roles and doctrine, and enhancing mission oversight, planning and transitions. A key deliverable for mid-2013 will include preparation of the third Progress Report on the New Horizon initiative which tracks progress in implementation of this long-term reform strengthening effort. This will involve the coordinated preparation of a comprehensive review of progress achieved in related policy areas and the compilation of supporting case studies and other materials and research as required.

The Associate Expert will also support the work of the Policy Planning Team in preparation of a retreat for DPKO senior management and preparatory materials, including a series of concept notes and background papers on emerging issues in key areas such as peacekeeping engagement with development partners on critical peacebuilding tasks, evolving cooperation with regional and subregional peacekeeping partners, and complementary tools for provision of rule of law and security support. The Associate Expert will work with team members to maintain visibility of internal and external policy developments related to peacekeeping and to provide analysis and recommendations for consideration by senior management within the two Departments. In this regard, the AE will be expected to develop appropriate and comprehensive written materials, talking points and speeches and support meetings and workshops, as required.

In addition, the Associate Expert will support, when needed, substantive backstopping and coordination of DPKO and DFS inputs for the Special Committee on Peacekeeping Operations, including statements by the Under-Secretaries-General for DPKO and DFS, support during the Special Committee's four-week substantive session in February-March 2013 as well as assistance in the coordination and delivery of briefings on approximately 20 major policy topics in advance of the session. In undertaking these functions, the Associate Expert would work closely with the C34 focal point on the Policy Planning Team.

The AE will also provide direct support to other members of the Team working on implementation of the capability-driven approach to UN peacekeeping, including support for development and roll-out of standards, realization of a comprehensive performance framework, and support to relevant training, technology, and assessment mechanisms. As such, the AE will help facilitate coordination with DPKO and DFS military, police, training, and logistics counterparts, as well as engagement with Member States and other elements of the Organisation as appropriate.

IV. Qualifications and Experience

Education:

Advanced university degree in International Relations, Political Affairs or International Law. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two years experience, preferably in policy, or related research fields.

Languages:

English required, French highly desirable.

Other skills:

Proficiency in Microsoft Office applications

UN competencies:

Communication “speaks and writes clearly and effectively”, “demonstrates openness in sharing information and keeping people informed”, “listens to others, correctly interprets messages from others and responds appropriately”.

Planning and Organizing: “identifies priority activities and assignments; adjusts priorities as required”, “allocates appropriate amount of time and resources for completing work”, “monitors and adjusts plans and actions as necessary”.

Teamwork: “works collaboratively with colleagues to achieve organizational goals”, places team agenda before personal agenda”, “solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others”.

Accountability: “takes ownership of all responsibilities and honours commitments”, “delivers outputs for which one has responsibility within prescribed time, cost and quality standards”, “operates in compliance with organizational regulations and rules”.

V. Learning Elements

On completion of the assignment, the Associate Expert will have/be able to:

- Demonstrate a comprehensive understanding of the key challenges facing DPKO/DFS and its field operations and the activities being planned and executed to address them.
- Identify and articulate upcoming policy challenges that require consideration by DPKO/DFS and/or other stakeholders in the peacekeeping community.
- Demonstrate a clear understanding of the policy development processes within DPKO/DFS including the relationships with Member States and supporting Committees, and the wider structures within UNHQ.
- Draft policy analyses, proposals and supporting materials for submission to and approval of DPKO/DFS leadership.
- Draft communications and outreach materials, speeches and presentations for use internally and externally by DPKO/DFS senior leadership.
- Plan and implement project related support tasks including budget and project planning in accordance with relevant UN Regulations and Rules and appropriate standards and instructions

VI. Background Information

The Policy Evaluation and Training Division (DPET) of the Department of Peacekeeping Operations provides an integrated capacity to develop and disseminate policy and doctrine; to develop, coordinate and deliver standardized training; to evaluate mission progress towards mandate implementation; and to develop policies and operational frameworks for strategic cooperation with various UN and external partners. The Policy and Best Practices Service provides (PBPS) operates within DPET and provides support to both the Department of Peacekeeping Operations (DPKO) and the Department of Field Support (DFS).

The function of PBPS is to help improve the efficiency and effectiveness of peace operations through the exchange of good practices between missions, the development of guidance material that reflects lessons learned, thematic policy support in selected areas (Gender, HIV, Civil Affairs Partnerships and Child Protection) and evaluations. In this role PBPS coordinates the network of Best Practices Officers in the field and provides guidance on the capture of best practices through the ‘Best Practices Toolbox’.

With regard to guidance development, PBPS acts as secretariat for the Expanded Senior Management Team (E-SMT), DPKO’s policy review body, and coordinates the drafting of policies, guidelines and procedures on cross-cutting aspects of peace operations such as mission integration or risk management or in specialized areas such as strategic partnerships with regional organizations or HIV prevention among peacekeeping staff. PBPS also supports electronic resources such as Communities of Practice, the Peace Operations Intranet and the PBPS public website. PBPS also undertakes programmed evaluations of missions in view of providing responses to emerging problems.

The Policy Planning Team of PBPS provides direct support to ongoing policy development and implementation across DPKO/DFS. This is considerably focused on delivery of key elements of the New Horizon Initiative and its supporting workstreams. These include Policy Development on issues including consent, the peacekeeping-

peacebuilding nexus and effective peacekeeping; Capability Development to sustainably fill critical gaps, develop a stronger performance culture and develop standards and training; provision of support to the Global Field Support Strategy initiatives to enhance client orientation, develop tools to assist faster more flexible deployments and identify economies of scale; and support to Oversight & Planning tools to strengthen accountability and institutional management.

PBPS is sub-divided in the following teams:

1. Knowledge Management
2. Guidance
3. Gender Advisory Team
4. HIV/AIDS Advisory Team
5. Child Protection Advisor
6. Civil Affairs Advisor
7. Policy Planning

**Peacekeeping Best Practices Service
Policy, Evaluation and Training, DPKO**

Staffing as of January 2012

