

TOR for National Project Director

Project Title: "Strengthening the Institutional Capacity of the People's Assembly of Syria" Phase II

Project No: SYR/07/014

Name:

I. Background: This project aims at strengthen the role of the parliament in decision making, oversight and legislative processes resulting in more effective and sound public policies leading to sustainable social, economic and human development and poverty reduction. The project will apply an integrative approach leveraging information technology, policy research and development and advanced legislative knowledge and skills targeting secretariat staff, elected members and standing committees.

II. Responsibilities:

1) Management:

- a) Assumes operational management of the project in consistency with the project document.
- b) Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- c) Manages project staff;
- d) Participates in all project meetings and annual reviews;
- e) Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- f) Supports resource mobilization efforts to increase resources in cases where additional outputs are required and insures cost sharing paid on time where applicable.
- g) Supports to media/communications work of the project;
- h) Ensures that UNDP is invited to all important meetings.

2) Technical:

- a) Assumes overall responsibility for the successful execution and implementation of the project towards achieving the outputs.
- b) Prepares annual and detailed quarterly work plans and discusses draft with UNDP and executing agency.
- c) Obtains approval on quarterly work plans and annual work plan from Project Steering Committee.
- d) Implements quarter work plan and monitors activities.
- e) Ensures proper resources and level of effort provided to insure timely delivery of activities.

- f) Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- g) Shares with UNDP draft document and outputs for comments, as well as final products.
- h) Prepares ToR for relevant project's staff and consultants and follow up their work.

3) Financial

- a) Acts on behalf of the executing agency in preparing and adjusting commitments and expenditures.
- b) Acts as the sole authorizing officer for all project financial transactions (i.e. approve all financial expenditures and sign all direct payments.)
- c) Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training
- d) Acts as the Responsible officer for delivery of project's services and achieving annual financial delivery targets;
- e) Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project and maintain asset register;
- f) Ensures that appropriate accounting records are kept and organized;
- g) Facilitates and cooperate with audit requirements at all times, as required.

4) Reporting

- a) Prepares draft technical and other documents as required including the reporting on the following requirements:
 - Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project.
 - Annual project reports (APRs) and a Terminal Report at the end of the project in line with UNDP's formats.
 - Final financial report at the end of the project.
 - Technical, policy and briefing papers as requested by UNDP and the executing agency.
 - Any documents needed for the TPR meeting and other meetings.

5) Facilitation

- a) Ensures that UNDP's name is mentioned in all publications, workshops, and project's activities;
- b) Serves as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners.
- c) Ensures that the Government in kind inputs for the project are available;
- d) Leads efforts to build partnerships for the support of outputs indicated in the project document;
- e) Any other business as required.

IV. Reporting Line: The National Project Director will report directly to the UNDP Governance Team Leader as well as to the executing agency and the Project Board.

V. Evaluation: Renewal of contract will be based on satisfactory final performance evaluation by UNDP and the executing agency.

Duration of Contract	Salary
One year starting 15th of March 2010 up to 14 March 2011	

Budget Information:

Account no.	Operating Unit	Funds	Department	Project No.	Activity	Implementing Agency	Donor
71405	SYR	30071	47204	00058177	PMU	002088	00233

Cleared by:

	Team Leader	Resident Representative
Signature		
Date		

Signature of National Project Director: _____ Date: _____

Note: Annex (A) contain qualification

Annex (A)

Qualifications:

- a) **Education:** Post-graduate degree in a discipline related to public administration, development, organizational management, social sciences, or other relevant field.
- b) **Experience:** 7 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). ICDL certificate is preferable.
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills. Gender knowledge is an asset.