**TERMS OF REFERENCE**

**1. Position Information**

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| **Office/Unit/Project** | UNDP “Establishing an Electronic System for Urban Planning Control ” project |
| **Title** | Project Clerk  |
| **Level**  | NPSA 4 |
| **Duty station (City and Country)** | Baku, Azerbaijan  |
| **Type (Regular or Short term)** | Regular  |
| **Office- or Home-based** | Office-based  |
| **Expected Duration** | 9 (nine) months with the possibility for extension subject to project duration and satisfactory performance  |
| **Position Number** | 00189761 |
| **How and when to apply** | **The interested qualified candidates can submit their applications in** [UNDP Career Website](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/job/5325)  **until 31 March 2023 (23:59 New York - Eastern Time (ET)).**  |

##### **2. Office/Unit/Project Description** *(max 300 words)*

The creation and development of a balanced social, economic, ecological and cultural environment highlights the importance of organizing and exerting control over urban planning, architecture and construction activities in an efficient way. To ensure the prevention of violations of the urban planning legislation; the implementation of urban planning activities in accordance with the requirements of the approved spatial planning documents (general plans, master plans, detailed plans); the compliance with standard urban planning and construction documents; improving the quality of spatial planning documents; regularised development of urban development; the efficient use of lands; verified ecological safety and environmental protection; and the protection of historical and cultural monuments, it is considered expedient that urban planning and construction activities are controlled through a central monitoring system.

To prevent unauthorised construction and demolition work, violations must first be identified. The existing practice of conducting inspections has shown that a large amount of manpower and time is required to identify and verify the legality of construction or demolition work.

The main objective of the Project is to establish an electronic system for urban planning control which will detect construction and demolition activities through satellite imagery and orthophoto images taken by drones, automatically verifying their legality, and promptly notifying the relevant authorities of any unauthorised construction or demolition.

The Project also aims to increase public awareness and participation regarding the prevention of illegal construction, as well as to enhance public oversight.

The Project objectives will be achieved through the delivery of the following expected results:

1: Electronic System for Urban Planning Control (ESUPC) established and operationalised;

2: Public awareness and oversight to prevent illegal construction increased.

##### **3. Scope of Work** *(5 to 7 items only)*

The duties of the Project Clerk will include:

* Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
* Maintain project correspondence and communication;
* Collect, register and maintain all information on project activities;
* Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
* Contribute to the preparation and implementation of progress reports;
* Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
* Provide support to international consultants in the implementation of their tasks for the achievement of project results;
* Assist in logistical organization of meetings, training and workshops;
* Draft minutes of Project Board and other project-related meetings;
* Prepare requests for advance of funds and/or direct payments;
* Undertake other financial and administrative tasks on an ad hoc basis;
* In accordance with the Work Plan support for procurement of equipment, supplies and services;
* Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need.

Taken overall, the duties of the Project Clerk will cover:

* Assisting the Project Manager in day-to-day management and oversight of project activities;
* Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.

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**4. Institutional Arrangement**

The Project Clerk will perform his/her functions under the guidance and direct supervision of UNDP Project Manager.

**5. Competencies**

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| ***Core*** |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements  |
| **Learn Continuously:** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility:** | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible  |
| **Act with Determination:**  | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner:** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion:** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination  |
| ***Cross-Functional & Technical competencies***

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| ***Thematic Area*** | ***Name*** | ***Definition*** |
| **Business Direction & Strategy** | **Strategic Thinking** | Ability to develop effective strategies and prioritized plans in line with UNDP’s objectives, based on the systemic analysis of challenges, potential risks and opportunities; linking the vision to reality on the ground, and creating tangible solutions  |
| **Business Direction & Strategy** | **Effective Decision Making** | Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources |
| **Business Management** | **Working with Evidence and Data** | Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making |
| **Administration & Operations**  | **Building, facilities & office space management** | Knowledge and ability to facilitate the renovation and upgrade of offices including review of complex engineering/architectural drawings; negotiate technical agreements to ensure fully operational building infrastructure and services |
| **Procurement** | **Procurement Management** | The ability to acquire goods, services or works from an outside external source |

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**6. Minimum Qualifications of the Successful NPSA**

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| **Min. Education requirements** | * Secondary Education is required.
* Bachelor’s degree in economics, finance, accounting, law, public administration, management or other social sciences will be given due consideration
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| **Min. years of relevant work experience**  | * Minimum 4 years with Secondary Education or 1 year with Bachelor’s degree of progressively responsible experience in administrative work, accounting/finance, economics, or other substantive area is required.
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| **Required skills**  | * Experience in the usage of computers and office software packages (MS Word, Excel, etc), advance knowledge of automated procurement systems, and experience in handling of web-based management systems.
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| **Desired skills in addition to the competencies covered in the Competencies section** | * Experience in UN agencies or other international organisations would be a strong asset
* Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.

Experience in budgeting, planning, and reporting would be an asset* Experience in either Digital Transformation or Public Innovation would be a strong asset
* Experience in procurement processes would be an asset
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| **Required Language(s)**  | * Fluency in written and oral English and Azerbaijani is required
* Knowledge of Russian is an asset
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| **Professional Certificates** | N/A |

**7. The following documents shall be required from the applicants:**

1. **Personal CV or P11**, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
2. A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
3. Managers may ask (ad hoc) for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns or other materials.

**8. Annexes to the TOR**

1. Links to any relevant (non-confidential) materials that may help candidates gain a better understanding of the office/unit/project context.
2. Organigram of the office/unit/project indicating the position of the function (for internal use only).