



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA) SAP 170071

Title:	National Project Associate
Main Duty Station and Location:	Praia, Cabo Verde
Mission/s to:	Other islands of Cabo Verde Cabo Verde , will be authorized separately
Start of Contract (EOD):	1 <sup>st</sup> September 2018
End of Contract (COB):	31 <sup>st</sup> December 2018
Number of Working Days:	Regular, with possibility of extension

#### ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

#### PROJECT CONTEXT

The project “promote organizational learning in economic institutions to facilitate business environment reform in Cabo Verde: Rolling out the Common Assessment Framework (CAF)” is promoted by the Ministry of Finance (MF) of Cabo Verde, through the Secretary State for the Administrative Modernization (SEMA) and is totally funded by European Union.

The project aims to contribute to the improvement of the business environment in Cabo Verde by promoting organizational learning in economic institutions. The immediate objective is capacity building for improved service quality of economic institutions within the context of the new Government reform. The project builds on a successful pilot work undertaken in collaboration with the European Institute for Public Administration (EIPA) whereby a methodology for self-assessment and improvement, the Common Assessment Framework (CAF) methodology, was adopted and tested in Cabo Verde with a view to improve the business environment. Now, the Government wants to roll out this very systematic tool to improve the public-sector services and foster a mindset of quality, excellence and entrepreneurship. More specifically, it is intended to a) train human resources of economic institutions in Cabo Verde to organize a self-assessment process and prepare action plans for improving their services, by applying the CAF; and b) establish an operational CAF Resource Centre within the Ministry of Finance (MF) to ensure the continued promotion and sustainability of the methodology.

The Project Assistant supports the National Project Coordinator in the implementation of the project by providing administrative, financial, logistical, drafting, editing, monitoring and reporting support. He/she will be under the direct supervision of the National Project Coordinator and the overall supervision UNIDO's Project Manager in Vienna, and carry out his/her duties in full coordination with the UNIDO Representative, based in Senegal. His/her duties shall be performed in accordance with applicable rules and regulations of UNIDO and this Terms and Reference. Specifically, the incumbent will be responsible for the following tasks:

MAIN DUTIES	Concrete deliverables/outputs	Expected duration	Location
1. Assists the National Project Coordinator/ Advisor in the management and the technical implementation of the project activities and helps maintaining a conducive project environment.	Project operates according to work plan	As required	Home based with travels to other islands
2. Prepares the Annual Work Plan based on the inputs from the NPC and team members.	Work Plan regularly updated		
3. Prepares a communication plan for the project and supports its implementation.	Communication Plan elaborated and implemented		
4. Manages the calendar of meeting of the project team and assists in the preparation and management of meetings and seminars as necessary.	Meeting minutes		
5. Manages the reception of visitors and telephone enquiries, keeps record of visitors and creates a database of contacts.	Data Base		
6. Assists in the development and production of training and information materials, including organization and logistics of the events. Prepares Workshop/training reports, including recommendations.	Training events done efficiently Reports elaborated		
7. Assists in financial record keeping and reporting by using prescribed formats, in accordance with UNIDO financial policies, rules and procedures.	Administrative actions in line with UNIDO rules and procedures		
8. Prepares and follows up on procurement of products and services, in accordance with UNIDO financial policies, rules and procedures.	Procurement actions timely and in line with UNIDO rules and procedures		

<b>MAIN DUTIES</b>	<b>Concrete deliverables/outputs</b>	<b>Expected duration</b>	<b>Location</b>
9. Manages office correspondence and archive system for the project.	Correspondence and archive system for the project		
10. Prepares and follows up on the official missions of the project team, including preparation of travel requests, visa requirements, security clearance, payments, expense reports and travel summaries.	Official missions in line with UNIDO rules and procedures, and UN security		
11. Assists in drafting documents on project activities, including progress reports, letters and powerpoint presentations.	Documents elaborated		
12. Assists in efficiently managing computerized data management system (database, consultants, etc.).	Data Base updated		
13. Assists the project monitoring and evaluation (M&E) system, including (i) dashboard on activities and their status (finished, not started, delayed), targets and deliverables and description of main problems, actions and priorities to respond to critical situations and (ii) project logical framework and Project's contribution to gender equality at both output and outcome levels.	M&E system updated		
14. Compiles information for progress reports and technical reports, prepares draft inputs and edits the documents.	Updated progress and lessons documented		
15. Performs any other duties at the request of the National Project Coordinator.	Duties carried out		
16. Prepares End-of-Assignment report	End-of-Assignment report		

## **REQUIRED COMPETENCIES**

### ***Core values:***

1. Integrity
2. Professionalism
3. Respect for diversity

### ***Core competencies:***

1. Results orientation and accountability

2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** University degree in economics, quality management, business administration, or related fields.

**Technical and Functional Experience:**

- A minimum of 02 years practical experience in the areas of consulting, economic development, quality management, public administration reforms.
- Excellent writing and analytical capabilities, experience in project management.
- Experience in the area of public-sector reforms. Knowledge of public and private sector institutions, local social and economic conditions, particularly in public sector related to business environment and private sector development.
- Demonstrated effective skills in communicating with stakeholders in private sector, national and local government.
- Computer literacy (MS Office, data base management).

**Languages:** Fluency in written and spoken English and Portuguese is required.