

MAJOR FUNCTIONS OF MCU

Overall, the functions of the MCU will include: identifying important issues requiring direct RD response or action and following up to ensure actions are carried through; serving as central "clearinghouse" for receiving and responding to UNCT requests for assistance, information and guidance; administrative support to the RC appraisal process; support for partnership building with regional bodies; knowledge and information management and communication.

Specifically, the MCU will (1) serve as Secretariat to RDT; (2) coordinate the work of the PSG and Technical Clusters/Advisory Groups and build synergy; and (3) facilitate support to (a) UNCTs; (b) UNRC Appraisal Process; (c) Partnership Building; and (d) Information Management & Communication.

3(a) SUPPORT TO UN COUNTRY TEAM (UNCTS)

1. Develop RDT Results Framework in consultation with UNRCs.
2. Monitor, review and report on results framework.
3. Provide support to "Delivering as One" pilot countries and other shared/common service arrangements.
4. Coordinate, monitor and build synergies between Technical Clusters for timely and efficient response to UNCTs requests for support.
5. Provide technical expertise to UNCTs through other UN and non-UN technical clusters and service centers.
6. Monitor support to UNCTs and provide timely and evidence-based reports.
7. Promote knowledge sharing around innovative strategies, approaches, lessons learned and best practices between UNCTs.
8. Effectively manage budgets in support of interagency support.

3(b) SUPPORT TO UN RC APPRAISAL PROCESS

1. Liaise with UNDG and organize all necessary documents required for RC assessment.
2. Provide administrative support to the implementation and delivery of the RC performance review processes.
3. Identify and disseminate lessons learned from Latin America and Caribbean Division's use of 180-degree tool.

3(c) SUPPORT TO PARTNERSHIP BUILDING

1. Advocate for and manage development of strategic regional partnerships (including SADC, AU, and RECs).
2. Guide UN support, via RDT, in increasing alignment with regional development priorities and provide support to formalizing systems for planning, implementation, monitoring, evaluation and reporting.
3. Support implementation of projects/programs funded by RDT to maintain partnership building.

3(d) COMMUNICATION & INFORMATION MANAGEMENT

1. Manage and maintain all vital information including records of support to UNCTs through the RDT website and monitoring log.
2. Update and manage RDT communications strategy.
3. Maintain communication mechanisms (i.e. web page, evidence-based advocacy packages, web-based calendar of events), and maintain management system to store and access information and records.
4. Keep RCs adequately informed through ongoing information sharing.