



Country: LIBYA

Initiation Plan

Project Title: Supporting the capacity development of Central and local stakeholders in mine action activities in Libya (Phase II)

Expected CP Outcome(s): N/A

Initiation Plan Start Date: 5 May 2012

Initiation Plan End Date: 28 September 2013

Implementing Partner: UNDP/DEX

BRIEF DESCRIPTION
<p>The overall objective of the capacity building project is to develop and modernize the national structures of the mine action program already in place in Libya in order to better address the risk posed by landmines and ERW in Libya. A particular focus of the project will be on providing support to enhance the coordination and management of mine action activities in Libya.</p> <p>An added value of a successful joint programme is foreseen to be enhanced and strengthened international peaceful cooperation between not only Libya and the UN, but also Libya, neighbouring countries and the wider International Community.</p> <p>The expected end of project outputs for this Project Initiation Plan (PIP) are that the national that the mandated national authorities in Libya 1) will have the necessary structure and systems in place to manage and coordinate mine action, ERW remediation, explosive safety and weapons control in accordance with International Standards and best practices; and 2) will benefit from and contribute to international cooperation in mine action, ERW remediation, explosive safety and weapons control.</p> <p>The activities covered by this project Initiation plan (PIP) will focus on a) facilitating early strategic planning needed in the Libyan context, b) putting together a project management team to take on the detailed planning and resource mobilisation required by the project, whilst also c) beginning some immediate training for key personnel.</p>

Programme Period:	2013 - 2014
CPAP Component:	N/A
Atlas Award ID:	# 67153
PAC Meeting Date:	5 April 2012

Total Budget:	USD 500,000
Allocated Resources:	
<input type="checkbox"/> Government:	
<input type="checkbox"/> Regular: CPR TTF	USD 500,000
<input type="checkbox"/> Other:	
o Donor	
<input type="checkbox"/> In kind contributions	
<input type="checkbox"/> Unfunded budget	

Agreed by UNDP:

*Eric Overveit
Country Director
UNDP Libya*

I. PURPOSE

For some time before the disturbances in Libya, UNDP was involved with Libyan authorities in strategic planning and capacity development to address existing landmine and unexploded ordnance (UXO) contamination in Libya, left over from World War II but also from other clashes on Libya's borders. At the beginning of the fighting in 2011 interrupted plans for UNDP to begin a second phase of this assistance.

The internal conflict of 2011 has significantly impacted on this already complex mine, UXO and ERW situation. Conflict was intense in localised areas and significant quantities of land service ammunition (LSA) were used. Much of this ammunition was old, and therefore the failure rate of land service ammunition (LSA) used by both sides in the conflict has increased and spread the UXO/ERW clearance workload. NATO attacks on ammunition depots also resulted in large stockpiles of potentially unstable ammunition, with large quantities of UXO been created as a result of these attacks.

A significant number of weapons are also present within Libyan society in the hands of the 'brigades' and civilian population. This will require an initial Disarmament phase as part of a 'DDR type' operation, followed by a more holistic SALW Control programme.

In 2011 UNMAS deployed a Joint Mine Action Coordination Team (JMACT) to coordinate bi-lateral support from a range of nations and NGOs, and early activity under the planning for a renewal of UNDP assistance focussed on how UNDP might 'embed' resources in JMACT.

A subsequent scoping mission in June 2012, however, has identified that there has been significant changes in the fluid environment of Libya. Since the end of 2011 a Libyan Mine Action Centre (LMAS) to take responsibility for coordinating mine action in Libya and other initiatives by Libyan institutions have meant that the focus of action has shifted somewhat from JMACT actions which were conducted under an emergency environment. The scoping mission reviewed and amended the original draft project document for the second phase of UNDP assistance, taking account of the new circumstances and the continuing uncertain situation in Libya. There are (at least) four Libyan agencies claiming a prime role in coordinating mine action and related activities and the means by which the coordinating role of JMACT will be handed over to a national institution is still not clear.

The traditional focus of UNDP support to humanitarian mine action has been to support and provide the capacity development of national institutions and the findings of the scoping mission suggest that the time was right to re-focus on support for national institutions.

After the June 2012 elections, and before the end of the project, focus will be put on enabling the mandated Mine Action coordination agency to undertake the reformulation and implementation of the National Mine Action strategy. This targeted policy and institutional support would prepare for the exit strategy into a longer term developmental phase focusing on support to national strategies. This Initiation Plan has now been re-formulated to incorporate this latest understanding of the requirement.

II. EXPECTED OUTPUT

The three main outputs of the UNDP Phase II Project are intended to mean that Libya 1) will achieve a practical knowledge of the extent and impact of the landmine problem 2) will have the necessary structure and systems in place to manage and coordinate mine action in accordance with International Standards and best practices and 3) will benefit from and contribute to international cooperation in mine action, including Small Arms and Light Weapons and ammunition management. This PIP will allow early work to initiate these outputs through a) support to efforts by Libyan authorities to determine the institutional framework for mine action and related activities in Libya, b) the early recruitment of key personnel to help with strategic planning and resource mobilisation for the Phase II project and c) early training and liaison activities for key Libyan personnel.

III. MANAGEMENT ARRANGEMENTS

Phase II of the project will run for 2 years, in line with the UNDP Country Office's Country Development Plan (CDP), ending at the end of 2014. The activities under this PIP will be implemented for a period of 12 months under Fast Track Procedures, in order to be able to provide fast, quality, and timely support in response to the demands of the above-described situation in the country. The UNDP Regional Bureau for Arab States and UNDP Country Office in Libya will assess the situation and needs and, in consultation with the Bureau of Management (BOM) and Bureau for Crisis Prevention and Recovery (BCPR), may approve an extension if required.

As per the Fast Track procedures definition, the proposed intervention is both strategic and time-critical, thus justifying the application of said procedures:

Strategic:

Used in this context to describe situations where UNDP involvement in a crisis, or rapid expansion of UNDP programmes in a specific context, is considered essential for delivering development results, to remain relevant, and to maintain or build the organization's reputation.

Time Critical:

Used in this context to denote the need to deliver development results within a very short- or medium-term timeframe within which UNDP must make a contribution in order to remain or impact in order to remain a relevant player in the development arena.

The project will be UNDP executed/implemented under DEX modalities.

Project Management Arrangements:

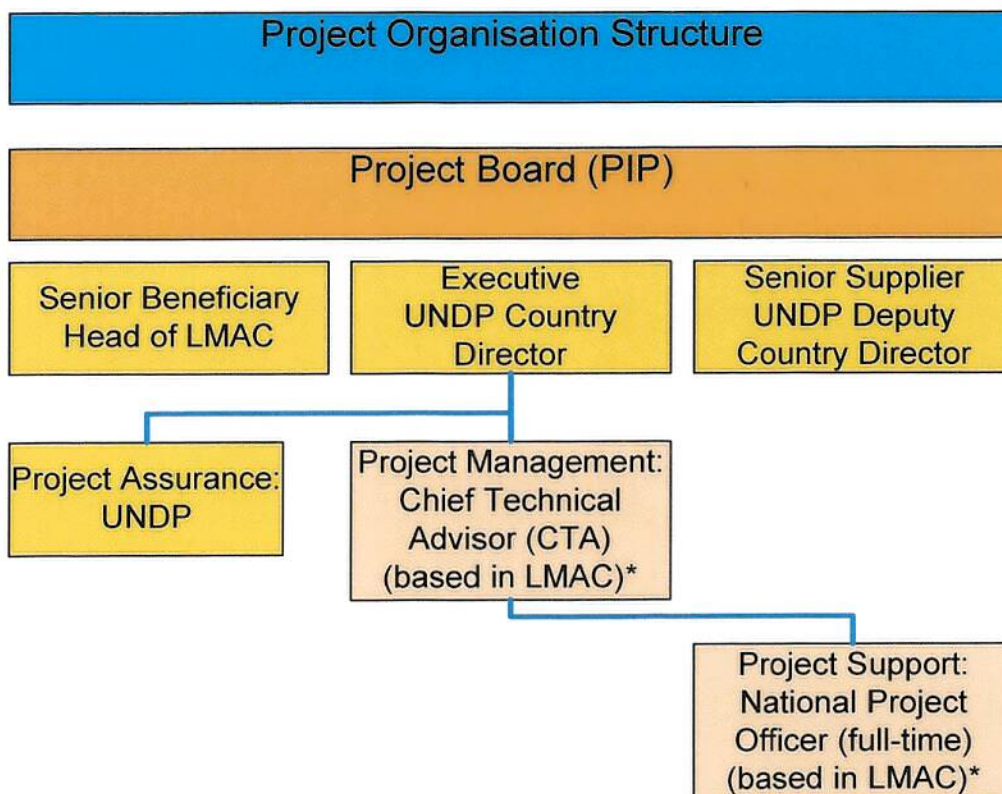
Establishing an effective project management structure is crucial for success. Every project has a need for direction, management, control and communication, using a structure that differs from line management. As a project is normally cross functional and involves partnership, its structure needs to be more flexible, and is likely to require a broad base of skills for a specific period of time. The UNDP Project Management structure consists of roles and responsibilities that bring together the various interests and skills involved in, and required by, the project. The details of this structure are:

- **Project Board:** The Project Board is the group responsible for making by consensus, management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition. In case a consensus cannot be reached within the Board, final decision shall rest with the UNDP Programme Manager.

Project reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager. This group is consulted by the Project Manager for decisions when Project Manager's tolerances (normally in terms of time and budget) have been exceeded (flexibility). Based on the approved annual work plan (AWP), the Project Board may review and approve project quarterly plans when required and authorizes any major deviation from these agreed quarterly plans. It is the authority that signs off the completion of each quarterly plan as well as authorizes the start of the next quarterly plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the projects and external bodies.

In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. This group contains four roles:

- **Executive:** individual representing the project ownership to chair the group.
 - **Senior Supplier:** individuals or groups representing the interests of the parties concerned which provide funding and/or technical expertise to the project.
 - **Senior Beneficiary:** individuals or groups of individuals representing the interests of those who will ultimately benefit from the project. The primary function within the Board is to ensure the realization of project results from the perspective of project beneficiaries.
- **Project Assurance:** The project assurance role supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. Project Assurance has to be independent of the Project Manager; therefore, the Project Board cannot delegate any of its assurance responsibilities to the Project Manager.
 - **Project Manager:** The Project Manager has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Board. The Project Manager is responsible for day-to-day management and decision-making for the project. The Project Manager's prime responsibility is to ensure that the project produces the results (outputs) specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The Implementing Partner appoints the Project Manager, who should be different from the Implementing Partner's representative in the Project Board.
 - **Project Support:** The Project Support role provides project administration, management and technical support to the Project Manager as required by the needs of the individual project or Project Manager. It is necessary to keep Project Support and Project Assurance roles separate in order to maintain the independence of Project Assurance. The organisation chart for the activities carried out under this PIP is set out below.



Based on feedback from local actors, a Chief Technical Advisor (CTA) will be supplied by UNDP and placed in the Libyan Mine Action Centre (see note below)¹. The CTA will act as project manager for the initiation plan (and for the subsequent project document) and report to the UNDP Country Director. The CTA as project manager will be responsible for delivering the outputs of the project, the actual implementation, input management, and sound administrative management. The Project Manager will be responsible for ensuring that the project produces the results specified in this document, to the required standards of quality and within the specific constraints of time and cost.

The CTA will be supported by a full-time local Project Officer, , who will provide project support, manage the needs of the ATLAS project management system and assist with liaison with national and local authorities and institutions. Because of the pressing needs of the project and the sector as a whole and the large liaison requirement entailed, this is foreseen as a full-time task and it will not be possible for the Program Officer to take on any other portfolio on behalf of the UNDP Country Office, hence the need to take on an additional person to relieve the immediate burden on the Country Office.

The UNDP Country Office will be responsible for project assurance and will be responsible for regular monitoring of progress and providing project support. .

IV. MAIN ACTIVITIES AND OUTPUTS UNDER THE PIP

Because of the fluid, uncertain environment, and as a result of universal feedback from stakeholders, the most urgent (and indeed important) task that UNDP can undertake under the PIP modality is to unlock and support this uncertainty through the support of discussions on the institutional framework and the revision of the draft National Strategy originally facilitated by UNDP in 2010. The agreement of a new common approach will assist all stakeholders in making progress in dealing with the ERW problem in Libya and will also clarify with whom UNDP should sign the Phase II Project Document. This will be facilitated by the funding of a workshop, provisionally dated in September 2012 (after the Libyan elections in July and the 2012 Ramadan period), to consider, revise and recommend a draft National Strategy for Mine Action and Ammunition Management.

The preparations of this workshop will be supported by a short term consultancy as it is unlikely that the recruitment and induction of a new CTA could be completed in sufficient time to allow a new incumbent to establish themselves in the post.

The CTA and the Program Officer will be recruited and the project management team for the Project under the PIP. The main tasks of the project management team under the PIP are:

- to support the decisions made on the national strategy and institutional framework in September 2012, assist Libyan authorities
- to make early strategic planning and to carry out resource mobilisation for the Phase II Project
- to arrange the conduct of the training activities planned under this PIP.

Finally, some immediate training and liaison activity will be undertaken with key personnel from local stakeholders. This training will be undertaken in two ways:

¹ The location is provisional, depending on final settlement of the institutional framework, expected to take place in September 2012 at a workshop to be supported by JINDP and supported by this PIP.

- Team-building training will be undertaken with a wide spread of stakeholders, based on a similar and successful training course undertaken in 2010, aimed at identifying how different stakeholders have a potential role in mine action in Libya.
- Secondly, key personnel will be identified for sending to other mine action programs, and also to attend the UN program managers' meeting in Geneva in March 2013.

Note: the role of the two Training Officers to assist in mine action and SALW tasks, as foreseen in the earlier formulation in this PIP are now included in the main Phase II ProDoc, but their tasks are seen now as being less urgent and therefore no longer suited for PIP modality, especially given recent guidance from BCPR about cash flow restrictions. Similarly the PRINCE2 and IPDET training has also been postponed, as these activities are secondary to the issue of institutional framework formulation (there is little point running training until it is known who should benefit from it), and this will also be convenient for cash flow management purposes.

V. MONITORING AND EVALUATION

- **Monitoring:** Normal internal continuous monitoring will be undertaken by the UNDP country Office, including the Atlas Issue Log; Atlas Risk Log; Project Progress Reports (PPR); Atlas Monitoring Schedule Plan; and Lessons Learned Log. The Project Manager will be responsible for the preparation of project quarterly and annual progress reports.
- **Phase II Reports:** Six-monthly reports of Phase II shall be prepared by the Project Manager and shared with the Project Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR. It is recommended that, for simplicity, this first annual report will also cover early activity under the PIP. More frequent reports may be prepared depending on other donor's requirements.
- **External evaluation:** The draft Phase II ProDoc includes a 1% allowance for monitoring and evaluation. This is sufficient to cover a mid-term evaluation (at the end of 2013) and a final evaluation (at the end of 2014).
- **Phase II Project Reviews:** Based on the above reports, project reviews shall be conducted during the third quarter of the first year and the second quarter of the second year, to assess the performance of the project and provide recommendations to the modification of Phase II of the Project.
- **BCPR evaluation and drafting support mission:** A BCPR technical support mission will be requested during the time of the first project review. The mission would take part in the project review discussion and subsequently provide support to any modifications of Phase II of the Mine Action Project based on lessons learned.

I. ANNUAL WORK PLAN (FOR PIP)

Year: 2012/2013

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME (2012/2013)												RESPONSIBLE PARTY	PLANNED BUDGET		
		Q 1				Q 2				Q 3					Funding Source	Budget Description	Amount (USD)
		1	2	3	4	1	2	3	4	1	2	3	4				
<p>Output 1 (of PIP):</p> <p>The national mine action & ERW remediation capacity in Guyana will begin to have the necessary structure and systems in place to manage and coordinate mine action, ERW remediation, explosive safety and weapons control in accordance with International standards and best practices.</p> <p>Baseline: MACT is currently carrying out some coordination activities. A National Mine Action centre is newly established, and lacks sufficient capacity. A number of ad hoc schemes are being implemented.</p> <p>Indicator/s: Mandated national authorities develop mine action and ALLW's strategic management frameworks in line with international best practices.</p>	<p>1.1 Develop project activities to better address the national needs, undertake a scoping mission, and drafting a full project document.</p> <p>1.2 Support planning processes for a national strategy including the -redrafting of a draft strategy for discussion purposes, and continued stakeholder liaison.</p> <p>1.3 Provide logistic support for a national workshop on mine action that will be intended to facilitate the discussions, revision and recommendations for a national mine and ERW strategy.</p> <p>1.4 Recruitment of a Chief Technical Advisor (CTA) to provide technical advice and assistance to the national mine action authority mandated (by activity 1.3) and conduct resource mobilisation</p> <p>1.5 Recruitment of a local full time UNDP Program Officer to provide project support and assist the CTA with local liaison.</p>	X													PIP	International Consultant	20,000
			X												PIP	International Consultant	25,000
			X												PIP	UNDP administrative and logistics support	25,000
							X								PIP	Recruitment as a fixed term appointment at P5 level or equivalent for period of Pip (i.e. until 30 Apr 2013). Subsequent funding to be sought as part of the Phase II ProDoc resource mobilisation process	260,000
											X				PIP	Recruitment of Project Officer for period of Pip (i.e. until 30 Apr 2013). Subsequent funding to be sought as part of the Phase II ProDoc resource mobilisation process	50,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME (2012/2013)												RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1				Q2				Q3					Funding Source	Budget Description	Amount (USD)	
		1	2	3	4	1	2	3	4	1	2	3	4					
Output 1 (continued)	1.6 Provision of stakeholder training "Introduction to mine action management" to be held in Tripoli					X												25,000
	1.7 Conduct training needs analysis of technical training capacity in Libya									X								100,000
															(Output 1)Sub Total:		405,000	
Output 2 (of PIP): The national mine action & RW remediation capacity in Libya will benefit from and contribute to international operation in mine action, RW remediation, explosive safety and weapons control. <u>Baseline:</u> Libya is currently only participating to a limited extent international mine action/ ALLW meetings and is to a limited extent undertaking cooperation with external stakeholder on mine action. <u>Indicator:</u> Number of opportunities provided to national counterparts for international exposure and transfer of experience.	2.1 Strengthen Libya's cooperation with external stakeholders on mine action, explosive safety and SALW Control.					X												5,000
	2.2 Participation in the UNDP Mine Action Exchange (MAX) programme to a country with a similar operational environment.					X												14,150
	2.3 Explore possibilities for a technical exchange programme in Explosive Ordnance Disposal (EOD) and mine clearance.									X								0
	2.4 Participation in the annual UN Mine Action Programme Directors and Managers conference in Geneva. (Hosted by GICHD)																	10,000
	2.5 Communications, awareness and reporting													X				300
	2.6 Attendance at James Madison University Mine Action Management course														x			16,600
															(Output 2) Sub Total:		46,050	

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME (2012/2013)								RESPONSIBLE PARTY	PLANNED BUDGET	
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		Funding Source	Amount (USD)
											(Outputs) Total	
												451,050
												4,929
												35,000
												9,300
											TOTAL	500,000

Monitoring and evaluation (1%)

IS (7%)

3 at 2%

VII. CASH FLOW REQUIREMENT (FOR PIP)

Activity number		Description	2012											
			Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total 2012				
(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)					
1.1	Scoping study	20,000											20,000	
1.2	support national strategy				25,000								25,000	
1.3	fund workshop				25,000								25,000	
1.4	Recruit CTA				21,667	21,667	21,667	21,667	21,667	21,667	21,667	21,667	86,668	
1.5	Recruit Project Officer				4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	16,668	
1.6	management training							25,000					25,000	
1.7	training needs assessment												0	
2.1	International travel												0	
2.2	mine action exchange										14,150		14,150	
2.4	UN program manager meeting												0	
2.5	Communications										300		300	
2.6	Attend JMU										16,600		16,600	
	Monthly total	20000	0	0	75834	25834	50834	56884						
	Total 2012												229386	

CASH FLOW REQUIREMENT for MINE ACTION PIP 2013										
Ser	Activity number	Description	2013					Grand total	Remarks	
			Jan	Feb	Mar	Apr	Total 2013			
(a)	(b)	(c)	(l)	(m)	(n)	(o)	(r)	(s)		
1	1.1	Scoping study					0	20,000		
2	1.2	support national strategy					0	25,000		
3	1.3	fund workshop					0	25,000		
4	1.4	Recruit CTA	21,667	21,667	21,667	21,667	86668	173,336		
5	1.5	Recruit Project Officer	4,167	4,167	4,167	4,167	16668	33,336		
6	1.6	management training					0	25,000		
7	1.7	training needs assessment	25000	25000	25000	25000	100000	100,000		
8	2.1	International travel		8,328			8328	8,328		
10	2.2	mine action exchange					0	14,150		
11	2.4	UN program manager meeting			10000		10000	10,000		
12	2.5	Communications					0	300		
13	2.6	Attend JMU					0	16,600		
14		Monthly total	50834	59162	60834	50834	221664	451,050	checksum	
15		Total 2012						451050		
16		Total 2013					221664	checksum		
17		Total PIP activities Not including UNDP charges)					451050			



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION: Chief Technical Advisor (CTA) for Libyan
Mine Action Programme

I. Position Information

Job Code Title: Chief Technical Advisor to the mine action program in Libya	Current Grade: P5
Position Number:	Approved Grade: fixed term level
Department:	Position Classified by:
Reports to: The UNDP Deputy Country Director	Classification Approved by:

II. Background

Libya is contaminated with landmines and Explosive Remnants of War (ERW), as a result of the North Africa Campaign during World War II, and as well as wars with Egypt in 1977 and Chad from 1980 to 1987. The border regions with Chad, Egypt, Sudan and Tunisia are affected to varying degrees by mines and unexploded ordnance (UXO), as are areas in the north of the country bordering the Mediterranean Sea. There are unconfirmed suspect hazardous areas in desert areas, ports, urban areas and along beaches. A smaller degree of threat is thought to exist from sea mining operations in WWII along with threats posed by sunken warships.

The precise extent of the 'legacy' mine and ERW problem from is not known. There are no known maps of mines laid along the border with Chad and Sudan. However, relatively precise and comprehensive maps of mined areas exist for those laid on the border with Egypt. The Libyan government estimates that mines have been laid along a 400 km stretch of border with Egypt. For ordnance from WWII, Germany Italy and the United Kingdom have shared over maps of minefields to Libya in the recent years, but given the length of time since the North African Campaign it is extremely unlikely that they are representative of the true nature of the problem. According to the Ministry of Defense in 2009, the area's most affected by mine and UXO are Bir Hakim in South and Tobruk, El Ghazala, Agdabiah, Al' Ougilaa and Benghazi in the north. In some areas modern minefields may have been laid adjacent to WWII minefields. Overall it has been estimated that between 1.5 and 2 million mines have been planted in Libya and an unknown quantity of UXO contaminates the country.

The internal conflict of 2011 has significantly impacted on an already complex mine, UXO and ERW situation. Conflict was intense in localised areas and significant quantities of land service ammunition (LSA) were used. Much of this ammunition was old, and therefore the failure rate of land service ammunition (LSA) used by both sides in the conflict has increased and spread the UXO/ERW clearance workload. NATO attacks on ammunition depots also resulted in large stockpiles of potentially unstable ammunition, with large quantities of UXO been created as a result of these attacks. A small number of unexploded NATO bombs have also been encountered. In 2011 the Joint Mine Action Coordination Team (JMACT) conducted a rapid needs assessment that provides an overview of the recent contamination.

A significant number of weapons are also present within Libyan society in the hands of the 'brigades' and civilian population.

In 2010, mine clearance and survey operations were undertaken by the Libyan Military, Libyan Civilian Defense Forces as well as a range of private contractors. The ministry of Defense was responsible for clearing areas serving either a military or civilian development purpose, while private contractors are usually sub-contracted by energy companies to enable seismic exploration and extraction to take place without risk of accidents. Civil Defence teams were responsible for responding to 'spot task' reports of UXO and also supported commercial clearance projects. No non-governmental organizations were undertaking humanitarian and development based clearance in Libya before 2011.

The institutional landscape changed significantly in 2011. The UNDP program was halted when the UNDP Country Office was attacked and personnel were withdrawn. The United Nations Mine Action Service (UNMAS) deployed the Joint Mine Action Coordination Team (JMACT), first into Benghazi and then into Tripoli, with the intent of coordinating the emergency humanitarian response to the increased threat, particularly from UXO. A number of international NGO deployed emergency response explosive ordnance disposal (EOD) teams and some emergency EOD work was also undertaken by the "brigades," often using volunteers.

UNDP are now to renew the second phase of their project in Libya, which currently still is in a preparatory phase. The mine action project will however, focus on establishing a sustainable mine action capacity through activities in the following areas:

- Strengthening management structures and institutional arrangements
- Establishing an information management system, including undertake the necessary reviews, surveys and assessments
- Mine awareness campaigns
- Creating a victim surveillance system
- Develop the necessary structures and systems to manage and coordinate mine action in general, including approaches to managing Small Arms and Light Weapons and ammunition stockpiles and ensuring that mine clearance and explosive ordnance disposal (EOD) is conducted in accordance with International Mine Action Standards
- Strengthen Libya' cooperation with external stakeholders on mine action

III. ORGANIZATIONAL CONTEXT

A national strategy has been drafted by Libyan government personnel with the assistance of a UNDP CTA provided under a short term contract during Phase I of this project. This work is now being revised. Previous work also included the preparation of Libyan Mine Action Standards (LMAS) and some demining Standing Operation Procedures (SOP). JMACT have helped coordinate work during the emergency phase and a number of Libyan agencies are involved in mine action.

During Phase I of this project a new Project Document (ProDoc) was prepared for the second phase, which includes the specific task to support the development of national institutions and thus the coordination of the mine action sector in Libya, including the provision of a CTA. This ProDoc was reviewed in 2012. This job description is a result of the requirements of the Phase II ProDoc.

Work has already been done to assist the Libyans solidify the institutional framework for mine action and associated activities, including assistance in the preparation of a draft national strategy. It is anticipated that this preparatory work will be complete by the time the CTA is recruited.

The budget in the Phase II ProDoc also includes the requirement to provide the CTA with a fully equipped 4x4 with suitable ancillary equipment for desert travel under UNDP country office security requirements, namely GPS and satellite phone. The budget also covers the requirement for a driver/interpreter (to be hired by the national mine action authority) and for UNDP to provide a dedicated Program Officer, reporting to the CTA, to deal with UNDP administrative requirements and provide project support.

Under the supervision of the Resident Representative, the Chief Technical Advisor/ leads the project implementation, and ensures that the project produces the results specified in the project document, to the required standards of quality and within the specific constraints of time and cost.

The Chief Technical Advisor works in close collaboration with project counterparts, the national mine action authority, and other national and international stakeholders

IV. FUNCTIONS

Reporting to the Deputy Country Director the CTA is responsible to:

1. Advise on the consolidation of the national mine action authority, including in the following areas: preparation of the Statutes and the Regulations/Rules of Procedures of the national mine action authority (NMAA-exact title to be confirmed), advice on policy and preparation of all background documents on the agency, its role, responsibilities, etc.

2. Advise on the recruitment of NMAA personnel, as well as on all other matters relating to the operations of the office of the NMAA (identification and establishment of offices, procurement of equipment, etc.)

3. Support the development of the NMAA's capacity to exercise its mandate, for example in the establishment of sub-sector Technical Working Groups, development of accreditation and licensing procedures, development of operations monitoring mechanisms, development of the database and related task prioritization procedures, etc.

4. Advise on the development and periodic review of the National Strategy for mine action, ensuring that the plan remains in line with national development objectives and priorities - this should include ensuring that the NMAA has the capacity to monitor the implementation of the strategy and those annual targets are met.

5. Assist with the organization of periodic consultations to review and provide guidance on the operations of the agency itself as well as on the activities of the mine action sector as a whole. This is to include encouraging and supporting NMAA to get the draft Libyan Mine Action Standards (LMAS) endorsed and signed.

6. Encourage liaison between the concerned Government Ministries, UN agencies, donors, operators, and any other concerned agency/organization regarding the ongoing

development and implementation of an integrated UXO/mine action programme. This may include helping to manage the transfer of mine action coordination from JMACT (depending on earlier progress in this regard).

7. Provide an interface with other similar national regulatory bodies in order to benefit from lessons learned and from recognized best practices.

8. Support resource mobilization efforts for the UXO/mine action sector in Libya.

9. As the key advisor on UXO/mine action to the UNDP Resident Representative, the CTA will be responsible to ensure that the policies and procedures developed in the context of the programme are consistent with the International Standards for Mine Action (IMAS), and with all other relevant policy statements of the United Nations.

10. Finally, on behalf of UNDP, the CTA will be responsible for the coordination of the work of all international advisors deployed on the humanitarian mine action sector within Libya, and to ensure that their inputs are in line with policy and aims of the Government of Libya.

V. KEY RESULTS EXPECTED

The CTA is to:

- Manage UNDP enabling activities as set out in the Phase II Project Document
- Assist in the development of the NMAA as a coordinating body
- Accompany the Libyan delegation when attending conferences such as the annual UN Program Managers meeting
- Provide general technical advice on mine action to the NMAA and other relevant government agencies
- Assist in determining possible resource requirements
- Manage the budget for technical support to NMAA with the assistance of the UNDP project officer/program associate
- Produce a quarterly report on progress to the Resident Representative

VI. IMPACT OF RESULTS

The key results have an impact on the ability of Libya to plan and implement effective demining activities that are likely to contribute to the release of contaminated land in Libya and the disposal of unexploded ordnance.

VII. COMPETENCIES

1. Demonstrated management expertise at a senior level, with experience in a capacity building context of more relevant importance;
2. Considerable experience in humanitarian mine action, including at least five years at a senior level
3. Strong interpersonal skills, especially in a multi-cultural environment

VIII. Recruitment Qualifications	
Education:	Graduate university degree in social sciences or in public administration, or equivalent experience. An advance degree would be preferable
Experience:	<ol style="list-style-type: none"> 1. Extensive knowledge of and direct work experience in UXO/mine action programmes (a minimum of 10 years experience), with particular emphasis on policy/regulatory matters, and a commitment to the needs for a civilian-based and community-oriented approach to UXO/mine action 2. Extensive experience in programme/project management in developing countries - preferably in Africa and/or the Middle East,
Language Requirements:	Excellent command of English

IX. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date



UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION: Programme Officer NPDR
Mine Action Project

I. Position Information

Job Code Title: Mine Action Project Officer	Pre-classified Grade:
Position Number:	Approved Grade:
Reports to: CTA Mine Action	Position Classified by:
Position Status:	Classification Approved by:

II. Background

Libya is contaminated with landmines and Explosive Remnants of War (ERW) , as a result of the North Africa Campaign during World War II, and as well as wars with Egypt in 1977 and Chad from 1980 to 1987. The border regions with Chad, Egypt, Sudan and Tunisia are affected to varying degrees by mines and unexploded ordnance (UXO), as are areas in the north of the country bordering the Mediterranean Sea. There are unconfirmed suspect hazardous areas in desert areas, ports, urban areas and along beaches. A smaller degree of threat is thought to exist from sea mining operations in WWII along with threats posed by sunken warships.

The precise extent of the 'legacy' mine and ERW problem from is not known. There are no known maps of mines laid along the border with Chad and Sudan. However, relatively precise and comprehensive maps of mined areas exist for those laid on the border with Egypt. The Libyan government estimates that mines have been laid along a 400 km stretch of border with Egypt. For ordnance from WWII, Germany Italy and the United Kingdom have shared over maps of minefields to Libya in the recent years, but given the length of time since the North African Campaign it is extremely unlikely that they are representative of the true nature of the problem. According to the Ministry of Defense in 2009, the area's most affected by mine and UXO are Bir Hakim in South and Tobruk, El Ghazala, Agdabiah, Al' Ougilaa and Benghazi in the north. In some areas modern minefields may have been laid adjacent to WWII minefields. Overall it has been estimated that between 1.5 and 2 million mines have been planted in Libya and an unknown quantity of UXO contaminates the country.

The internal conflict of 2011 has significantly impacted on an already complex mine, UXO and ERW situation. Conflict was intense in localised areas and significant quantities of land service ammunition (LSA) were used. Much of this ammunition was old, and therefore the failure rate of land service ammunition (LSA) used by both sides in the conflict has increased and spread the UXO/ERW clearance workload. NATO attacks on ammunition depots also resulted in large stockpiles of potentially unstable ammunition, with large quantities of UXO been created as a result of these attacks. A small number of unexploded NATO bombs have also been encountered. In 2011 the Joint Mine Action Coordination Team (JMACT) conducted a rapid needs assessment that provides an overview of the recent contamination.

A significant number of weapons are also present within Libyan society in the hands of the 'brigades' and civilian population

In 2010, mine clearance and survey operations were undertaken by the Libyan Military, Libyan Civilian Defense Forces as well as a range of private contractors. The ministry of Defense was responsible for clearing areas serving either a military or civilian development purpose, while private contractors are usually sub-contracted by energy companies to enable seismic exploration and extraction to take place without risk of accidents. Civil Defence teams were responsible for responding to 'spot task' reports of UXO and also supported commercial clearance projects. No non-governmental organizations were undertaking humanitarian and development based clearance in Libya before 2011.

The institutional landscape changed significantly in 2011. The UNDP program was halted when the UNDP Country Office was attacked and personnel were withdrawn. The United Nations Mine Action Service (UNMAS) deployed the Joint Mine Action Coordination Team (JMACT), first into Benghazi and then into Tripoli, with the intent of coordinating the emergency humanitarian response to the increased threat, particularly from UXO. A number of international NGO deployed emergency response explosive ordnance disposal (EOD) teams and some emergency EOD work was also undertaken by the "brigades," often using volunteers.

UNDP are now to renew the second phase of their project in Libya, which currently still is in a preparatory phase. The mine action project will however, focus on establishing a sustainable mine action capacity through activities in the following areas:

- Strengthening management structures and institutional arrangements
- Establishing an information management system, including undertake the necessary reviews, surveys and assessments
- Mine awareness campaigns
- Creating a victim surveillance system
- Develop the necessary structures and systems to manage and coordinate mine action in general, including approaches to managing Small Arms and Light Weapons and ammunition stockpiles and ensuring that mine clearance and explosive ordnance disposal (EOD) is conducted in accordance with International Mine Action Standards
- Strengthen Libya' cooperation with external stakeholders on mine action

III. ORGANIZATIONAL CONTEXT

A national strategic plan has been drafted by Libyan government personnel with the assistance of a UNDP CTA provided under a short term contract during Phase I of this project. This work is now being revised. Previous work also included the preparation of Libyan Mine Action Standards (LMAS) and some demining Standing Operation Procedures (SOP). JMACT have helped coordinate work during the emergency phase and a number of Libyan agencies are involved in mine action.

During Phase I of this project a new Project Document (ProDoc) was prepared for the second phase, which includes the specific task to support the development of national institutions and thus the coordination of the mine action sector in Libya, including the provision of a CTA. This ProDoc was reviewed in 2012. This job description is a result of the requirements of the Phase II ProDoc.

Work has already been done to assist the Libyans solidify the institutional framework for mine action and associated activities, including assistance in the preparation of a draft national strategy. It is anticipated that this preparatory work will be complete by the time

the CTA is recruited.

The budget in the Phase II ProDoc also includes the requirement to provide the CTA with a fully equipped 4x4 with suitable ancillary equipment for desert travel under UNDP country office security requirements, namely GPS and satellite phone. The budget also covers the requirement for a driver/interpreter (to be hired by the national mine action authority) and for UNDP to provide a dedicated Program Officer, reporting to the CTA, to deal with UNDP administrative requirements and provide project support.

Under the supervision of the Resident Representative, the Chief Technical Advisor/ leads the project implementation, and ensures that the project produces the results specified in the project document, to the required standards of quality and within the specific constraints of time and cost.

The Chief Technical Advisor works in close collaboration with project counterparts, the national mine action authority, and other national and international stakeholders. The Program Officer reports to the Resident Representative, via the Chief Technical Advisor

IV. FUNCTIONS / KEY RESULTS EXPECTED

Summary of key functions:

1. Drafting of narrative and financial reporting obligations in English to donors, UN Agencies, and the NMAA
2. Provision of information to, and coordination with, the Secretariat of the NMAA
3. Provision of information to, and coordination with, other Government agencies and ministries.
4. Drafting of project proposals in English in cooperation with implementing partners, UN agencies, and donors where required.
5. Administration and monitoring of implementing partner reporting obligations to the Libyan mine action programme, expenditure reporting, and contractual agreements.
6. Support resource mobilisation strategy in coordination with UNDP.
7. Assistance in preparation of programme visits, meetings, workshops, and ceremonies.
8. Help in the provision of administrative and secretarial support in English to the office of the Head of the NMAA.
9. Assistance in preparation of public information products, including the preparation of presentations, and NMAA publications (including the Annual Report and annual Work Plan.)
10. Management of the UNDP budget support to the NMAA under the Phase II Project Document (ProDoc) on behalf of the CTA.

Specific Capacity Development Duties of the mine action Programme Officer

The mine action Programme Officer is responsible for the development of the capacity of national staff, and of the staff dealing with public information in particular. The position is that of an advisor, that is, without direct line responsibilities, except for the management of UNDP funds provided in support of the NMAA under the Phase II ProDoc. The specific duties of the Programme Officer is to:

- a. Support the work of the NMAA by assisting and training public information staff to develop new (e.g brochures, fact sheets, posters, briefing kits) and draft NMAA

publications (work plan and annual report) in English, providing final proofreading and editing support.

- b. Assisting and training NMAA staff to maintain the organisation's website, prepare presentations in English, as well as provide briefings to donors, journalists, and government representatives.
- c. Assist the staff to effectively support the Head of NMAA in external program liaison and cooperation with international organisations, donors, implementing partners, Government ministries, and national organisations.
- d. Assist and train the staff to administer and monitor project agreements, approvals, and reporting with implementing partners and donors.
- e. Assist and train the staff to draft project proposals in English language, and to provide final proofreading and editing support.
- f. Maintain liaison with UNDP Country Office and support resource mobilisation activities with UNDP.
- g. Proofread and edit letters and documents prepared in English by national staff.
- h. Assist the staff to coordinate official ceremonies, meetings, technical working groups, and visits by donors, journalists, and government representatives.
- i. Other tasks as directed by the Chief Technical Advisor.

V. IMPACT OF RESULTS

Expected outcome and results of the Programme Officer are as follows.

- Timely, effective and efficient management of the operating funds provided to NPDR by UNDP in support of the mine action project, such as provided via the Phase II ProDoc
- Enhanced capacity of NMAA staff in developing communication tools and publications;
- Enhanced capacity of NMAA staff of Programme Office to effectively support the Director in external program liaison and cooperation with international organisations, donors, implementing partners, Government ministries, and national organisations as well as coordination of official ceremonies, meetings, technical working groups, and visits by donors, journalists, and government representatives;
- Good coordination and support to UNDP Country Office resource mobilisation activities; and
- Enhanced capacity and efficiency of NMAA staff at in the preparation of administer and monitor project agreements, approvals, and reporting with implementing partners and donors, resulting in increased customer and donor satisfaction.

VIII. VI. COMPETENCIES

- Knowledge of UNDP and UN system policies and programming in crisis and post-crisis situations.
- Experience in aid coordination, donor relations, or advocacy is an advantage.
- Proven experience of formal project reporting and proposal preparation, including narrative reporting and budgets.
- Experience in and in-depth understanding of humanitarian Mine Action highly desirable.
- Computer competency, skilled in word processing, spreadsheets, presentation software and electronic diaries (MS Office Professional).
- Good public relations skills and strong inter-personal and negotiation skills. Demonstrated ability to work in harmony with staff members of different cultural backgrounds in a professional manner, especially in a mutually-supportive team environment.
- Proven transfer of skills through capacity building in the development context.

VII. Recruitment Qualifications

Education:	Bachelor degree in a Business or Development Administration, or equivalent (social sciences, economics, development studies, finance, business, public administration, international relations)
Experience:	Two to Five years of programme management experience, with 2 years in Mine Action Programmes and other development areas; Demonstrated experience in institutional strengthening/capacity building; Proven experience in support to external donor relations and resource mobilisation activities. Experience of working and living within the region desirable.
Language Requirements:	Native Arabic speaker Full working knowledge of English (excellent written and spoken).

VIII. Signatures- Post Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date