

Baseline data available from Progress Reports and Assessment Reports of the Preparatory Assistance Phase of the project would form benchmark for project risks update and responsive action, and monitoring of progress and results of the Full-fledged phase of the project.

8. LEGAL CONTEXT

The project document shall be the instrument referred to as such in article (1) of the Standard Basic Assistance Agreement (SBAA) between the Government of Sudan and the United Nations Development Programme, signed by the two parties on 24 October 1978 and ratified by the Government of Sudan on 2 January 1980.

9. ANNEXES

Annex 1: Terms of Reference for Roles and Positions in the Full-fledged TOKTEN Project

I. Terms of Reference of the Project Executive Board Role:

i. Roles of the Project Executive Board

The Project Executive Board to undertake the following functions:

- Provide overall guidance on the project management, and ensure the quality of project outputs.
 - Approves project workplan, budget, and undertake periodic and annual review of the project.
 - Set Project Tolerance in terms of budget and schedules restrictions, and approves Tolerance review (review of project status, issues and proposed project revision) if Project Tolerance is envisaged to be exceeded.
 - Review Periodic Project Reports for determining contribution of project outputs to the relevant outcome of the UNDP Country Office
 - Report to UNDP Programme Management and partners on the project.
- ii. Specific functions of individual members of the Project Executive Board:**
- a. Senior TOKTEN Executive:
- Represent the project ownership, and chair the meetings of the Project Executive Board.
 - Provide direct supervision to the TOKTEN Project Manager.
- b. Senior TOKTEN Supplier: (Located in Juba and Khartoum respectively)
- Support the achievement of the roles of the Project Executive Board, and participate in the board meetings.
 - Provide guidance regarding the technical feasibility of the project guidance and advocacy support to the project.
- c. Senior TOKTEN Users: (Located in Juba and Khartoum respectively)

Support the achievement of the roles of the Project Executive Board, and participate in the board meetings.

Provide guidance and ensures the realization of project benefits from the perspective of project beneficiaries.

II. Terms of Reference of the Project Assurance Role:

A Senior Programme Officer, in the Governance and Rule of Law Unit at the UNDP, Khartoum under direct supervision of the Senior TOKTEN Executive, will serve as Project Assurance for TOKTEN Project.

The specific functions of the role will include:

- Support the Project Executive Board and the Country Office Programme Management in carrying out objective and independent project oversight and monitoring to ensure that appropriate project management milestones are managed and completed.

- Monitor and update, with the TOKTEN Project Manager, project risks and lessons learnt on the project, and ensure reporting on the issue the Project Executive Board.
- Prepare the terms of reference and supervise activities of the independent assessors for project reviews, and reporting on the project with the Project Executive Board.
- Support the Project Executive Board in preparing reports on contribution of the project outputs to the relevant UNDP Country Office outcome.
- Cover meetings of the Project Executive Board.

III. Terms of Reference of TOKTEN Project Manager

Type of Contract:	ALD
Grade Level	P4
Duty Station:	Khartoum may relocate to Juba in 2008
Duration:	12 –months (renewable)
Starting date:	1 March 2007
Posts:	1

The International TOKTEN Project Manager is a core position in the Full-fledged National TOKTEN Project Team. The incumbent performs the Project Manager role of ensuring day-to-day management for effective and efficient delivery of the national TOKTEN project outputs. The position is open to all international experts.

Supervision: Under the supervision of the TOKTEN Senior Executive.

Job Description:

Undertake the overall responsibility of providing technical backstopping to the project teams in Northern and Southern Sudan:

- Supervise and coordinate the project management in Northern and Southern Sudan, including recruitment of project staff.
- Coordinate strategic planning, organize, and implement project activities in strategic manner to ensure results achievements.
- Coordinates deployment of project resources to ensure equitable distribution of project benefits to targeted locations in Northern and Southern Sudan.
- Provide strategic advisory support to beneficiary institutions on capacity-building for human resources and institutional development, and to other UNDP Programme/projects.
- Provide technical and management backstopping on TOKTEN requests processing, database management, and recruitment of TOKTEN Volunteers.
- Develop and implement strategy for building and strengthening partnership with key stakeholders (government, vocational institutes, universities and research institutions, private sector organisation, Project/programme of UNDP and other UN agencies, international agencies, other Diaspora projects in Sudan, and Sudanese in the Diasporas), advocacy tools, and media campaign on the project within and outside Sudan.
- Responsible for monitoring and updating project risks, activities of serving TOKTEN Volunteers, lessons learnt on the project, and ensure reporting on the matters.
- Organise the meetings of the Project Executive Board, and other project consultative forum of stakeholders.
- Support the Project Executive Board in preparing reports on the contribution of the project to the relevant Programme Outcome of UNDP Country office in Sudan.

- Prepare regular updates of project workplan, budget, periodic progress reports, financial reports, and project advocacy and promotion reports.
- Coordinates the preparation of pre-assignment documents, and in-country orientation for TOKTEN Volunteers, and provide in-country orientation to TOKTEN Volunteers as may be necessary.
- Develop best practices within the framework of the project activities and feed these into UNDP overall strategy for project implementation and capacity building support in Sudan.
- Undertake any other relevant duties as requested for successful implementation of the project.

Qualifications and essential professional competence:

- Advanced university degree in the social science with strong academic background in project management, monitoring and evaluation;
- At least 10 – 15 years of experience in project management, monitoring and evaluation of development projects, preferably technical assistance project for capacity building;
- Demonstrated skills and ability to build partnerships and to establish networks among organizations at various cadres, especially top cadres in public and private institutions.
- Knowledge and experience in UN/UNDP policies and programming frameworks.
- Understanding of the dynamics of political environment and climate in Sudan
- Skills and ability to produce high quality technical report.
- Knowledge and skills in multi-sectoral, area-based project management; time management; and work process management.
- Computer skills for using words and spread sheet for data processing and use of internet.

Personnel Characteristics:

- Excellent inter-personal skills and multi-cultural experience.
- Good team player,
- Ability to lead the team, and
- Result-oriented, and ability to work under stressful condition.

Language Proficiency:

Fluency in English. Understanding of Arabic is an advantage.

IV. Terms of Reference of National Area Project Coordinator (s) (Located in Juba and Khartoum respectively)

Type of Contract:	Service Contract
Grade Level	NOA/NOB
Duty Station:	Juba / Khartoum
Duration:	12 –months (renewable)
Starting date:	1 March 2007 for Juba duty station
Posts:	2

The Area Project Coordinator is a core position in the Full-fledged National TOKTEN Project Team as the head of the Project Teams. The incumbents will be responsible for the day-to-day implementation of the project activities in the region. The position is opened to only Sudanese nationals.

Supervision: The Project Manager will provide direct supervision to the Area TOKTEN Project Coordinators.

Job Description: The Area Project Coordinator will be fully responsible for ensuring day-to-day coordination, supervision, and implementation of planned project activities in the region.

Specifically, each of the National Project Coordinator will perform the following functions:

- Establish contacts with beneficiary institutions for obtaining request for TOKTEN Volunteers, and processing of the request into TOKTEN assignment Term of Reference for vacancy advertisement by the project.
- Processing of recruitment of TOKTEN Volunteers in a participatory manner with the benefiting organisations.
- Coordinates necessary logistics (travel, accommodation, etc) and other supports to deployed volunteers to carryout their duties in their host institutions at the regional level.
- Support the Project Manager in preparing pre-assignment documents and in-country orientation for TOKTEN Volunteers, and provide in-country orientation to TOKTEN Volunteers at the regional level.
- Contribute to project partnership building, advocacy, media campaigns, and making of presentation on project in various forum in the region.
- Identify potential stakeholders in the region for developing partnerships with TOKTEN Project;
- Coordinate with other agencies and stakeholders involved in similar initiatives in the region for implementing the project activities;
- Monitor and report on activities of TOKTEN Volunteers and outcome of assignments of TOKTEN Volunteers in the region.
- Prepare periodic progress reports on the project activities and submit to the Project Manager.
- Notify the Project Manager on project issue/risks that would lead to exceeding of project Tolerance in terms of budget, schedule, and project implementation procedures for necessary backstopping.
- Organise project meetings and consultative forum in the region.
- Undertake other TOKTEN activities as assigned by the Project Manager, and as required for successful implementation of the project.

Qualifications and essential professional competence:

- Advanced university degree in social science with at least seven years of experience in project management, monitoring and evaluation of development projects, preferably technical assistance project for capacity building;
- Demonstrated skills and ability to build partnerships and to establish networks among organizations at various cadres of management;
- Computer skills of words processing and use of internet.

Personnel Characteristics:

- Excellent inter-personal skills, and multi-cultural experience
- Ability to lead the team.
- Ability to work effectively and independently, with minimal supervision, for meeting datelines.
- Result-oriented, and ability to work under stressful condition.

Language Proficiency:

Fluency in both English and Arabic is essential.

V. Terms of Reference of TOKTEN Database and Advocacy Assistant

Type of Contract:	Service Contract
Grade Level	GS 6/7
Duty Station:	Khartoum may relocate to Juba in 2008

Duration: 12 –months (renewable)
Starting date: 1 March 2007
Posts: 1

The National TOKTEN Database and Advocacy Assistant post is a core position in the Full-fledged National TOKTEN Project Team as a member of the Project Support Role. The incumbent provides project support on database, advocacy and IT functions to the Project Manager. The service of the incumbent is essential for project implementation by the Regional Project Team. The position is opened to only Sudanese nationals.

Supervision: The Project Manager will provide direct supervision to the National TOKTEN Database and Advocacy Assistant.

Job Description: The National TOKTEN Database and Advocacy Assistant will perform the following functions:

TOKTEN Database Management Functions:

- Coordinate the upgrading of the TOKTEN Database, and continually manage the features and contents of the database as a user-friendly ICT facility in the project.
- Update the database of potential expatriate Sudanese nationals for TOKTEN Volunteer assignments;
- Carry out extensive research on database of potential expatriate Sudanese nationals globally in close collaboration with their organizations both within and outside Sudan
- Conduct search on the TOKTEN database for identifying suitable TOKTEN Volunteers for recruitments to the national institutions as per their requests.
- Liaise with technical partners and support in establishing contacts with expatriate Sudanese for their participation in TOKTEN Sudan.
- Support in providing the project contacts with TOKTEN applicants.
- Support the preparation and uploading on the project website the Term of Reference (ToR) of TOKTEN assignment.

TOKTEN Advocacy Functions:

- Coordinate the upgrading of the current project website, and continually manage the features and contents of the project website as a user-friendly ICT facility.
- Support in designing of advocacy, promotional materials, publications, and media campaigns of the project.
- Coordinate production of publications, and translation of documents in the project.
- Support implementation advocacy and marketing activities of the project with stakeholders within and outside Sudan.
- Support the promotion of strong partnerships between UNDP and other UN agencies as well as beneficiary organisations across Sudan regarding utilisation of TOKTEN modality by the partners.
- Organise and participate in media and interpersonal discussion forum, and deliver TOKTEN presentations towards promoting the project within and outside Sudan.
- Provide advice on ICT resources to project staff for enhancing the project advocacy activities.

Other Project-related Functions:

- Support the Project Manager in information gathering and processing for the preparation of periodic progress report on the project.
- Provide advice and implement solutions on ICT issues arising in the project.
- Coordinate the work of partners involved in ICT issues with the project.
- Support in providing Pre-assignment Briefing and In-country Briefing/Debriefing for TOKTEN Volunteers.

- Perform other duties that may arise from consultative review of this job description by the Project Manager.

Qualifications and essential professional competence:

- University Degree in Computer Science/Information and Communication Technology (ICT) or Social Science background in ICT. However, strong academic background in website design, web based research, database management, and statistical analysis; Public Relations and Marketing is essential for the post.
- On ICT qualification, proficiency in MS Access, Visual Basic, web technologies (including HTML, PHP, Dream weaver, ASP, ASP.Net, XML or others), and knowledge of Oracle and MS Visual Studio 6.0, etc is desirable.
- Knowledge of media relations and publicity is desirable.
- At least five years of extensive experience in designing webpage, management information system; database management, and public relations/marketing in a reputed organization.

Personnel Characteristics:

- Excellent interpersonal and mass communication skills and multi-cultural experience.
- Ability to work in a team.
- Result-oriented and ability to work under stressful condition.
- Ability to work effectively and independently, with minimal supervision, for meeting datelines.
- Ability and willingness for information sharing is essential.

Language Proficiency:

Fluency in English and Arabic is essential for the post.

VI. Terms of Reference of National TOKTEN Operations Assistant

Type of Contract:	Service Contract
Grade Level	GS 5 /6
Duty Station:	Khartoum may relocate to Juba in 2008
Duration:	12 –months (renewable)
Starting date:	1 March 2007
Posts:	1

The TOKTEN Operations Assistant is a core position in the Full-fledged National TOKTEN Project Team as a member of the Project Support Role. The incumbent provides project administrative and management support to the TOKTEN Project Manager regarding project finance, logistics arrangements and procurement, management of project filling system, management of contract, welfare and security of TOKTEN Volunteers. The service of the incumbent is essential for project implementation by the Regional Project Team. The position is opened to only Sudanese nationals.

Supervision: The Project Manager will provide direct supervision to the National TOKTEN Operations Assistant.

Job Description: The National TOKTEN Operations Assistant will perform the following functions:

i. Administrative and Financial Functions:

- Functions as liaison person between the TOKTEN Project, concerned UNDP programs/projects, other project partners and the TOKTEN Volunteers to maintain a closer contact regarding the project matters;