



## TERMS OF REFERENCE

### Project Associate

**Location:** Kingston, Jamaica

**Application Deadline:** 6 July 2018

**Type of Contract:** Individual Consultant

**Languages Required:** English

**Start Date:** 7 August 2018

**Expected duration of contract:** 5 Months

### 1.0 BACKGROUND

An updated national report is required of all Convention of Biological Diversity (CBD) Parties to understand changes in the status and trends of biodiversity, and their implications. This report is also required of all countries that have accessed the Global Environmental Facility's (GEF) Biodiversity Enabling Activities (BD EA) and is aimed at updating the country's National Biodiversity Strategies and Action Plans (NBSAPs). The "Support to Eligible Parties to Produce the Sixth National Report (6NR)" project seeks to develop a high quality, data driven Sixth National Report (6NR) that will improve national decision-making processes for the implementation of NBSAPs.

The Capacity Development Unit in the Jamaica Country Office is responsible for the management and implementation of the Country Office Programme. This is undertaken through constant interaction with implementation partners focusing on building their capacities to implement successful projects. The Unit also carries out quality control functions including but not limited risk identification and mitigation, financial management and results-based management for project activities.

### 2.0 Duties and Responsibilities

Under the guidance and supervision of the Programme Analyst, Capacity Development, and in close collaboration with the Programme Specialist, Policy, the Project Assistant will provide project administration, and technical support to the Capacity Development Unit in the UNDP Jamaica Country Office. Specifically, the Assistant will be required to:

1. Supports formulation of **programme strategies and implementation of the Country Programme Action Plan** focusing on achievement of the following results:
  - ❑ Collection, analysis and presentation of background information for preparation of Common Country Assessment, UN Development Assistance Framework, Country Programme Document, Country Programme Action Plan, effective application of Results Based Management tools and establishment of management targets (Balance Score Card).



- ❑ Presentation of background information for formulation of, work plans, budgets, proposals on implementation arrangements.
  - ❑ Research and presentation of information to facilitate gender mainstreaming in the CO's programmes and projects.
  - ❑ Support to the implementation of the project activities for the production of the Sixth National Report to the CBD.
2. Provides effective support to **management of the integrated CO programme** focusing on the achievement of the following results:
- ❑ Creation of projects in Atlas (UNDP web based management system), preparation of required budget revisions, revision of project awards and project status, determination of unutilized funds, operational and financial close of a project.
  - ❑ Provision of guidance to the executing agencies on routine implementation of projects.
  - ❑ Presentation of information for audit of Nationally Executed (NEX) projects, supports implementation of audit recommendations.
3. Provides **administrative support to the Integrated Programme Unit** focusing on achievement of the following results:
- ❑ Review of projects' Financial Reports; preparation of non-purchase order (POs) and vouchers for development projects.
  - ❑ Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas.
  - ❑ Timely corrective actions on unposted vouchers, including the vouchers with budget check errors, match exceptions, unapproved vouchers.
  - ❑ Creation of requisitions in Atlas for development projects, register of goods receipt in Atlas.
  - ❑ Provision of administrative and financial support in the implementation of the Sixth National Report project
4. Supports **resource mobilization** focusing on achievement of the following results
- ❑ Analysis of information on donors, preparation of donor's profile.
  - ❑ Tracking and reporting on mobilized resources. Review of contributions agreement, managing contributions in Atlas
  - ❑ Provision of support in the identification of traditional and non-traditional donors
5. Ensures **facilitation of knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:
- ❑ Organization of trainings for the operations/ projects staff and project counter parts on programmatic issues.
  - ❑ Synthesis of lessons learnt and best practices in programme.
  - ❑ Sound contributions to knowledge networks and communities of practice.



### 3.0 Impact of Results

The key results have an impact on the effective implementation of the Technical Support to Eligible Parties to Produce the Sixth National Report to the CBD Projects and support the overall performance of the Programme Unit and success in implementation of programme strategies. Accurate analysis, data entry and presentation of information ensure proper programme implementation.

### 4.0 Competencies:

#### Core Competencies:

- ☐ Demonstrating/safeguarding ethics and integrity
- ☐ Demonstrate corporate knowledge and sound judgment
- ☐ Self-development, initiative-taking
- ☐ Acting as a team player and facilitating team work
- ☐ Facilitating and encouraging open communication in the team, communicating effectively
- ☐ Creating synergies through self-control
- ☐ Managing conflict
- ☐ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- ☐ Informed and transparent decision making

#### Functional Competencies

##### Advocacy/Advancing A Policy-Oriented Agenda

###### Level 1.1: Support the preparation of information for advocacy

- ☐ Identifies relevant information for advocacy for a variety of audiences

##### Results-Based Programme Development and Management

###### Level 1.1: Contributing to results through provision of information

- ☐ Provides information and documentation on specific stages of projects/programme implementation
- ☐ Provides background information to identify opportunities for project development and helps drafting proposals

##### Building Strategic Partnerships

###### Level 1.1: Maintaining information and databases

- ☐ Analyzes general information and selects materials in support of partnership building initiatives
- ☐ Maintains databases of donor information
- ☐ Tracks and reports on mobilized resources

##### Innovation and Marketing New Approaches

###### Level 1.1: Implementing processes and uses products

- ☐ Documents and tracks innovative strategies/best practices/new approaches
- ☐ Responds positively to new approaches



## Resource Mobilization

### Level 1.1: Providing information for resource mobilization strategies

- ☐ Maintains information/databases on potential and actual donors
- ☐ Maintains database of project files
- ☐ Provides data and information needed for preparation of project documents

## Promoting Organizational Learning and Knowledge Sharing

### Level 1.1: Basic research and analysis

- ☐ Researches best practices and poses new, more effective ways of doing things

## Job Knowledge/Technical Expertise

### Level 1.1: Fundamental knowledge of processes, methods and procedures

- ☐ Understands the main processes and methods of work regarding to the position
- ☐ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- ☐ Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- ☐ Demonstrates good knowledge of information technology and applies it in work assignments
- ☐ Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

## Global Leadership and Advocacy for UNDP's Goals

### Level 1.1: Research and analysis

- ☐ Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

## Client Orientation

### Level 1.1: Maintains effective client relationships

- ☐ Reports to internal and external clients in a timely and appropriate fashion
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines
- ☐ Responds to client needs promptly

## Gender Issues & Analysis

### Level 1: Skilled Ability to use knowledge of policies, procedures and rules

- ☐ Knowledge of gender issues
- ☐ Ability to apply knowledge to strategic and or practical situations, including analysis of projects from a gender perspective.

## **5.0 Reporting Arrangements, Timelines and Deliverables**

The Project Assistant will be contracted for a period of five month and will report to the Programme Analyst, Capacity Development under the overall guidance of the Deputy Resident Representative.

## Deliverables

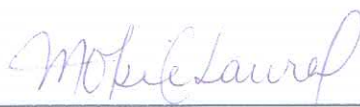
Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	%
1. Monthly report outlining work completed to support capacity development unit and Sixth NR Project	22 days	25 August	20
2. Monthly report outlining work completed to support capacity development unit and Sixth NR Project	22 days	25 September	20
3. Monthly report outlining work completed to support capacity development unit and Sixth NR Project	22 days	25 October	20
4. Monthly report outlining work completed to support capacity development unit and Sixth NR Project	22 days	25 November	20
5. Monthly report outlining work completed to support capacity development unit and Sixth NR Project	22 days	15 December	20

## 6.0 Qualifications & Experience

- University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences
- Certification in project management will be an asset
- At least two years' progressively responsible administrative or programme experience is required at the national or international level.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

### Language skills

- Excellent working knowledge of English

Approved by:   
Elsie Laurence-Chounoune, Phd.

Date: 19 June 2018

