**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 and creating equal opportunities for vulnerable, conflict affected women in Azerbaijan to overcome barriers towards greater economic and social participation” project |
| **Functional Title** | Project Associate |
| **Classified Level (NPSA 1-12)** | NPSA 7 |
| **Duty station (City and Country)** | Baku, Azerbaijan  |
| **Type (Regular or Short term)** | Regular |
| **Office- or Home-based** | Office-based |
| **Expected Duration** | 6 months (with possibility of extension)  |

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

The position of Project Associate 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 Associate 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 resolving complex programme /project-related issues and information delivery. 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 Associate will provide essential support to the Project Manager in day-to-day project management and achievement of the project milestones.

**3. Scope of work**

Under the guidance and direct supervision of the Project Manager the incumbent will perform the following functions:

##### Supervise and coordinate the production of project outputs, as per the project document;

##### Mobilize all project inputs in accordance with procedures for nationally implemented projects;

##### Support the recruitment and selection of project consultants;

##### Coordinate the work of all project staff, consultants and sub-contractors;

##### Prepare and revise project draft work and financial plans;

##### Supervise and coordinate the production of project outputs, as per the project document;

##### Liaise with UNDP for effective coordination of all project activities;

##### Support in timely submission of required donor reports, project progress reports, financial reports, and other reports as may be required by UNDP, SCFWCA, the donor and other government oversight agencies to the PM;

##### Disseminate project reports and respond to queries from concerned stakeholders;

##### Support in the timely and effective implementation of all components of the project;

##### Carry out regular, announced and unannounced inspections of all sites and project-funded activities;

##### Coordinate and supervise the work of all consultants and sub-contractors, ensuring the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;

##### Prepare Annual Work plans in advance of each successive year and submit them to the Programme Analyst for approval.

##### **Administrative management:**

##### Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;

##### Guide 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 events, field visits, appointments and meetings, both internal and external related to the project activities and write minutes from the meetings;

##### Maintain project filing system;

##### Prepare routine correspondence and memoranda for Project Manager’s signature;

##### Ensure proper communications regarding events, success stories, project outreach, and overall scope and methodology (e.g. social media presence, project info on website, drafting press releases, etc.);

##### Draft Terms of Reference (ToR) and provide support to international/local consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);

##### 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;

##### Prepare and issue contracts;

##### Draft minutes of Project Board and other project related meetings;

**Financial management:**

##### Support the preparations of project work-plans and operational and financial planning processes;

##### Prepare proposals for budget revisions;

##### Monitor bugdet implemention to comply with the annual Work Plan, prepare table of expenses, including planned vs.spent and recommend corrective actions in cases of variations

##### Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;

1. Support organization of the evaluation and compile required materials;
2. Coordinate good filing system in accordance to the requirements

#####  **Procurement:**

#####  Coordinate the conduction of procurement and the recruitment of consultants;

##### Support in arranging for timely, accurate and transparent procurement of equipment, supplies and services in accordance with the Work Plan;

##### Ensure that contractual processes follow the stipulated UNDP procedures

**4. Institutional Arrangement**

The Project Associate 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** | * Secondary education

or Bachelor’s degree or equivalent in Public or Business Administration, Economics,Finance, International Relations or other social sciences. |
| **Min. years of relevant Work experience**  | * At least 7 years of project/programme support experience with secondary education
* At least 4 years of project/programme support experience with Bachelor’s degree
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| **Required skills and competencies** | * Experience in supporting multi-stakeholder project;
* Experience in event management
* Excellent computer skills, in particular mastery of all applications of the MS Office package

***CORE BEHAVIORAL*** ***COMPETENCIES*** **Achieve Results*** Demonstrate focus on achieving quality results and impact
* Consistently strive to meet or exceed excellence standards
* Hold self and others accountable for results
* Efficiently establish appropriate plans and resources for self and others to accomplish goals

**Level 2: Supervisor / Associate / Analyst** **Think Innovatively*** Look beyond conventional approaches and established methods
* Propose new ideas, approaches and solutions to problems
* Seek patterns and clarity outside boxes and categories while resisting false certainty and simplistic binary choice

**Level 2: Supervisor / Associate / Analyst** **Learn Continuously** * Actively pursue opportunities for learning and self-development professionally and personally
* Keep abreast of new developments in one’s professional area
* Proactively seek feedback, demonstrates a desire to learn from others as well as from experiences, both positive and negative
* Contribute to the learning of others

**Level 2: Supervisor / Associate / Analyst**  **Adapt with Agility** * Be flexible in handling change, and adopt new ideas, approaches and ways of working
* Seamlessly adapt to working within new situations or contexts, with new people, and in different ways Participate in, support, contribute to or drive meaningful change in UNDP
* Be comfortable with ambiguity and effectively managing multiple demands

**Level 2: Supervisor / Associate / Analyst**  **Act with Determination** * Pursue everything with motivation and drive
* Not give up in the face of adversity and setbacks; demonstrate resilience and composure
* Demonstrate courage, self-motivation and initiative to act on opportunities without being prompted by others
* Be authentic and modest, get things done without unnecessary noise

**Level 2: Supervisor / Associate / Analyst**  **Engage and Partner** * Act in a way that demonstrates empathy and emotional intelligence, showing consideration for the needs and feelings of others
* Demonstrate and encourage teamwork and co-creation internally and externally to achieve joint objectives and results
* Establish and develop networks that deliver powerful collaborations
* Encourage and respect the views of others; accept views and ideas other than one’s own

**Level 2: Supervisor / Associate / Analyst** **Enable Diversity and Inclusion** * Treat all individuals with respect, consider ethical implications and respond sensitively to all differences among people
* Fully accept and value all people, creating an inclusive environment
* Understand that inclusion is multi-faceted (e.g. race, gender, age, disability, culture, etc.)
* Understand and appreciate issues from the perspective of others
* Treat everyone fairly and equally •Demonstrate honesty and transparency

**Level 2: Supervisor / Associate / Analyst** ***CROSS-FUNCTIONAL COMPETENCIES***

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|  **System Thinking**  |

* Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system

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|  **Negotiation and Influence**  |

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| * Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiates mutually acceptable solutions through compromise and creates ‘win-win’ situations
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| ***TECHNICAL COMPETENCIES*****Finance*** Budget Management
* Ability to support budgetary aspects of work planning process, drawing and management of team budgets.
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**Project Management** * Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals
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| **Desired additional skills and competencies** | * Experience in procurement, finance, budget administration
* Previous experience with UN, UNDP or other international organization is an advantage.
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| **Required Language(s) (at working level)** | * Fluency in written and spoken Azerbaijani and English is required;
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| **Professional Certificates** | N/A |
| **How to apply** | Please follow the link [UNDP Career website](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FhcmUI%2FCandidateExperience%2Fen%2Fsites%2FCX_1%2Frequisitions%2Fjob%2F1997&data=04%7C01%7Caysel.ganbarli%40undp.org%7C8fef201f30eb4c6b8e3a08d9d4396b5d%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637774165347500137%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=8dBtJBsDkGsdzbpAR3BwN7%2B%2BKDXVFVtvsbr5vPqaj9w%3D&reserved=0) to apply for this position |

**6. Travel:**

 Project Associate will be expected to 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