

Annex 5.2 ToRs of Key Management Positions

As per the Description of Action, the following are the core results expected from each of the key Management Positions as it pertains to the Parliamentary Support Programme both within Parliament as well as UNDP Technical Advisory support.



Parliament

Parliamentary Programme Coordinator

The PCU shall be headed by a Parliamentary Programme Coordinator who shall be stationed at the Parliament of Zimbabwe and shall be the accounting officer of the PCU reporting to the Clerk of Parliament with the following roles and functions:

- Planning co-ordinating and managing the Parliamentary Support Programme
- Liaising with UNDP and other development partners working with Parliament in the management of programme
- Directing the Programme Coordination Unit
- Preparing year annual and quarterly work plans, budgets, and reports
- Identifying and working with international, regional or national experts
- Monitoring and evaluating programme deliverables
- Collecting and analysing management related information
- Preparing regular quarterly reports on the progress of the programme in relation to the agreed work plans and strategy
- Facilitating interaction between management, committees and relevant stakeholders
- Preparing a detailed programme implementation plan for review and approval by Management of Parliament
- Performing any other programme related duties as directed by the Clerk of Parliament.

Parliamentary Programme Accountant

The accounting and finance of the action will be handled by the Parliamentary Programme Accountant (PPA) who will be reporting to the PPC and will be conducting the following roles:

- Preparing year annual and quarterly work plans and budgets,
- Preparing Annual and quarterly financial reports
- Disbursing of project funds
- Tracking financial standing of grants
- Maintain monthly project accounts (ledgers)
- Assisting departments with financial compliance
- Collecting and analysing management related information
- Preparing regular quarterly reports on the progress of the programme in relation to the agreed work plan and strategy
- Maintaining Asset verification register
- Performing any other programme related duties as directed by the PPC



Monitoring and Evaluation Officer

The Monitoring and Evaluation Officer (M&E, O) will be responsible for ensuring M&E compliance for the intervention and will report to the PPC with the following roles:

- Ensure that the established guidelines on Programme and Project monitoring and evaluation for different Programme and Project components are respected
- Identify information requirements for Programme and project outcomes concerning monitoring and evaluation
- Review the performance indicators and reports of the intervention
- Establish and manage a performance monitoring framework with clear – cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, reporting formats and

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frequency, for effective monitoring, reporting and updating progress of donor – funded programs and projects in different sectors;

- Develop a comprehensive baseline and collecting periodic data and information against the baseline to assess and report on the overall development of these areas. Baseline data will be collected through survey and review of existing information;
- Monitoring and follow up progress on various proposals, meetings reports, working papers etc. with concerned components
- Identifying key issues, lessons learned and best practices in Parliament capacity building
- Monitoring and report on the performance of the Programme and Project
- Prepare quarterly and annual project monitoring reports containing summary data on overall performance against targets
- Assist the Programme Manager in preparing Programme and Project Progress Reports
- Set up operational arrangements for collecting, analysing and reporting to sustain the monitoring and evaluation function.
- Carry out any other duties that may be assigned by the Parliamentary Programme Coordinator.

UNDP Technical Assistance

Programme Analyst

The Programme Analyst/Manager will be responsible for supporting the management of the programme on the side of UNDP key roles will include the following.

- Responsible for day-to-day management of the project including timely and efficient delivery of the project technical activities
- Review of all project documents such as Annual workplans quarterly reports, Annual reports, Annual donor reports and compilation of draft analytical reports.
- Monitoring of the implementation of the activities jointly with PCU
- Management and quality assurance of operational, financial and administrative outputs and substantive project inputs

UNV Programme Assistant

The UNV Programme Assistant will be responsible for performing financial and administrative duties related to implementation of the project activities on the side of UNDP as follows:

- Processing all payment requests by the PCU since the project is on Direct Cost modality
- Assisting with organizing administrative processes for project needs
- Providing support to office maintenance including administering the project documentation and performing other finance related and administrative tasks.

