



Terms of Reference

Project Assistant

Project Title: Green Climate Fund Readiness and Preparatory Support Project for Azerbaijan

Position: Project Assistant

Grade: SB-2-4 (part time)

Duty Station: Baku Azerbaijan

Duration: 12 month

Project Background:

This Green Climate Fund Readiness Proposal was developed to define a strategic engagement framework with the Green Climate Fund (GCF), help strengthen the National Designated Authority (NDA) and enhance Azerbaijan's capacity to implement mitigation and adaptation actions.

Notwithstanding that Azerbaijan, as a Non-Annex I Country of the Convention has not taken any quantitative commitments, it has implemented several programs to mitigate and adapt to climate change using internal resources and international aid.

In December 2016, the Ministry of Ecology and Natural Resources was appointed as the NDA to the GCF. The proposal includes activities that will allow the NDA to: i) strengthen national capacities; ii) support stakeholder engagement in consultation and policy development processes; and iii) mobilise private sector in national consultations and financing mechanisms. The proposed project will increase the capacity of the NDA and other national stakeholders to carry out its climate change focused programs in partnership with the GCF and pave the way for structured and active participation of the private sector to achieve national climate goals.

The planned activities will be executed by UNDP – under the guidance and supervision of the NDA – in line with its procurement rules and regulations. The project is expected to launch in January 2017 with an overall duration of 18 months.

Organizational Context:

The Project Assistant (PA) will be locally recruited based on an open competitive process. S/He will be responsible for the overall administration and additional support of the project (contractual, organizational, financial, logistical, etc.). The Project Assistant will report to the UNDP Project Coordinator.

Duties and Responsibilities:

The Project Assistant will work in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) 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.

Administrative management:

- 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;
- Maintain project filing system;
- Provide support to international consultants in the implementation of their tasks for the achievement of project results;
- 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;
- Prepare and issue contracts;
- Assist in logistical organization of meetings, training and workshops;
- Draft minutes of Project Board and other project related meetings.

Financial management:

- Implement financial record-keeping and prepare financial reports required in line with NEX financial rules and procedures;
- Assist with recruitment and procurement processes, checking the conformity with UNDP and the Government rules and procedures;
- Assist in the preparation of payments requests for operational expenses, salaries, insurance;
- Support the preparations of project work-plans and operational and financial planning processes;
- Monitor project activities, budget and financial expenditures, maintain proper record of approved project budgets and their revisions and prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Assist in project related procurement issues;
- Undertake other financial and administrative tasks on an ad hoc basis.

Technical management:

- Supervise and coordinate the project to ensure its results are in accordance with the Project Document;
- Assume primary responsibility for daily project coordination both organizational and substantive matters, such as budgeting, planning and general monitoring of the project;
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the project;
- Ensure adherence to the project's work plan, prepare revisions of the work plan, if required;
- Assume overall responsibility for the proper handling of logistics related to project workshops and events;
- Prepare, and agree with UNDP and NDA terms of reference for national and international consultants and subcontractors;
- Guide the work of consultants and subcontractors and oversee compliance with the agreed work plan;
- Maintain regular contact with UNDP Country Office and the National Designated Authority on project implementation issues of their respective competence;
- Monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions;
- Assume overall responsibility for the meeting financial delivery targets set out in the agreed annual work plans, reporting on project funds and related record keeping;
- Liaise with the project donor to ensure its co-financing contributions are provided within the agreed terms;
- Assume overall responsibility for reporting on project progress vis-à-vis indicators in the logframe;
- Prepare financial reports for the GCF on-time to ensure timely transfer of funds from the donor for the upcoming activities;
- Ensure that evaluations and audit are undertaken as per the UNDP guidelines
- Undertake any other actions related to the management of the project as required by UNDP or the National Designated Authority.

Corporate Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Facilitate and encourage open communication in the team, communicating effectively
- Have consistent approach to work with energy and positive, constructive attitude;
- Have ability to work under pressure;
- Show the will to learn and develop professional skills.

Functional Competencies:

Knowledge Management and Learning

- Share knowledge and experience;
- Actively work towards continuing personal learning, act on learning plan and apply newly acquired skills

Development and Operational Effectiveness

- Demonstrate proven ability to problem-solving and creative thinking, to develop and implement smart business solutions in a challenging socio-economic environment;
- To be able to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job.
- 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.

Leadership and Self-Management

- Focus on result for the client and responds positively to feedback;
- Remain calm, in control and good humored even under pressure;
- Demonstrate openness to change and ability to manage complexities

Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
- Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under tight timelines;
- Strong drafting, presentation and reporting skills;
- Excellent written communication skills.

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

Required qualifications and experience

- Bachelor's degree on development, environment, climate change, public finance, or other similar fields related to the project.
- At least 3 years' experience in project assistance in the fields of development and/or environment.
- Proven experience of work with international organizations

- Proven experience of work with national government institutions.
- Significant knowledge in climate change and environmental funds and inter-institutional processes
- Good knowledge of English and Azeri is required; knowledge of Russian would be an asset