

**TERMS OF REFERENCE
PROJECT ASSISTANT**

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Hiring Office:	UNFPA Turkmenistan Country Office
Purpose of consultancy:	The Project Assistant provides support to the Gender portfolio consisting of a number of activities including the Turkmenistan part of the regional project "Strengthening national capacities to improve prevention of, and responses to Gender-Based Violence (GBV) in Central Asia" and support in the provision of regional deliverables such as compilation of financial reports and administrative/logistics arrangements. The Project Assistant will provide support in planning, implementation, monitoring and reporting under the Turkmenistan project. The Project Assistant will work in a collaborative manner with the UNFPA Country Office's programme and operations staff, UNFPA country offices in Central Asia and main stakeholders.
Scope of work: (Description of services, activities, or outputs)	<p>Administrative management:</p> <ul style="list-style-type: none"> - 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; - Contribute to the preparation and implementation of progress reports; - Maintain schedule of meetings and support all logistics arrangements and draft meeting minutes; - Maintain filing system; - Prepare routine correspondence, Note Verbale, memoranda etc. - Provide support to international consultants in the implementation of their tasks for the achievement of activity results (communication, contracts, agenda, visas, hotel reservations, etc as relevant); - Assist in logistical organization of meetings, training and workshops; <p>Financial management:</p> <ul style="list-style-type: none"> - Assist in the preparation of payments requests for operational expenses, etc. against project budgets and work plans; - Support the preparations of project work-plans and operational and financial planning processes; - Prepare proposals for budget revisions; - Prepare and submit expenditure and programme budget status reports; - Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services; - Undertake other financial and administrative tasks on an ad hoc basis. <p>Procurement:</p> <ul style="list-style-type: none"> - Assist in procurement and recruitment processes; assist relevant staff in the preparation of ToRs for the consultants; - In accordance with the Work Plan arrange for procurement of equipment, supplies and services; - Create and manage e-requisitions in ATLAS; - Perform other duties as assigned.
Duration and working schedule:	From 15 May till 31 December 2020
Place where services are to be delivered:	Turkmenistan CO
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	n/a
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	n/a
Supervisory arrangements:	Under the overall guidance and supervision of UNFPA PD and Gender Programme Analyst
Expected travel:	As needed
Required expertise, qualifications and competencies, including language requirements:	<p>Academic Requirements:</p> <ul style="list-style-type: none"> - Completed secondary level education required. First level university degree in social sciences, international relations, law, demography, development studies, gender/women's studies or related fields is desirable. <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 3 years of progressive professional experience in the public or private

	<p>sector in administrative and operational support for project implementation. Prior experience in working with/or for international organizations is an advantage</p> <ul style="list-style-type: none"> - Experience coordinating and liaising with government agencies and donors is an asset. <p>Languages: Fluency in English, Russian and Turkmen Computer skills: Proficiency in current software applications Other: Excellent communication skills, accuracy, ability to work in a team</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space, desk, IT equipment, stationery.