



Terms of Reference for National Aid Coordination Specialist

A. General Information	
Position	National Aid Coordination Specialist
Report to	Director General
Institution	Ministry of Planning and International Cooperation
Contract Type	Temporary Employment Contract (TEC)
Expected Duration of assignment	5 months
Application deadline	28 th of August 2017
B. Description of the Position	
<p>The Ministry of Planning and International Cooperation (MoPIC) is responsible for planning and translating the socio-economic vision of the Puntland State of Somalia into tangible social and economic results for citizens. It also oversees international affairs for Puntland State of Somalia. With the support of UNDP – Strengthening Institutional Performance Project, the Ministry is looking for a qualified Development Planning Fund Management.</p> <p>The scope of work includes implementing of the Revised Puntland Development Plan 2017-2019 and to develop sector Workgroups, writing reflection reports and quarterly meeting minutes. The consultant is to build MOPIC's capacity to develop and prepare sound proposals and reports and to alleviate the pressure from the DG and the Minister.</p>	
C. Duties and Responsibilities	
<ul style="list-style-type: none"> • Advising the DG and Minister in general topics of aid management & Coordination • Take part in Implementation of Puntland Development Forum to strengthen the coordination of development interventions. • Support the implementation and further development of the Aid Coordination Architecture • Produce Puntland Aid Effectiveness Report 2017 • Develop Aid Effectiveness Reporting Template • Develop Manual on Working Together (international Community & Puntland Government) within Legal Frameworks • Develop Annual Aid Perception Survey tools & Questionnaires. • Train core department staff on aid Coordination mechanisms • Produce monthly progress report • Produce a final report showing achievement of the objective of the consultancy at the end of the assignment. 	
D. Deliverables (Expected Result)	



- Produce Puntland Aid Effectives Report 2017
- Produce Manual on Working Together (international Community & Puntland Government) within Legal Frameworks.
- Support implementation of PDF
- Training Material
- Develop Effectiveness Reporting Template
- Produce progress reports against deliverables
- Carryout any other relent duties assigned

E. Competences

- Thorough knowledge of aid coordination and effectiveness issues;
- Ability in working independently and experience in being directly accountable to senior-level decision makers;
- Good spoken and written in English

F. Required Skills and Experience

Education:

- Advanced degree in the area of Management, Development Studies and / or Economics.

Experience:

- At least 10 years of work experience relevant to the assignment, including:
 - International experience of working on development issues. Good knowledge of the political, economic and social contexts of Puntland would be an asset;
 - Experience of working with a variety of different stakeholders, including the public sector, donor community and the not-for-profit sector;
 - Experience and skills in networking, coordination and knowledge management;
 - Experience and skills in information technology, preferably including the establishment and management of websites and information databases.

Language Requirement:

- Fluency in written and spoken English.

G. Application Process

All applications should be sent to hr@mopicplgov.net no later than 28th of August 2017. Each application should include the following:

- A. An application letter addressing the candidate's experience related to the assignment
- B. Updated CV including relevant qualification and work experience
- C. A sample of written report for similar assignment is an asset and will be considered a plus.