**Terms of Reference (TOR)**

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

**1. Position Information**

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| **Office/Unit/Project** | **UNDP/AZE10/** **“Support to women-led community-based initiatives”** |
| **Functional Title** | **Project Associate** |
| **Classified Level (NPSA 1-12)** | **NPSA 6** |
| **Duty station (City and Country)** | **Baku, Azerbaijan** |
| **Type (Regular or Short term)** | **Regular** |
| **Office- or Home-based** | **Office-based** |
| **Expected starting date** | **20 July 2022** |
| **Expected Duration** | **6 (six) months with the possibility for extension subject to satisfactory performance and project duration** |
| **Position Number** | **00187754** |

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

Agenda 2030 and its Sustainable Development Goals (SDGs) represent an unprecedented leap forward in the fight against poverty and inequalities, as well as in the struggle for environmental sustainability. The SDGs embody a universal, inclusive and transformative vision of development, which calls upon all Member States to ensure a life of dignity for all, leaving no-one behind. As the lead UN development agency, UNDP is well-placed to help implement the Goals through our work in some 170 countries and territories. Achieving the SDGs requires the partnership of governments, private sector, civil society and citizens alike to make sure we leave a better planet for future generations.

The project is proposed amidst the growing COVID-19 crisis that significantly amplifies the risks for vulnerable people and communities including women. With strict regulations put in place to curb the spread of COVID-19 pandemic, hundreds of thousands of people in Azerbaijan face severe social and economic challenges. While necessary for reducing the speed of transmission, these measures risk having negative immediate and long-term impacts on all sectors of the economy, so employment and livelihoods will be hit hard by the consequences of the health crisis. Vulnerable people including women are much more likely to remain unemployed for longer, they will most likely have zero financial reserves to draw on.

The project’s strategy will pursue a two-phased approach giving priority to the activities in the Bilasuvar region. With available funding, Phase 1 of the project will focus on further strengthening the capacities of the existing Bilasuvar WRC, expanding business opportunities, and stimulating social participation of local women, and delivering the WASH component. Through the additional resources mobilized, the project moved into Phase 2 that will support launch of a new WRC in Jalilabad, roll-out of entrepreneurial programmes and other services for women, and replication of the WASH component, while continuing to maintain the activity of the WRC Bilasuvar.

##### 3. Scope of Work

##### The Project Associate will be responsible for the timely, effective and efficient mobilization of all inputs, local teams and short-term consultants. PO prime responsibility is to ensure that the project produces the expected outputs and reaches the planned targets by undertaking necessary activities to the required standard of quality and within the specified constraints of time and cost. The Project Associate will also coordinate with UNDP Azerbaijan on all relevant substantive and administrative aspects under the project.

##### The Project Associate will perform the following key functions:

##### Assist in supervising and coordinate the production of project outputs, as per the project document;

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

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

##### Assist in coordination of the work of all project staff, consultants and sub-contractors;

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

##### Support to supervising and coordinating the production of project outputs, as per the project document;

##### Liaise with UNDP and SCFWCA’s for effective coordination of all project activities;

##### Assist in overseeing and ensuring timely submission of required donor reports, project progress reports, financial reports, and other reports as may be required by UNDP, SCFWCA’s, Dutch Embassy and other government oversight agencies to the PM;

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

##### Assist in ensuring 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;

##### Ensure timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;

##### Support in preparing 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;

##### • 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;

##### • Maintain project filing system;

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

##### • Receive, screen and distribute correspondence and attach necessary background information;

##### • 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.);

##### • Provide support to international 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 consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;

##### • Assist in logistical organization of meetings, training and workshops;

##### • 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;

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

##### • Support organization of the evaluation and compile required materials;

• Ensure good filing system in accordance to the requirements

##### Procurement:

##### Assist to procurement processes in accordance with the Work Plan arrange for timely, accurate and transparent procurement of equipment, supplies and services;

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**4. Institutional Arrangement**

Project Associate will work under the guidance and direct supervision of the UNDP Programme Analyst. The Organigram is attached in an Annex to show the position of this function within the office and unit structure.

**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 (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | ***Thematic Area*** | ***Name*** | ***Definition*** | | Business Direction & Strategy | Effective Decision making | Ability to take decisions in a timely and efficient manner in line with one’s authority, area of xpertise and resources | | Business Direction & Strategy | Negotiation and influence | 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 | | Business Management | Partnerships Management | Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies | | Business Management | Project Management | Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals | | Business Management | Communication | Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience  Ability to manage communications internally and externally, through media, social media and other appropriate channels | |  |  |  | | *Partnership management* | Emerging partnership | Ability to engage with emerging partners, develop and manage a strategy and develop approaches to developing and managing these new strategic partnerships | |  |  |  | |  |  |  | |  |  |  | | |

Please refer to [the competency framework site](https://undp.sharepoint.com/teams/OHR/competency%20framework) for the entire list of competencies and further explanations.

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

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| **Min. Academic Education** | * Secondary education * Bachelor’s degree or equivalent in social sciences, development studies, public administration, political science, management, economics, public policy, or a related field will be given due consideration, but is not a requirement. |
| **Min. years of relevant Work experience** | * Minimum 6 years (with Secondary education) or 3 years (with Bachelor’s degree) of progressively responsible project/programme support experience preferably in development projects is required at the national or international level |
| **Required skills** | * Experience in effectively coordinate a multi-stakeholder project; * Experience in administering budgets, working effectively with counterpart staff at all levels and with all groups involved in the project. |
| **Desired skills in addition to the competencies covered in the Competencies section** | * Experience in UNDP/UN Agencies and other international organization would be an asset |
| **Required Language(s)** | Fluency in both oral and written English and Azerbaijani is required. |
| **Professional Certificates** | n/a |
| **How to apply** | [Please go to 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%2Fpreview%2F4274&data=05%7C01%7Caysel.ganbarli%40undp.org%7C1cf5489b2f734ab5bb0008da4f747bae%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637909658960265959%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=a%2BelYqVvWVW%2BvZpKDupj9ifs84nEPZr5YZnN%2F9nM4xE%3D&reserved=0) to apply for the position until **29 June 2022 (23:59 New York - Eastern Time (ET)).** |

**7. Travel:**

Duty station is Baku, Azerbaijan. Travel to regions of Azerbaijan is required.

**8. 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.

**9. Annexes to the TOR**

1. Organigram of the office/unit/project indicating the position of the function.

Annex 1. Organigram