


TERMS OF REFERENCE FOR NATIONAL PROJECT ASSISTANT on Ageing

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United National Population Fund (UNFPA) Country Office in I.R. Iran
Purpose of consultancy:	<p>UNFPA is seeking to recruit a National Project Assistant (NPA) on ageing to support the Government Implementing Partners (IPs) and UNFPA in the implementation of their joint Work Plan (WP) on ageing. For this specific job description, the NPA will support the State Welfare Organization, the Secretariat of National Council of the Elderly and MOHME in the implementation of the joint WP with UNFPA on Population Ageing. This WP will fall under the third output of the UNFPA 6th Country Programme.</p> <p>The NPA will work closely with the various departments of the IP organization, as well as with other institutions involved in the implementation of his/her assigned output, as required. The incumbent will ensure effective programme and financial management, monitoring and reporting of the programme.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The incumbent would be responsible to:</p> <p>1) Ensure implementation of the activities/projects under the WP of Ageing to:</p> <ul style="list-style-type: none"> • Assist in the smooth and timely implementation of activities related to the output on population ageing programme, as foreseen in the respective WP(s) through close follow up with relevant departments, experts and PO. • Identify areas of potential delay, problems, and obstacles related to implementation of activities (e.g. rules and regulations) and bring them to the attention of PO and project director straightaway. • Ensure timely and quality preparation of minutes of meetings as part of the monitoring tool for tracking follow up actions and recording advocacy and policy dialogue events. • Participate in field visits and relevant events/meetings (if any) supported by UNFPA to monitor the implementation of programme interventions, and collect relevant data and documents, as necessary, and prepare reports. • Actively participate in trainings and meetings related to implementation of new guidelines, policies and procedures in order to ensure adherence during implementation of WPs. • Assist in translation and preparation of communication material related to relevant WP/Output as requested for website, and other communication activities • Assist in organizing online training activities, events, workshops (i.e. taking care of event logistics, collecting relevant training materials, identifying resource persons, acting as a resource person, as appropriate) • Assist in identifying national consultants for his/her respective WP(s) and related projects by collecting CVs from relevant partners and organizations and preparing other background documents. • In the absence of PO, the NPA will work closely with other programme staff and designated back up, in order to ensure continuous implementation of the outputs. • Ensure timely and accurate filling of relevant outputs' document both in UNFPA and IP premises as well as the share folder. • Draft correspondences with relevant IP as requested. • Depending on the output and in consultation with UNFPA PO additional or specific tasks can be assigned to NPA. • Assist PO and IP, to review, proof read and revise reports/publications ensure quality <p>2) Financial monitoring of the activities in Ageing WP</p> <ul style="list-style-type: none"> • Ensure timely and quality preparation of financial reports including budget revision(s) (i.e. FACE, supporting documents including direct payments, and progress reports in GPS and SIS) in accordance with UNFPA Monitoring and Evaluation Guidelines, and in close coordination with the IP, PO, M&E Focal Point and Finance staff. • Ensure timely preparation and existence of all supporting documents and correspondences for NEX audit/Spot Check and end-year documents in the respective IP(s) and UNFPA offices and provide support during the NEX exercise.
Duration and working schedule:	5 months (until the end of December 2020) with possibility of extension (subject to availability of funds and satisfactory performance)
Place where services are to be delivered:	The NPA will be stationed in the office of UNFPA with possibility of working (few days a week) in his/her respective IP's office, due to the workload and work arrangements needed*.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The delivery of work will be made on continuous basis in coordination and collaboration with UNFPA Programme Analyst and the respective Implementing Partner.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Biannual report will be submitted
Supervisory arrangements:	The NPA will report to and be evaluated by its direct supervisor in this case the UNFPA Programme Analyst on Population and Development. Under the direct supervision of the UNFPA Programme Analyst, the incumbent will work closely with implementing partners of the Ageing component/output of the UNFPA 6th Country Programme.
Expected travel:	There is possibility of travel within the country depending on the workload and if the situation allows. Expected travel will be identified during the work by the supervisor as required.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Minimum of bachelor's degree in public health, statistics, demography or related social sciences. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 3 years of experience in project management, monitoring and evaluation. Working with a UN agency is an asset. <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in written and spoken English and Farsi • Fluency in use of Microsoft Office applications.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The utilize the space and amenities allocated to him/her, and assists them in performing a full range of administrative, coordination, and monitoring tasks related to the WPs.
Other relevant information or special conditions, if any:	UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm
Signature of Requesting Officer in Hiring Office:  Date: 16/07/2020	

***Considering the outbreak of COVID-19 in the country the NPA will follow the work arrangement of UNFPA instructed by the Representative of UNFPA in Iran.**