

Terms of Reference for Programme Management Unit (PMU) Of the Deepening Democracy Programme, Uganda

1. Introduction

Development Partners comprising the Partners for Democracy and Governance (PDG) in Uganda have established a basket fund in support of a Deepening Democracy Programme (DDP) in Uganda, which is based on the commitments in the Poverty Eradication Action Plan and the Uganda Joint Assistance Strategy. The programme has been designed to include six components:

- 1) Support to the Electoral Commission;
- 2) Organisational Development of Political Parties;
- 3) Support to Parliamentary Processes;
- 4) National Civic Education Programme;
- 5) Civil Society;
- 6) Media in Democracy.

The PDG basket fund has initially been established for an initial period of three years (within a proposed programme period of five years, leading up to elections in 2011) with a current indicative budget of approximately US\$ 20.0 million.

2. Objective of the PMU

The transparent and efficient management of the Deepening Democracy Programme, ensuring programmatic quality and effectiveness, technical coordination, internal and external communication, accountability, and sound administration.

3. Scope of Work and Outputs

Answerable to the Programme Steering Committee, the PMU is responsible for the day-to-day management of the programme. This includes:

- Elaborating Component Strategy Documents guiding implementation at the individual component level;
- Identifying windows of opportunity to further develop the programme/components;
- Processing and approving applications for support within the mandate given by the Programme Steering Committee;
- Liaising with stakeholders and actors involved in the planning and implementation of programme support;
- Providing technical support to implementing partners;
- Introducing systems and procedures for Project Cycle Management (based on those used by Danida);
- Procuring or facilitating the procurement of services and other inputs to the interventions at component level;

- Approving the transfer of funds within the given mandate by the PSC;
- Monitoring progress and outcomes of all funded projects;
- Preparing biannual roll-over work plans every three months;
- Preparing quarterly progress reports;
- Obtaining monthly financial reports from the Financial Management Agent (FMA, see below);
- Acting as secretariat to the PSC;
- Undertaking any other assignments as delegated by the PSC.

4. Inputs

The Programme Management Unit will be headed by a Programme Manager.

The Programme Manager will have extensive theoretical and practical experience with Project Cycle Management and the administration of development programmes and projects in the realm of governance and democratization.

The PMU will be located in the premises of the Danida Human Rights and Good Governance Office (HUGGO) in Kampala, but it will be directly answerable to the PSC and it is not a part of the HUGGO structure.

Contracted by the PSC, HUGGO will act as the Programme's Financial Management Agent (FMA) and will thus, on behalf of PMU, be responsible for financial management and administration. In addition, HUGGO will provide logistical support to the PMU, including fully equipped office facilities, administrative support, and transport.

5. Systems and Procedures

The PMU will apply HUGGO's systems and procedures related to project cycle management, including financial management and procurement.

Terms of Reference for the Programme Manager of the Deepening Democracy Programme, Uganda

1. Introduction

Development Partners comprising the Partners for Democracy and Governance (PDG) in Uganda have established a basket fund in support of the Deepening Democracy Programme (DDP) in Uganda. The programme has been designed to include six components:

1. Support to the Electoral Commission;
2. Organisational Development of Political Parties;
3. Support to Parliamentary Processes;
4. National Civic Education Programme;
5. Civil Society;
6. Media in Democracy.

The PDG basket fund has been established for an initial period of three years (within a proposed programme period of five years, leading up to elections in 2011) with a current indicative budget of approximately US\$ 20.0 million.

A Programme Management Unit will be established in the premises of the Danida Human Rights and Good Governance Office (HUGGO) in Kampala, but it will be directly answerable to the Programme Steering Committee and it is not a part of the HUGGO structure or lines of command.

The Programme Management Unit will be headed by a Programme Manager.

In addition, HUGGO will act as the Programme's Financial Management Agent (FMA) and will thus, on behalf of PMU, be responsible for financial management and administration. HUGGO will also provide logistical support to the PMU, including fully equipped office facilities, administrative support, and transport.

2. Objective of the PMU

The transparent and efficient management of the Deepening Democracy Programme, ensuring programmatic quality and effectiveness, technical coordination, internal and external communication, accountability, and sound administration.

3. Scope of Work and Outputs

As Head of the PMU, the Programme Manager is responsible for the day-to-day management of the programme. This includes:

- Elaborating Component strategies, workplans and budgets guiding implementation at the individual component level;
- Identifying windows of opportunity to further develop the programme/components;
- Processing and approving applications for support within the mandate given by the Programme Steering Committee;
- Liaising with stakeholders and actors involved in the planning and implementation of programme support;

- Providing technical support to implementing partners;
- Introducing systems and procedures for Project Cycle Management (based on those used by Danida);
- Procuring or facilitating the procurement of services and other inputs to the interventions at component level;
- Approving the transfer of funds within the given mandate by the PSC;
- Monitoring progress and outcomes of all funded projects;
- Preparing biannual roll-over work plans every three months;
- Preparing quarterly progress reports;
- Reviewing monthly financial reports from the Financial Management Agent (FMA – see below);
- Acting as secretariat to the PSC;
- Providing management support in case need arise for recruitment of programme officers;
- Undertaking any other assignments as delegated by the PSC.

The Programme Manager is directly answerable to the Programme Steering Committee.

4. Qualifications

The Programme Manager will have:

- An advanced degree
- Extensive theoretical knowledge and practical experience of Project Cycle Management, Financial Management and the administration of development programmes and projects in the realm of governance and democratisation
- Solid work experience with both government entities and civil society organizations, preferably in Uganda or in the region.
- Strong conceptual and analytical skills are required, and so are excellent communication and facilitation skills.
- Demonstrated ability to interact at political, policy and technical levels
- Fluency in English and strong writing skills.
- A good knowledge of current political developments in Uganda will be desirable.

5. Terms of Employment

An initial two-year contract with the possibility of extension, based on negotiation.

Starting date: April 2007

Duty Station: Kampala.