**Terms of Reference (TOR)**

**for functions under a National Personnel Service Agreement**

**1. Position Information**

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| **Office/Unit/Project** | UNDP CO Azerbaijan “ Empowering Women in Azerbaijan for Social and Economic Participation” project |
| **Functional Title** | Project Assistant |
| **Classified Level (NPSA 1-12)** | NPSA 5 |
| **Duty station (City and Country)** | Baku, Azerbaijan  |
| **Type (Regular or Short term)** | Regular |
| **Office- or Home-based** | Office-based |
| **Expected starting date** | 1 October2021  |
| **Expected Duration** | 6 months (with possibility of extension)  |

##### **2. Office/Unit/Project Description**

The position of Project Assistant is in direct support of UNDP’s joint project with the State Committee for Family, Women and Children Affairs (SCFWCA) titled “ Empowering Women in Azerbaijan for Social and Economic Participation”, implemented with funding from the Government of the United Kingdom of Great Britain and Northern Ireland represented by the Foreign, Commonwealth and Development Office (“FCDO”).

The project’s goal is through building capacities of women, creating more equal opportunities and strengthening the enabling environment, the project reinforces especially the recovery and relief pillar of Women, Peace and Security, where conflict affected women become agents of change to participate in the economic and social lives of their communities after the recent Karabakh conflict. As a platform for change, the Women Resource Centers (WRCs) will be utilised to advance gender equality in these communities with women and for women. Increasing financial literacy of women and endorsing them for social change through tailored capacity building is complemented with strong formal and informal support networks. Ultimately the project aims to achieve economic security of conflict affected women so they are better prepared for external shocks of conflict and crises.

The project will aim to ensure that:

**Outcome 1.** Vulnerable women are empowered with skills and have access to services and information to improve livelihoods and deliver community-level benefits sustainably, by cooperating as part of the network of WRCs

**Outcome 2.** Stakeholders at national and local levels are supportive of WRC models and take actions to strengthen vulnerable women’s economic and social inclusion through targeted interventions informed by stakeholder analysis produced by the project

The Project Assistant will work in close collaboration with the Programme, Operations, Communications teams of UNDP in the organization for effective achievement of results, anticipating and contributing to timely, accurate and consistent financial, administrative and procurement processes. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Project Assistant will ensure financial management of the project including disbursements, preparation of multi-year project budget and budget revisions; follow-up on purchase orders and payment requests; preparation and submission of mid-term and final financial reports. The Project Assistant will also be responsible for all administrative matters such as procurement, contracting, organizational/logistical matters, travel, file maintenance, preparation of routine correspondence, record-keeping, preparation of requests for direct payment, and providing data for drafting financial reports.

##### **3. Scope of Work**

**Administrative management**

1. Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
2. Maintain project correspondence and communication;
3. Collect, register and maintain all information on project activities;
4. Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
5. Contribute to the preparation and implementation of progress reports;
6. Prepare agendas and arrange events, field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
7. Maintain effective and accurate project filing system;
8. Provide support to international and local consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc.);
9. Maintain records on all project personnel/national/international consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
10. Assist in logistical organization of meetings, training and workshops;
11. Provide support in translation of project related documentation.

**Financial management**

1. Follow-up on timely disbursements by UNDP;
2. Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc. against project budgets and work plans;
3. Assist the preparations of project work-plans and operational and financial planning processes;
4. Monitor project activities, budget and financial expenditures on a monthly basis and maintain a proper record of approved project budgets and their revisions;
5. Prepare proposals for budget revisions;
6. Prepare and submit expenditure and programme budget status reports;
7. Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
8. Undertake other financial and administrative tasks on an ad hoc basis.

**Procurement**

1. Assist in timely, accurate and transparent procurement and recruitment processes;
2. Assist the Project Manager and Project Officer in preparation of ToRs and related documents for the consultants;
3. In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
4. Create and manage e-requisitions in ATLAS;
5. Arrange for equipment maintenance and insurance as required;
6. Ensure that contractual processes follow the stipulated UNDP procedures;
7. Maintain records over project equipment inventory

**4. Institutional Arrangement**

The Project Assistant will report directly to Project Manager of “Empowering Women in Azerbaijan for Social and Economic Participation” project.

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

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| **Min. Academic Education** | * Bachelor’s Degree in financial management, finance, economics and/ or other social sciences
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| **Min. years of relevant Work experience**  | * At least 3 years of finance experience, preferably in the development projects at the national and/or international level
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| **Required skills and competencies** | ***Core competencies*****Innovation-**Level 2: Execute & Learn (Perform defined tasks)*Ability to make new and useful ideas work***Leadership-**Level 2: Execute & Learn (Perform defined tasks)*Ability to persuade others to follow***People Management-**Level 2: Execute & Learn (Perform defined tasks)*Ability to improve performance and satisfaction***Communication-**Level 2: Execute & Learn (Perform defined tasks)*Ability to listen, adapt, persuade and transform***Delivery-**Level 2: Execute & Learn (Perform defined tasks)*Ability to get things done****Functional competencies*****Knowledge Management and Learning:*** Shares knowledge and experience;
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

**Development and Operational Effectiveness:*** Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
* Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

**Self-Management and Emotional Intelligence:*** Focuses on result for the client and responds positively to feedback;
* Consistently approaches work with energy and a positive, constructive attitude;
* Remains calm, in control and good humored even under pressure;
* Demonstrates openness to change and ability to manage complexities

**Client Orientation*** Contributing to positive outcomes for the client
* Anticipates client needs;
* Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
* Demonstrates understanding of client’s perspective.
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| **Desired additional skills and competencies** | * Experience in the UN Agencies or other international organizations would be an asset
* Excellent computer skills, in particular mastery of all applications of the MS Office package;
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| **Required Language(s) (at working level)** | * Fluency in written and spoken Azerbaijani is required
* Working level of English is required.
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| **Professional Certificates** | N/A |
| **How to apply:** | Please follow the links to apply for this position:* <https://www.az.undp.org/content/azerbaijan/en/home/jobs.html>
* <https://jobs.partneragencies.net/erecruit.html>
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**6. Travel:**

 Project Assistant will be expected to occasional travel to Barda, Tartar and Agjabedi.

**7. 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.
* UNDP in Azerbaijan: <https://www.az.undp.org/content/azerbaijan/en/home.html>
1. Organigram of the office/unit/project indicating the position of the function

N/A