

TERMS OF REFERENCE

Position:	YPO Knowledge Hub on SDGs
Unit:	Knowledge Hub on SDGs
Department:	Programs
Supervisor:	Team Leader Knowledge Hub on SDGs
Duty Station	LEAD Pakistan Office
Location:	Islamabad
Contract:	Fixed Term (extendable)

General Scope of Work:

YPO at Knowledge Hub on SDGs Program is to provide technical support and assistance to the line manager of focus area in following areas include, but are not limited to,

1. Monitor global, regional and national discussions on global development agenda linkages, including the sustainable development goals (SDGs), and financing for sustainable development, Sendai framework and provide input towards national adoption these goal based frameworks
2. Review the existing regional, national and sub-national public policy process based on SDGs and provide analysis for mainstreaming SDGs;
3. Analyse social, economic and environmental data; the production of charts and tables; and the drafting of analytical inputs to reports and policy briefs, as well as speeches for senior management.
4. Generate multi-disciplinary knowledge in the national context linking social, environmental and economic dimensions of sustainable development.
5. Produce substantive inputs for analytical reports, policy briefs, websites and training materials
6. Keep abreast of economic, social and environmental policy issues, as well as the associated discussions and literature and update program staff regularly.
7. Support programme development, fundraising, and developing concept notes and proposals

ROLES & RESPONSIBILITIES:**Operational (General/Administrative):**

1. Ensure compliance with all organizational policies, rules and regulations.
2. Ensure that the organization's interests in the execution of the programme operations are safeguarded at all times.
3. Be responsible for the smooth operation of the related assignments.
4. Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation of required targets.
5. Resolve/Monitor major administrative issues of the programme and report on progress to the LM.
6. Ensure the major deliverables are formally approved by Group Leader – FOCUS AREA.
7. Participate and take minutes in meetings with the entire project team where team meets face-to-face.
8. Provide opportunities for team-building & capacity building activities.
9. Assist in the overall planning of the projects/program's activities.
10. Supervise the preparation of project(s) budgets and utilization of approved finances; ensure that expenses are incurred in an efficient manner.
11. Be responsible for quality delivery of all intermediate and final outputs of programme.
12. Regularly assist team members and provide feedback and support to enable them to do their jobs better.

13. Ensure the proper hard/soft filing of all documents related to individual activities, as per the organization's QMS guidelines.

Functional (Task Specific):

14. Support analysis and interpretation of secondary literature, economic and social and environmental data, and preparation of policy papers
15. Substantively review and analyse the key documents to ensure that all are accurate and complete;
16. Assist in developing institutional partnership with think-tanks, academic and other concerned institutions and individuals with regard to research and policy work on SDGs:
17. Provide support (logistics and substantial) in the arrangement of national / regional and international workshops / seminars related to project activities;
18. Assist project management related activities, such as monitoring of activities, logistical/procurement processes as and when required;
19. Ensure that staff follows the formats and provide the requisite information.
20. Assist in coordinating the evaluations required of the programme.
21. Maintain a repository of information on the client and other stakeholder's interaction with the project.
22. Prepare and submit Quarterly Progress Reports, Annual Project Reports and other required reporting material as per client and FOCUS AREA requirements.

Symbiotic (Cross-Functional):

23. Develop/refine process for smooth functioning with other departments/units both internally and for projects.
24. Participate in project development activities, with the aim of developing a common understanding about project outcomes, activities, outputs, resources and methodology.
25. Develop close working relationships with project participants and stakeholders in order to establish a shared vision and achieve project objectives.

Knowledge/qualifications

26. Masters in Economics or a related field like Public Policy
27. Minimum of 2 years research and knowledge management experience (SDG related experience will be preferred)
28. Knowledge of research methodologies, qualitative and quantities analysis
29. Specific knowledge, experience and interest in sustainable development issues, actors, and policy process.
30. Strong interpersonal and communication skills and able to communicate with colleagues at all levels.
31. Excellent IT and Microsoft Office skills;
32. Willingness to travel frequently