**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 Officer |
| **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 starting date** | 1 October2021  |
| **Expected Duration** | 6 months (with possibility of extension)  |

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

The position of Project Officer 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 Officer 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 Officer 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 personnel;

##### 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;

##### Oversee and ensure 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;

##### Ensure 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;

##### 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 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;

##### 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:**

##### Assist/conduct procurement and recruitment processes;

##### In accordance with the Work Plan arrange for timely, accurate and transparent procurement of equipment, supplies and services;

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

**4. Institutional Arrangement**

The Project Officer 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 or equivalent development related disciplines, public or business administration, economics, or other social sciences
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| **Min. years of relevant Work experience**  | * At least 3 years of project/programme support experience
* Experience in supporting multi-stakeholder project;
* Experience in administering budgets, train and work effectively with counterparts and staff at all levels and with all groups involved in the project;
* Experience in event organizing, administratering and coordinating resource mobilization and coordination;
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| **Required skills and competencies** | ***Core competencies***

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| **Innovation***Ability to make new and useful ideas work* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Leadership***Ability to persuade others to follow* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **People Management***Ability to improve performance and satisfaction* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Communication***Ability to listen, adapt, persuade and transform* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |
| **Delivery***Ability to get things done* | Level 3: Apply & Adapt (Recognized contributor with demonstrated ability) |

***Functional competencies**** Demonstrate commitment to UN’s mission, vision and values;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

**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:*** Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control;
* Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs;
* Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively;
* Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance;
* Senses the emotions of others, understanding their perspective, taking an active interest in their concerns;
* Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement;
* Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best;
* Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict.
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| **Desired additional skills and competencies** | * Experience in procurement processes is an advantage.
* Previous experience with UNDP and/or an international organization is an advantage.
* 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 and English is required
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| **Professional Certificates** | N/A |

**6. Travel:**

 Project Officer 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