

CHIEF TECHNICAL ADVISOR - JUSTICE SECTOR FACILITY (JSF) and ACCESS TO JUSTICE (A2J) PROJECT (BANGLADESHI NATIONALS ARE NOT ELIGIBLE TO APPLY)

Location : Dhaka, BANGLADESH **Application Deadline :**04-Feb-12 **Type of Contract :**FTA
International Post Level :P-5 **Languages Required :**

English Starting Date :

(date when the selected candidate is expected to start)01-Mar-2012 **Duration of Initial Contract**
:Initially One year

Background

UNDP Bangladesh is working with development partners and government agencies in the justice sector to develop a more strategic and coordinated approach to justice reform. The Justice Sector Facility (JSF) will be a three year directly implemented project to support policy dialogue, strategic planning, research, monitoring and evaluation, and pilot activities to improve the administration of justice across the sector. It is intended that this project will provide a stepping stone to a longer-term initiative to support the development of a national strategy for justice sector reform in Bangladesh. It will also link to UNDP's other development projects working with police reform, village courts, human rights and parliament. The Chief Technical Adviser will report to the Country Director and will work in close coordination with the Democratic Governance Cluster. The Adviser will be responsible for successful implementation of the project document and achievement of development results.

Duties and Responsibilities

Summary of Key Functions:

- Technical advice on a better coordinated approach to access to justice;
- Programme Management; and
- Resource mobilization and partnerships across the justice sector.

Technical advice on a better coordinated approach to more accessible justice:

- Provide technical advice to justice sector agencies and organizations in identifying blockages that hamper the delivery of justice services and agreeing cost effective and innovative solutions to address them;
- Provide technical advice to justice sector agencies and organisations on a range of strategic policy issues related to justice sector reform;
- Provide technical advice to justice sector agencies and organisations on strategic planning, research and monitoring and evaluation, including key performance indicators, strategic plans for various organizations and research into various issues which impact on institutional performance and access to justice;
- Technical advice identifying entry points to achieve a mixture of short-term and medium term results which produce tangible improvements to access to justice;

- Technical advice on the process for building and ensuring strong national ownership of the reform process and reform targets as well as longer term sustainability;
- Ensuring the technical work undertaken across the project is in line with international good practice and adapted to the local context;
- Ability to build a strong understanding of the political economy of the justice sector to identify the drivers and blockers of change and then develop strategies to ensure that project implementation is achieving impact ;
- Ensure technical soundness of project activities and achievement of project outputs and outcomes.

Programme Management:

- The Adviser's prime responsibility is to produce the results specified in the annual work-plan, to the required standard of quality and within the specified constraints of time and cost;
- Advise the UNDP Country Office on the overall implementation of the project including reporting on progress vis-a-vis planned activities and expected outputs, and making specific recommendations as required;
- Manage project implementation, financial resource management, coordination and administration, using established guidelines and procedures of UNDP and the Government of Bangladesh to realize maximum performance and impact;
- Formulate an effective monitoring and evaluation system of the project and report on progress, including reporting to UNDP, development partners and national stakeholders on progress;
- Oversee and quality control the work of project staff and consultants to ensure the results are achieved in a timely manner;
- Prepare various required reports including Progress reports, Financial Reports, Annual Progress Reports, etc. and organize timely completion of technical reports;
- Lead annual work planning processes in a consultative manner.

Resource mobilization and partnerships:

- Support effective and timely resource mobilisation in close collaboration with UNDP Country Office;
- Coordinate programme activities with other UNDP initiatives as well as with other United Nations agencies and donors, to develop inter-agency synergies;
- Build partnerships with justice sector agencies via coordination mechanisms such as case-management committees and case-management reforms;
- Raise visibility of JSF and programme strategies at the LCG through knowledge sharing and well developed communication materials;
- Liaise with and maintain regular contact with line ministries, UN agencies, and development partners, and support ongoing coordination efforts;
- Develop pilot initiatives for functional partnerships between justice sector stakeholders and non-governmental organisations, local media and the public;
- Support justice sector agencies and organisations to prepare business cases that can be approved by the JSF Outcome Board/Steering Committee;

- Work closely with the UNDP Democratic Governance Cluster and Operations team to support efficient delivery of project activities in line with strategic objectives.

Impact of Results:

The key results have an impact on the overall success of the country programme and reaching UNDAF goals for access to justice.

Competencies

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality);
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability;
- Demonstrates integrity by modeling in the UN's values and ethical standards (human Rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application);
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building;
Development and Operational Effectiveness;
- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services;
- Ability to identify opportunities, conceptualize and develop project reports;
- Ability to effectively support in strategic planning, results-based management and reporting;
- Ability to implement new systems and affect staff behavioral/attitude change.

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude;
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates strong administrative skills and result oriented approach to work;

- Provides inspiration and leadership to project staff as well as all the partners.

Required Skills and Experience

Education:

- Master Degree in Law and or a relevant social science.

Experience:

- At least 10 years of relevant professional experience, including at least five years in a senior position in an international development role in judicial or law reform;
- Experience of sector wide approaches to justice reform, including experience working with all of the major actors is required;
- Understanding of protocol and processes related to cultural norms of driving change processes with judges, lawyers, police and prison officials;
- Excellent analytical and interpersonal skills including oral and written communication;
- Demonstrated programme management skills including: results-based orientation, preparation of work plans, monitoring and evaluation, and leading cross-cultural teams;
- Previous experience in South Asia would be an advantage.

Language Requirements:

- Fluency in written and spoken English.



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION – PROJECT COORDINATOR

I. Position Information

Project name	: Access to Justice Project
Job Code Title	: Project Coordinator
Number of Position	: 01
Post Classification	: National – Service Contract
Proposed Grade	: SB5
Duty station	: Dhaka
Duration of contact	: One year
Source of Funding	: Project

II. Organizational Context

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

The Project Coordinator will provide leadership and overall management support to the project, working closely with the project's international experts to prepare and implement workplans and achieve the goals and objectives outlined in the project document. Under the overall guidance of the National Project Director (NPD) and supervision of the Chief Technical Adviser (CTA), the Project Coordinator will carry out upstream and downstream project activities.

III. Functions/Key Results-Expected

Summary of Key Functions:

The Project Coordinator provides overall management support to the project and in coordinating technical activities. Specific duties and responsibilities include:

Management:

- Guarantee, in cooperation with the NPD, technical soundness of activities and achievement of Programme outputs and outcomes;
- Facilitate the day-to-day functioning of the Team. Manage the human and financial resources, in consultation with the UNDP, for achieving results in line with the outputs and activities outlined in the project document
- Lead and facilitate the preparation and implementation of the annual results based work plans and result frameworks in close consultation with the international experts and relevant UNDP sub-cluster.
- Liaise with other projects when necessary.
- Lead in the coordination of project activities with related projects within UNDP and with outside agencies
- Prepare monthly and quarterly progress reports and organize, correspondingly, monthly and quarterly

- progress reviews, taking input from international technical experts and other technical project staff
- Organize meetings of the Project Steering Committee (PSC) provide support in the organization of the Project Implementation Committee meetings.
- Manage the human and financial resources of the project and coordinate the work of all project and policy advisory services. Coordinate the distribution of responsibilities amongst team members and organize monitoring and tracking system of all components of the project.
- If delegated by the NPD act as a co-signatory of the project accounts, whenever required, as per NEX guidelines;
- If delegated by the NPD act as a co-signatory of key programme related documents including Financial Reports and Requests for Quarterly advances;
- Ensure project adheres to UNDP rules and regulations

Knowledge Services:

- Lead the process of knowledge captures of national, regional and global know-how in legal reform and production of knowledge-based products.
- Lead the process of knowledge creation and dissemination related to know-how in Access to Justice Programme in Bangladesh. In this context, partner with relevant practitioners and civil society organizations including NGOs and think tanks.
- Advise NPD and train staff in documentation of best/good practices, lessons learned and in ensuring the mechanisms for up-streaming programme achievements from downstream pilot interventions;
- Organize internal and external networks or communities of practice covering prominent experts in government, non-government, think tanks, private companies, international development organizations and the UN system.
- Develop info-data on the reform environment, processes, opportunities, interests and prospects covering governments, UNDP and major development stakeholders. Map key competencies available in different government agencies and development organizations.

Policy and Programme Services:

- Stimulate strategic thinking in the area of legislative reform and institutional capacity building.
- Map on a consistent basis the development issues, covering the situation and strategic opportunities in the form of professional papers and reports.
- Ensure highest UNDP standards in the provision of technical and advisory inputs, organization of workshops, seminars, training and delivery of outputs (products).
- Work closely with UNDP to ensure that the programme is achieving expected outcomes, progress and milestones are managed and completed.
- Ensure programme outputs are aligned procedurally with UNDP positions and practice area development
- The Project Coordinator will also provide inputs and services as may be required by the Management of the Project and UNDP with the objective of achieving high level of project performance and results.
- Ability to work under pressure and meet strict deadlines.
- Demonstrates integrity and fairness by modeling UN values and ethical standards
- Demonstrated ability to function at both policy advisory and project implementation level
- Promotes the vision, mission and strategic goals of UNDP.
- In-depth practical knowledge of inter-disciplinary developmental issues, adaptability and ability to treat all people fairly.
- Ability to conceptualize and convey strategic vision, adapted to changing external environment.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets

V. Competencies

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Excellent interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Treats all people fairly without favoritism.

Functional Competencies

Management and Leadership:

- Demonstrates effective project management skills
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates results oriented approach to work

Development and Operational Effectiveness:

- Ability to engage with high ranking UNDP Advisors, Experts, Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage training programmes and design relevant training materials
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Knowledge Management and Learning:

- Promotes knowledge management and a learning environment in the office through personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies;
- Excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff,

Professional Competencies

- Strong background in some of the following technical areas; legislative reform, capacity building, working mechanism of ministries and project management
- Ability to take initiative in complex emergency situations that takes advantage of windows of opportunity with communities and governments so as to rapidly implement programs that would otherwise be missed opportunities
- Solid knowledge in contract, asset and procurement, information and communication technology
- Prior experience of project manager
- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office;
- Knowledge on development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Behavioral Competencies

- Good interpersonal skills;
- Ability to establish and maintain good working relationships to facilitate work goals,
- Demonstrable capacity to build knowledge through using various sources.
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues

VI. Recruitment Qualifications

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience and Skill	Qualification and experience

	<ul style="list-style-type: none"> • Minimum of 7 years relevant management experience in the area of Access to Justice or Human Rights, preferably in legal reform • Demonstrated experience in managing change in the area of legal reform • Demonstrated high-level project management and relationship management skills; • Experience within UNDP/UN agencies or international donor-supported programme or project management preferred • Strong analytical skills and understanding of the legal framework and government procedures in relation to project management and legal reform processes • Sound computer proficiency essential • Fluency in written and spoken English • Demonstrated evidence of achievement as an innovative leader with proven ability to work within a team environment involving government and both public and private sector partners • Effective communication, problem solving, team building and interpersonal skills • Previous work experience as PM/PC in related field would be considered as added advantage
Language Ability	Strong ability in spoken and written English and Bangla

VII. Signatures- Post Description Certification		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor Name / Title	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Administration Manager
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the supervision of the Chief Technical Adviser (CTA), the incumbent is responsible for supervising, monitoring and timely coordinating the implementation and completion of project activities in particular logistical support and procurement according to UNDP and GoB rules, regulations and policies. Further the Administration Manager will advise the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and develop plans to minimize or eliminate such bottlenecks.

FUNCTIONS/KEY RESULTS EXPECTED

The Administration Manager will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

General

- Supervising and coordinating the timely implementation/completion of project activities including provisioning of financial, administrative and logistical support for the project;
- Developing contingency plans to ensure that project activities (data collection, data integration, recruitment, training etc.) are on schedule;
- Ensuring adherence to relevant UNDP and GoB rules and regulations on all financial and administrative issues;
- Coordinating with the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Supervise directly or indirectly all Operational staff and Service staff (Finance, Administrative, Procurement & Human Resource);
- Focal point and responsible for financial audits, GoB and UNDP initiated.

Finance

- Overseeing of expenditures under the NEX modality;
- Certifying expenditures in ATLAS for direct payments;
- Overseeing the preparation of monthly financial statements including NEX statements, ATLAS reconciliations, payroll reconciliations etc;
- Carry out actual to budgeted variance analysis on monthly, quarterly and annual basis;
- Coordinating, preparing and monitoring CPAP, AWP, TAPP budgets;
- Maintaining shadow budgets;
- Preparation of all requisite Financial Statements (UNDP, GoB and donors).

Administration

- Responsible for Assets Management for the project, including asset registers, asset transfers, physical checks and end of the project procedures;
- Oversee and be responsible for the use and maintenance of the Project Assets, including vehicles in line with the relevant rules;
- Oversee the maintenance and upkeep of all project premises.

Human Resource Management

- Preparation of project and annual HR plans;
- Initiation, maintenance and termination of staff contracts and other HR formalities;
- Overseeing the maintenance of leave and attendance records;
- Overseeing the training needs assessment of staff and maintain training calendars;
- Maintaining and implementing staff evaluations;
- Certifying payroll.

Procurement

- Assessing the procurement needs for the A2J project and monitor all procurement requirements;
- Preparation of project and annual procurement plans;
- Ensuring compliance to UNDP and GoB procurement rules, regulations and policies including source strategy, suppliers evaluation and selection, quality management, customer relationship management and performance measurement;

- Monthly monitoring and evaluation of project activities to identify areas for improvement.

Monitoring

- Monitoring and evaluation of project activities to identify areas for improvement;
- Liaising with government agencies/UNDP partners, NGOs and other stakeholders for the successful achievement of project outputs;
- Coordinating with the Chief Technical Adviser for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.

Key Function

- Yearly procurement and Human Resources Plan;
- Contingency plans as and when required;
- Documentation on price quotation evaluation;
- Day-to-day correspondence with the government counterparts and UNDP
- Operation Plan against the AWP each year

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on **impact** and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international

- donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none"> • Master's Degree in Business Administration, Public Administration, Finance, Economics or related field.
Experience	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in providing management advisory services; managing staff and operational systems and establishing inter-relationships among international organizations and national governments • Experience in the usage of computers and office software packages, experience in handling of web based management systems. • Experience in UNDP NEX operations is highly desirable • Experience in working with UNDP would be an advantage • Professional training on procurement, office management, basic security and exposure to public procurement regulation (PPR) would be considered positively.
Language	<ul style="list-style-type: none"> • Fluency in written and spoken English; and Bangla



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : National Expert – Law Reform
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the supervision of the Chief Technical Adviser (CTA) , the incumbent is responsible for leading and managing the A2J project in the area of Law Reform. In close cooperation with the CTA the incumbent will provide technical advice and leadership of focal area, submit regular reports on project progress and situational report. Further the Law Reform Expert will identify and develop synergies and partnerships with other actors (national and international) on Law Reform issues at the strategic, technical and operational level and support national and regional authorities on the improvement to legal aid accessibility and availability in Bangladesh. The incumbent will also play a leading role in performing quality control function of project activities, including assessing impact and effectiveness, tracking outputs and results, and ensure timely and efficient delivery of project outputs.

FUNCTIONS/KEY RESULTS EXPECTED

The National Expert-Law Reform will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

Summary of Key Functions:

- Lead the Law Reform component of the Project
- Provide technical advice on law reform particularly in the area of administration of justice

- Provide capacity building and training for stakeholders

Lead the Law Reform component of the Project

- Provide management and oversight for the law reform component of the project;
- Advise MoLJPA and UNDP on the overall implementation of the component of the project including reporting on progress with planned activities and expected outputs;
- Manage implementation of the project component including financial resource management, coordination and administration, using established guidelines and process of UNDP and Government of Bangladesh to realise maximum performance and impact;
- Ensure implementation of project outputs within his/her focus area portfolio;
- Submit regular reports on project progress and situation reports; and
- Perform any additional relevant tasks as requested by Chief Technical Adviser .

Provide technical advice on law reform particularly in the area of administration of justice

- Advice to the Government of Bangladesh on law reform proposals and options for improving the technical quality and implementability of draft laws;
- Advice to the Government on law reform initiative to improve the administration of justice;
- Advice to UNDP on the options for law reform and the legal and political strategies for realising reform; and
- Support national and regional authorities with technical advice on specific national priority law reform.

Provide capacity building and training for stakeholders

- Identification and Development of synergies and partnerships with other actors (national and international) on Law reform issues at the strategic, technical and operational level;
- Developing and implementing training programmes in the area of legal drafting, legal representation and law reform for key national stakeholders;
- Design and implement a capacity building programme for the Law Commission;
- Engage in capacity and confidence building on issues pertaining to law reform with non-governmental actors, including consultative and participatory processes with national stakeholders, including women's networks and legal professionals; and
- Participate in inter-agency working groups and initiatives to promote law reform

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	Master's Degree in Law or related discipline
Experience	<ul style="list-style-type: none">• Minimum 3 years of experience leading a legal reform initiative, campaign or project;• Experience with preparing technical legal drafts or analysing legal drafting implications of policy proposals• Experience in building capacity or contributing to training programmes for legal experts.• Demonstrated experience in preparing or providing advice on law reform proposals preferably in the area of access to justice, human rights.• Strong computer skills.• Development project experience in Bangladesh and experience working with Government would be an asset
Language	Fluency in written and spoken English; and Bangla



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION – PROJECT COORDINATOR

I. Position Information

Project name	: Access to Justice Project
Job Code Title	: Training and Capacity Building Expert
Number of Position	: 01
Post Classification	: National – Service Contract
Proposed Grade	: SB4
Duty station	: Dhaka
Duration of contact	: One year
Source of Funding	: Project

II. Organizational Context

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

In order for successful implementation of the project, a Training and Capacity Building expert is required by the access to justice project to provide input and support for the successful implementation of the project.

III. Functions/Key Results Expected

Summary of key functions:

Under the direct supervision and overall guidance of the Chief Technical Advisor the incumbent will be responsible for:

General

- Overall supervision and responsibility for the timely implementation/completion of project activities related to support to the trainings to be organized in accordance to activities detailed in the project document. This will include the provision of leadership, mentoring, backstopping and financial, administrative, planning and logistical support for the project.
- Supervise and assist in conducting comprehensive gap analysis and institutional capacity assessment; advise the LPAD/MoLJPA in formulating a strategic capacity development plan.
- Provide information and mentor the LPAD/MoLJOPA in development of a training plan, training design, trainer and participant materials, and implementation of training in the areas of legal reform, principles of International Law, International Treaties, Conventions and other related international normative frameworks.

Mentoring in training development

- Mentoring and guidance to proposed treaty desk staff on a plan for delivery of training related to the principles of International law, treaties, conventions and other normative frameworks.
- Mentoring to treaty desk staff on establishing quality control mechanisms for cascade training. Guidance should be given on implantation of full evaluation and monitoring systems for all domestic laws containing the reflection of relevant international treaties, conventions and other normative frameworks.
- Guidance to training staffs on orientation trainings to external stakeholders/ Law focal points. This will involve discussion with senior management, consultations with external stakeholders and development of training priorities and plans. Training programmes and materials should be tailored to individual organizational needs.
- Mentoring and guidance on means and options for development of high-quality multi-media training materials. This should include manuals for trainers and participants, and should be tailored to particular legislative reform necessity. Additional materials should be provided, such as posters, leaflets, CDs etc.

coordination support

- Work and coordinate with external expert/ Consultants in the identification of outstanding trainer kits required for training for the legal reform procedures, principles of international law and international treaty desk. Also Work in coordination of project team and external experts/Consultants in identifying the options for the procurement of high-quality multi-media training materials.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets

V. Competencies

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Excellent interpersonal skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies

Management and Leadership:

- Demonstrates effective project management skills
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complex titles
- Demonstrates results oriented approach to work

Development and Operational Effectiveness:

- Ability to engage with high ranking UNDP Advisors, Experts, Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage training programmes and design relevant training materials
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Knowledge Management and Learning:

- Promotes knowledge management and a learning environment in the office through personal example: Excellent knowledge of capacity building theory and the application of methodology: good

understanding of capacity assessment methodologies;

- Excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff,

Professional Competencies

- Strong background in some of the following technical areas; legislative reform, capacity building, working mechanism of ministries and project management
- Ability to take initiative in complex emergency situations that takes advantage of windows of opportunity with communities and governments so as to rapidly implement programs that would otherwise be missed opportunities
- Solid knowledge in contract, asset and procurement, information and communication technology
- Prior experience of project manager
- Knowledge Management and Learning
- Promotes a knowledge sharing and learning culture in the office;
- Knowledge on development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Behavioral Competencies

- Good interpersonal skills;
- Ability to establish and maintain good working relationships to facilitate work goals,
- Demonstrable capacity to build knowledge through using various sources.
- Exhibit strong teamwork skills in a complex environment
- Ability to promote learning environment, human rights and gender friendly work environment;
- Demonstrated capacity to work in a multicultural environment including the training and development of national colleagues

VI. Recruitment Qualifications

Education	Master's Degree in Law or equivalent in Social Science preferably in Public Administration, Political Science, Business Administration, Development Administration, International Relations or Public Policy.
Experience and Skill	<p>Qualification and experience</p> <ul style="list-style-type: none"> • Minimum of 5 years relevant experience in training related activities preferable in the areas of Access to Justice or Human Rights or in legal reform • Proven knowledge and experience of developing training plans and programmes and development of materials, preferably in access to justice and/or human rights. • Knowledge and understanding of international standards legal reform and knowledge will be an added advantage • Experience of providing guidance and support to counterparts. • Demonstrated ability to work cross-culturally. • Proven organizational skills, with ability to work on multiple activities, to plan effectively and to communicate plans clearly. • Experience within UNDP/UN agencies or international donor-supported programme preferred. • Sound computer proficiency essential • Fluency in written and spoken English • Effective communication, problem solving, team building and interpersonal skills • Previous work experience as Human Rights trainer/capacity building expert in related field would be considered as added advantage.
Language Ability	Strong ability in spoken and written English and Bangla

VII. Signatures- Post Description Certification

Incumbent (if applicable)		
Name	Signature	Date
Supervisor Name / Title	Signature	Date



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Monitoring and Evaluation Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB4
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

Under the overall guidance and direct supervision of the Chief Technical Adviser (CTA), the Monitoring and Evaluation Officer will be responsible for effectively designing and implementing the M&E activities of the Project.

FUNCTIONS/KEY RESULTS EXPECTED

The Monitoring and Evaluation Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

The M&E Officer will assist the Chief Technical Adviser by preparing Quarterly/Annual reports on

project progress and will monitor the project activities on a regular basis. S/he will assist the Chief Technical Adviser in organizing different training events, workshops, and seminars related to access to justice and human rights.

Key tasks include:

- Prepare the ToR for, and oversee the undertaking of, large scale evaluations including: Baseline Surveys, Performance Evaluations and Follow up Evaluations
- Design, implement, and maintain the MIS of the project and contribute to the preparation of MIS reports as required;
- Collect, enter and analyze different data related to project implementation and socio-economic conditions of the project area;
- Participate in annual project reviews and planning workshops and assist the Chief Technical Adviser in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist the Chief Technical Adviser in preparing Terms of Reference and designing the methodologies for different studies related to the project;
- Organize and conduct training on M&E/MIS for project and commission staff
- Assist the Chief Technical Adviser to develop the M&E systems of the Ministry and provide requisite trainings as required.
- Prepare reports on the findings and lessons learned from project innovations;
- Prepare reports to donors on project activities and achievements.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Promotes UN's Values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and sensitivity and adaptability
- Demonstrates integrity by modelling in the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality).

Functional Competencies:

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationship with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and result oriented approach to work
- Provides inspiration and leadership to project staff as well as all the partners.

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to effectively support in strategic planning, results-based management and reporting :
- Ability to implement new systems and affect staff behavioural/attitude change
- Ability to undertake result based management and reporting

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example, excellent knowledge of capacity building theory and the application of methodology, good understanding of capacity assessment methodologies, excellent ability to identify significant capacity building opportunities, ability to get capacity building, excellent ability to demonstrate national capacities building (mastery of the tools and their application)
- Excellent communication skills (written and oral)
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building

RECRUITMENT QUALIFICATIONS

Education	<ul style="list-style-type: none">• A Bachelor's Degree or equivalent in Development, Social Science or Human Rights preferably including quantitative research studies.
Experience	<ul style="list-style-type: none">• Minimum 5 years of progressively more senior experience in Project M & E design, reporting, review and management.• Experience working in law reform, legal education or human rights related field.• Strong analytical and management skills applied to programme/project management and review;• Excellent communication skills are required.• Strong Computer Skills• Fluency in English is required as well as Bangla• Development project experience in Bangladesh and experience working with Government would be an asset.
Language	<ul style="list-style-type: none">• Fluency in written and spoken English and Bangla.



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

POSITION INFORMATION

Project name : Access to Justice Project
Job Code Title : Project Officer
Number of Position : 01
Post Classification : SC
Proposed Grade : SB3
Duty station : Dhaka
Duration of contact : One year with possibility of extension
Source of Funding : Project

ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh. There is increasing demand for improvements in the administration of timely, affordable, and accessible justice. Improved access to justice for all requires a solid legal framework consistent with the Bangladesh Constitution and international treaties and conventions to which Bangladesh is a party. In recent years a number of important pieces of legislation have been modernized, however, much of the colonial era legislative framework remains. In particular, many of the key laws related to the administration of justice need to be reviewed, consulted and amended to address the large case backlogs in the Judiciary. As such, the Access to Justice Project will continue its efforts to support the Ministry of Law, Justice and Parliamentary Affairs during the period of July, 2012-June, 2014 to strengthen legal reform processes, make the legislative drafting process more inclusive and build capacity to produce high-quality legislation in a planned manner. During the extension period the project will focus on legal reform and strengthening the law making process; establishing a treaty desk to monitor compliance with Bangladesh's international obligations; completing translation of 22 Laws related to access to justice from Bangla into English and English into Bangla and supporting the Law Commission with public policy debate on legislative reform. Initiatives like these will provide a sustainable foundation to improve access to justice to the public. The project will focus on two outputs:

1. Strengthened institutional capacity to undertake prioritized, inclusive and higher quality legislative reform
2. Strengthened institutional capacity to provide advice on international treaties, conventions and international legal affairs.

FUNCTIONS/KEY RESULTS EXPECTED

The Project Officer will work under the direct supervision and guidance of the Chief Technical Adviser. S(h)e will support effective implementation of the project and timely achievement of its objectives. Major functions will involve the following:

- As directed by the Chief Technical Adviser, provide support to the component leaders in organizing workshops, seminars, conferences, dialogues and other interactions meeting in terms of material preparation, logistical arrangements, minutes preparation, collection and dissemination of relevant information;
- Maintain close liaison with UNDP Democratic Governance Cluster;
- Hiring short-term consultants and provide necessary support to them to ensure their delivery of their tasks;
- Liaison with component leaders to implement the activities as per AWP;
- Assist with monitoring and evaluation of the project implementation. Including support in

- preparation of monitoring and evaluation reports and annual and quarterly progress reports based on information obtained from different layers of project implementation;
- Ensure completion of activities in the annual work plan on time and within budget according to UNDP and Government policies and procedures;
- Assist in preparation of AWP;
- Providing necessary support to manage training programmes, conferences and workshop/seminars;
- Assisting the Project Steering Committee (PSC) and Project Implementation Committee (PIC) during meeting;
- Ensure regular support, follow-up and monitoring of the planning, development and implementation of project activities with special consideration for gender and vulnerability issues;
- Managing routine communication with project stakeholders.
- Any other additional tasks and responsibilities defined by the Chief Technical Adviser.

IMPACT OF RESULTS

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Management and Leadership

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- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

Development and Operational Effectiveness

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change