

3.3.2 Project Steering Committee (PSC)

A Project Steering Committee, chaired by the Chairman of the NHRC will be the highest level policy and oversight body for the project. It will provide policy guidelines, review progress against targeted results, and ensure coordination with other national initiatives and development projects. The PSC will meet Bi-Annually and will receive reports from the NPD. The Project Team shall act as Secretariat.

The main responsibilities of the Project Steering Committee are:

- Review reports from the NPD and provide policy direction;
- Approve annual work plan including budget
- Provide oversight and review progress against targeted results;
- Review annual Indicators as described in the logical framework;
- Provide policy guidelines adjusted to meet changing management needs;
- Review project evaluation/review findings and recommendations; and
- High level Project Assurance;
- Recommend actions to reflect new or changed policy directions in national planning documents; and
- Provide policy direction, inter-ministerial coordination and cross-sectoral coordination; and
- Approve any substantive revisions of the Project work plan.

Given the important roles that the Government, and civil society organisations all have in ensuring human rights implementation, it is important that all these parties contribute to the overall delivery of the project. This will ensure not just that appropriate project management milestones are managed and completed, but also that cooperation on the human rights issues highlighted by the NHRC through the project is maintained throughout the project term. The steering committee will have the following membership:

- NHRC Chairman (chair)
- NHRC members
- National Project Director (Ex Officio, Member Secretary)
- Representatives (at joint secretary level) of Ministry of Law, Justice and Parliamentary Affairs, Ministry of Home, Ministry of Education, Ministry of Social Welfare, the Ministry of Finance, including ERD, IMED, Planning Commission. the Ministry of Foreign Affairs, Ministry of Women and Children's Affairs, and the Ministry of Chittagong Hill Tracts
- UNDP Country Director or his/her nominee
- Donor representative who may be rotated annually as agreed by the donors (all donors may attend Project Steering Committee meetings as observers)
- A representative of Civil Society chosen by human rights NGOs themselves or, in default, by the NHRC

Government officials will be paid an honorarium from the Government contribution for their attendance as per the agreed guidelines.

3.3.3 National Project Director

The NPD is a key post and will be held by the NHRC's Secretary or in absence of the Secretary a person of equivalent stature within the Commission appointed by the NHRC Chairman. The NPD is responsible for overall management of the Project including substantive financial and administrative matters. If the NPD is absent due to illness, or any other cause or unable to perform

the functions of NPD, then the Chairman shall, subject to the NEX Manual, appoint another member of the NHRC to fulfil the functions of NPD.

The key responsibilities of the NPD include:

- Assuming overall responsibility for the successful execution and implementation of the project, and accountability to National Human Right Commission, and UNDP for the proper and effective use of project resources.
- Open and operate project bank account and petty cash account as per NEX Manual
- Ensuring that prior obligations and prerequisites of the Government to the project are met.
- Ensuring timely recruitment and supervision of the project personnel.
- Ensuring timely mobilization of project
- Ensuring the project budget is regularly updated so that it reflects the current status of financial delivery and estimated requirements for the future quarters and years as accurately as possible
- Identifying and obtaining any support and advice required for the management, planning and control of the project;
- Ensuring timely submission of required reports, including Inception Reports, workplans, Progress Reports, Financial Reports, Annual Project Report and technical reports of consultants, study tor/ training reports.
- Participating in monitoring, review and evaluation of the project and all other policy related meetings.
- Delivering project outputs and deliverables as outlined in the project document.
- Establishing effective working relationships with UNDP and other implementing agencies, and with other officials and entities with which the project must interact.
- Coordinating and maintaining liaison with other development partners whose support is critical to achieving outcomes of the project intervention

3.3.4 Project Management and Technical Expertise Team (PMT)

Project management and implementation can be a complex undertaking for an executing agency, especially a fledgling one like the NHRC. A key requirement for effective implementation is having a strong management supporting system in place. UNDP, will therefore, support the NHRC to develop the necessary coordinating and management capacity to execute the project successfully.

UNDP supported projects are primarily focused on building and strengthening national institutions and the formulation of relevant policies for achieving development goals. Hence project management, will reside with the NHRC. The NHRC will initially implement the project with support from a Project Management and Technical Expertise Team (PMT) headed by a Project Manager under the supervision and guidance of the NPD. Throughout the life of the project, given its comprehensive capacity development focus, knowledge and skill will be transferred from the PMT to the NHRC structure and staff gradually.

A mid-term review, at the end of year two of the project will be conducted to assess the capacity of NHRC and decide whether there is a need to maintain the PMT for the balance of the project and if so what would be the appropriate staff composition. In addition, during inception phase an exit strategy for PMT will be elaborated with annual benchmarks, which will be monitored by the steering committee. Annual workplans will be developed mindful of the need to transfer skills from the PMT to the NHRC. A project management system would enable the NHRC to organize planning, budgeting, mobilization of inputs, implementation of activities, monitoring, and reporting in a systematic and efficient manner.

The PMT will be located at the NHRC with the following staff: Project Manager, Monitoring and Evaluation Officer, Assistant (Finance and Administration), Office Assistant, and Driver. The positions of Project Officer, Office Assistant and Driver will be recruited by the NHRC. The

balance of the positions will be selected by jointly by UNDP and the NHRC yet under UNDP contract. The staffing of the PMT may be adjusted by the Project Steering Committee as required.

3.3.5 Project Manager

The Project Manager (PM), an international professional, will work under supervision and guidance of the NPD to lead the PMT. His/her prime responsibility is to provide technical expertise to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

The main responsibilities of the PM are:

- Ensure, in consultation with NPD, technical soundness of project activities and achievement of project outputs and outcomes;
- Support the NPD on policy related issues;
- Assist NPD by providing day to day management of the project, including in administrative and financial affairs;
- Liaison with concerned GoB agencies and counterparts;
- Formulate, operationalize and maintain monitoring and evaluation process of the project under supervision of the NPD;
- Prepare various required reports including Progress reports, Financial Reports, Annual Progress Report (APR), etc. and organize timely completion of technical reports under supervision of the NPD.
- Organize tripartite review meetings and evaluation, and prepare documentation in consultation with the NPD.

3.3.6 Project Implementation Committee

A **Project Implementation Committee (PIC)** will support high quality implementation of the project. The difference between the PSC and the PIC is that the latter is focused on ensuring provision of necessary and critical supports and services from various stakeholders and development partners for effective implementation of the project.

The NPD will chair the PIC. Other members will be UNDP and the Project Manager. The PIC will also include representatives from ERD, IMED and Planning Commission,

The PIC will meet once every two months and the main implementation issues discussed will be minuted and disseminated by the NPD.

Government officials will be paid an honorarium from the Government contribution for their attendance as per the agreed guidelines.

The PIC will report to the NPD for the results stipulated in the Project Document and annual work plan and also guide the Project Manager on implementation issues. The Board will also undertake project reviews annually, or as necessary when raised by the NPD.

The PIC is responsible for:

- Reviewing and monitoring the progress of annual work plan and budget;
- Reviewing quarterly work plans and quarterly expenditure estimates;
- Reviewing bi-monthly procurement and human resource plans and confirming the procedures and progress

- Supporting compliance with regulations and rules;
- Supporting the project to deliver its targeted outputs and objectives;
- Facilitating project reviews and evaluations to assist project assurance for performance improvement, accountability and learning.

3.4 Monitoring Framework and Evaluation

Monitoring and Evaluation will be key component of the project focussing on impact and aid effectiveness. Support will be given to the NHRC to develop its monitoring and evaluation skills. Monitoring and Evaluation will be conducted in a manner consistent with the overall management arrangements (see previous section).

The PMT has the primary responsibility for monitoring and evaluation. The team will prepare periodic reporting and provide support to all monitoring and evaluation activities. The focal person within the Project Team will be the Monitoring and Evaluation Officer, who will ensure that monitoring and evaluation is professionally conducted and clearly linked to the Project Document. The officer will also be responsible to consult closely with the NHRC and UNDP on the drafting and finalisation of all major monitoring and evaluation products. The Monitoring and Evaluation Officer will also monitor the results and lessons learned of study tours and international/domestic travel to ensure value for money and knowledge sharing.

The PMT will update risk logs on a quarterly basis (see ANNEX I for initial risk log). Periodic analysis of risks and identification of risk mitigation is a critical exercise given the overall risk of outside influence on NHRC activities and the level of political will and commitment. The PMT will update and disseminate lessons learned, including assisting UNDP with global lessons learned exercises.

The following documents will be produced:

- Quarterly Reports
- Annual Reports
- Programme Completion Report
- Other reports as needed

Independent and external reviews, audits and evaluations will also be facilitated by the Project Team. These include:

- **Survey**

A nation-wide, face-to-face baseline human rights survey will be conducted to ascertain knowledge of and attitudes towards the national human rights among randomly selected members of the public (as beneficiaries) will be conducted. A section of the survey will assess awareness of the existence of the Commission, its functions and how well it is performing. The survey will be repeated at the end of year two and at the end of the project to measure the contribution made by the commission in raising awareness about human rights and reducing human rights violations around the country.



- **Audits**

All UNDP assisted NEX programmes are subject to audit at least once in their lifetime. They are normally audited annually by the Comptroller and Auditor General of the Government of Bangladesh, represented by the Foreign Aided Projects Audit Directorate (FAPAD). The Project may be subject to audit at any point in time by the auditors of UNDP, or any other auditors appointed by UNDP in consultation with ERD. The conduct and management of audit is guided by relevant provisions of the NEX manual.

- **ERD reviews**

3.5 Evaluation

- **Mid Term Review**

Given the fledgling nature of the NHRC, it will be critical to review the progress of the project on the second anniversary of the project's commencement. Of critical focus, will be an examination of the NHRC's developed capacity, GOB support for the NHRC (including respect for its independence), the effectiveness of the PMT and whether it is required for the balance of the project. Also the review will develop recommendations and design activities for the remaining two years of the project. The costs of monitoring and evaluation will be met out of project funds. The review will be undertaken by UNDP with the support of donor partners. Additional project reviews may be conducted during the life of the project upon the request of UNDP, international donor partners, the NHRC or GOB.

- **Terminal Report**

Six months before the end of the project, the NPD will prepare a draft terminal report of the project. The draft will be discussed in the terminal PIC meeting. The Report will advise whether the conditions exist for the conclusion of the project or whether a second phase is required. The terminal report will be finalised and submitted to UNDP, UNDP will circulate the report to all the parties concerned and decide whether to continue the project or any component thereof.

3.6 Procurement

All goods and services will be planned in accordance with the annual work plan prepared by the NHRC and UNDP. Each annual work plan shall allocated responsibility for the procurement of each of the goods and services set out in the plan . Each year the plan will be discussed and decision will be taken accordingly.

4. Quality Management for Project Activity Results

Quality management for Output level results will be recorded using the following format and information from the Results Framework.

OUTPUT 1:		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i>	Start Date: End Date:
Purpose	<i>What is the purpose of the activity?</i>	
Description	<i>Planned actions to produce the activity result.</i>	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>

5. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

6. Government Contributions

The Government of Bangladesh will provide in kind contribution and cash contribution for CD VAT (up to US \$ 2,84,713).

ANNEX I

Project Title: NHRC Capacity Development Project (NHRC-CDP)		Award ID:		Date:					
#	Description	Date Identified	Type	Impact & Probability	Countermeasure / Mngt response	Owner	Submitted, updated by	Last Update	Status
	Enter a brief description of the risk <i>(In Atlas, use the Description field. Note: This field cannot be modified after first data entry)</i>	When was the risk first identified <i>(In Atlas, select date. Note: date cannot be modified after initial entry)</i>	Environmental Financial Operational Organizational Political Regulatory Strategic Other <i>(In Atlas, select from list)</i>	Describe the potential effect on the project if this risk were to occur Enter probability on a scale from 1 (low) to 5 (high) P = Enter impact on a scale from 1 (low) to 5 (high) I = <i>(In Atlas, use the Management Response box. Check "critical" if the impact and probability are high)</i>	What actions have been taken/will be taken to counter this risk <i>(In Atlas, use the Management Response box. This field can be modified at any time. Create separate boxes as necessary using "+", for instance to record updates at different times)</i>	Who has been appointed to keep an eye on this risk <i>(In Atlas, use the Management Response box)</i>	Who submitted the risk <i>(In Atlas, automatically recorded)</i>	When was the status of the risk last checked <i>(In Atlas, automatically recorded)</i>	e.g. dead, reducing, increasing, no change <i>(In Atlas, use the Management Response box)</i>
1	A lack of Political will to support the independence of the NHRC	1/3/2009	Political	NHRC's effectiveness would be diminished and the project would stall or could be selectively applied. In this case the project would not have a significant impact on the promotion or protection of human rights. P=3 I=5	Political Advocacy by development partners nationally and internationally Communication of the need for, and benefits of, an independent NHRC	UNDP	UNDP		No Change
2	A lack of Political will to provide adequate financial resources to the NHRC	1/3/2009	Political	NHRC's effectiveness would be diminished and the project would stall. In this case the project would not have a significant impact on the promotion or protection of human rights. P=3 I=5	Political Advocacy by development partners nationally and internationally Communication of the need for, and benefits of a well resourced NRCH Establish sound and diverse funding base for the NHRC and the project at the outset, along with clear funding strategy, and ensure that financial outlays are clearly costed	UNDP	UNDP		No Change
3	A lack of Political will to act upon NHRC recommendations	1/3/2009	Political	The NHRC's impact on the promotion and protection of human rights would be diminished and the project would stall. P=3 I=5	Political Advocacy by development partners nationally and internationally Communication of the need for, and benefits of government acting on recommendations of the NRCH	UNDP	UNDP		No Change

N	Description	Date Identified	Type	Impact & Probability	Countermeasure / Mngt response	Owner	Submitted, updated by	Last Update	Status
4	Deterioration in the security situation in Bangladesh may jeopardise the NHRC's work.	1/3/2009	Political	Insecurity could impact on the NHRC's operations in, for example, the CHT. NHRC's effectiveness would be diminished and the project would stall P=2 I=5	Political Advocacy by development partners nationally and internationally NHRC could develop a security strategy to minimise or manage the impact on its operations	UNDP	UNDP		No Change
5	Legislation not aligned with Paris Principles undermining effectiveness of NHRC	1/3/2009	Regulatory	Legislation establishing the NHRC is not consistent with the Paris Principles and therefore does not provide for a model institution able of protecting all human rights independently P = 3 I = 4	Amendments may be proposed by the NHRC after it has been in operation for some time to ensure that they are in line with its own proposals/needs for change and to mitigate the possibility of its powers and functions being further restricted or its independence curtailed. High level advocacy by Development partners and civil society	NHRC	UNDP		No change
6	Low staff salaries impacts on recruitment	1/3/2009	Organizational	If staff salaries are too low, the NHRC will be unable to recruit the most experienced and qualified staff which would reduce the effectiveness of the NHRC and the effectiveness of the project's capacity building activities P=3 I=4	Political Advocacy by development partners nationally and internationally for proper funding of NHRC NHRC to properly prepare organogram and staff rules with appropriate salary bands for recruitment of the best staff.	UNDP	UNDP		No change

#	Description	Date Identified	Type	Impact & Probability	Countermeasure / Mngt response	Owner	Submitted, updated by	Last Update	Status
7	Failure to build cooperation and coordination between NHRC, government agencies, NGOs, and international agencies.	1/3/2009	Organizational	In order to the NHRC to make a substantive contribution to the promotion and protection of Human Right throughout the country it will need to build cooperative and coordinating relationships with key stakeholders. An inability to do this will diminish the NHRC's effectiveness and the project would stall. P=2 I=4	NHRC is a very new institution and can at the outset seek to establish clear mechanisms for dialogue and communication with other institutions and with government agencies, international agencies and NGOs	NHRC	UNDP		No change
8	Project increases NHRC capacity but with no meaningful impact on the vulnerable	1/3/2009	Operational	Reform efforts are not adequately targeted at the poor, vulnerable, women and children. P=3 I=5	Project conducts regular M&E and shifts direction based on feedback.	Project	UNDP		No change
9	Unrealistic expectations of reform	1/3/2009	Operational	NHRC believes that the project can respond to every problem or suggested initiative. P=3 I=3	Prioritized interventions and clear understanding of the Projects Key stakeholders have a shared understanding about realistic rate of progress	NHRC	UNDP		No change
10	Insufficient development partner harmonization	1/3/2009	Strategic	Development partners undertake uncoordinated initiatives to improve the capacity of the NHRC P=3 I=3	Regular meetings between relevant development partners to address policy and emerging issues NHRC to ensure consistency of approach through Secretary High level commitment from Government to meet operational costs.	UNDP	UNDP		No change
11	Sustainability of reform initiatives	1/3/2009	Financial	The recurrent or operational costs of reform initiatives need to be met by the NHRC being properly resourced by Government P=4 I=4		NHRC	UNDP		No change

Annex II

TORs for Key Personnel

I. Position Information	
Job Title:	Project Manager
Type of Recruitment:	International
Pre-classified Grade:	TBA
Duty Station:	Dhaka
Reports to:	National Project Director and Country Director UNDP.
Appointment Period:	12 months (with possibility of extension for a total of a further 4 years)

II. Organisational Context

The Bangladesh National Human Rights Commission Capacity Development Project has been developed following a Needs Assessment of the institution undertaken at the beginning of 2009. That exercise concluded that the NHRC would benefit from a 5 year technical programme to assist the organisation to develop into an effective, efficient and credible organisation. This, in turn, was expected to improve the performance of public institutions and hence the experience of human rights claim-holders, particularly the most vulnerable groups – and thereby to contribute to UNDP's country programme outcomes.

The project has a strong emphasis on capacity development of personnel, but some of the structural issues identified by the needs assessment are also addressed. A range of capacity development interventions are proposed, aimed at developing the NHRC's performance over the medium term. These include: the provision of experienced NHRI practitioners from the region to provide advice to Commissioners (including on structural reforms) and to undertake in-country training of functional staff; fellowships; staff exchanges with and work placements in NHRIs in the region; cooperation with civil society and the development of partnerships to enable the NHRC to take advantage of the human rights expertise in this sector. Funding for new infrastructure and implementing some functional activities (programmes) which are likely to be beyond the NHRC's state-financed resources, at least initially, are also provided for.

The Project Manager will work under the overall guidance the National Project Director and close coordination with the UNDP Programme cluster. S/he will be responsible for leading the project team through planning, implementing and managing the delivery of policies, reports, knowledge products and other results approved in the project document or annual work plans. S/he will also closely work with UNDP operations unit, Programme cluster, Government officials, private sector, non-government and civil society organizations

III. Functions / Key Results Expected

Summary of Key Functions:

- Managing day-to-day project implementation and leading the PMT (80%)
- Providing technical assistance to the NPD and the project (20%)

Key Functions:

Management:

- The Project Manager (PM) is the key full-time senior technical and management expert for the Project. The PM supervises the project team and provides overall project management and operations support to the National Project Director (NPD), who is currently the Secretary of the National Human Rights Commission;
- The PM takes the lead on operational management of the Project. This includes management of day-to-day procurement, human and financial resources and service operations. The PM is responsible for achieving results in line with the outputs and activities outlined in the Project Document. This includes working closely with UNDP;
- The PM will lead the Project Management Team whose job it is to add value and coordinate the Project activities;
- Lead the preparation, consultation and implementation of the annual results based work plans and result frameworks;
- Lead the coordination of project activities with related and parallel activities both within UNDP and with external agencies;
- Oversee preparation of monthly, quarterly and annual progress reports and organize, quarterly progress reviews;
- Facilitate secretariat functions to prepare for outcome board/steering committee and coordination committee meetings;
- Ensure that operationally and financially the project is managed in accordance with the rules and regulations of UNDP and in close coordination with implementing agencies;
- Liaise with UNDP on the conduct of project audit and ensure access by auditors to all project documentation, personnel and institutions involved in the project. Ensure that audit recommendations are complied with.
- When required and delegated by the NPD, the PM will act as a co-signatory of the Project accounts as per NEX guidelines and co-signatory of key Project related documents including Financial Reports and Requests for Quarterly advances;
- Assumes direct responsibility for managing the project budget by ensuring that: project funds are made available when needed, and are disbursed properly, expenditures are in accordance with the Project Document and/or existing project work plan, accounting records and supporting documents are properly kept, required financial reports are timely prepared, financial operations are transparent and financial procedures/regulations for NEX projects are properly applied, and prepared to respond to audits and interact with auditors at any time,.

Monitoring and Evaluation

- Monitor project progress against annual and quarterly workplan and budget plans
- Monitor and evaluate activities implemented by partners
- Liaise with the NRHC as Implementing Partner and UNDP on the conduct of project evaluation and ensure access by the evaluators to all project documentation, personnel and institutions involved in the project.

Partnerships and Resources:


- Mobilize and network with the experts of national and regional offices of the UN system, international development organizations, sub-regional and regional associations, affiliations and bodies (inter-governmental, non-government or private sector) and prominent private sector organizations.
- Prepare proposals for mobilization of human, technical or financial resources from international development organizations, non-government organizations and the private

sector.

- Assist the NPD and the national implementing agency in organizing coordination meetings with project partners, donors, UNDP, etc. as required.
- Represent the NPD and the Implementing Partner as required in networks and events that are relevant to project(s) under his/her responsibility.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/ CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.



V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Project Management

- Has strong managerial competency with experience in results based management and a results oriented approach to project implementation.
- Has extensive experience and knowledge in financial management
- Has extensive experience and knowledge in planning and budgeting
- Has good understanding on rules and regulations of UNDP

Communications and Networking

- Has excellent oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Has excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality project reports.
- Has demonstrated knowledge and experience in working on human rights issues generally and existing networks of experts and policy makers.
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government
- Shares knowledge and experience
- Actively mentors PMT staff under her/his supervision
- Leadership and Self-Management
- Focuses on results and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Competent in leading team and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Business Administration, Public Administration, Law, and related field
Experience:	Min 10 years of project management and administrative experience in related field. Proven experience in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Demonstrated knowledge and experience in working in the human rights field is essential. Familiarity of UNDP system, rules and procedures is an advantage.

	Strong Computer Skills Project experience in Bangladesh with Government would be an asset
Language Requirements:	Fluency in written and spoken English. Bangla language skills are desirable.

**TECHNICAL ASSISTANT (FINANCE AND ADMINISTRATION)
TERMS OF REFERENCE**

Recruitment: National
Location/Duty Station: Dhaka
Duration of Assignment: 12 months with the possibility of extension
Direct Supervisor: PMT Project Manager
Status/Condition: National - Service Contract

Background

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The project has a strong emphasis on capacity development of personnel, but some of the structural issues identified by the needs assessment are also addressed. A range of capacity development interventions are proposed, aimed at developing the NHRC’s performance over the medium term. These include: the provision of experienced NHRI practitioners from the region to provide advice to Commissioners (including on structural reforms) and to undertake in-country training of functional staff; fellowships; staff exchanges with and work placements in NHRIs in the region; cooperation with civil society and the development of partnerships to enable the NHRC to take advantage of the human rights expertise in this sector. Funding for new infrastructure and implementing some functional activities (programmes) which are likely to be beyond the NHRC’s state-financed resources, at least initially, are also provided for.

Under the overall guidance and direct supervision of the Project Manager the Technical Assistant (Finance and Administration) will be responsible for assisting in substantive as well as financial and administrative issues of the project.

Functions / Key Results Expected

The Technical Assistant (Finance and Administration) is expected to ensure that all the day to day operational procedures in planning, implementation, monitoring and evaluation, closure, audit, etc. are conducted in timely manner and in line with rules and regulations of the Government of Bangladesh and UNDP. More specifically, the Technical Assistant (Finance and Administration) is to discharge the following functions:

Planning:

- Assist Project Manager (PM) in developing project budget in line with project document outcome, activities and outputs
- Assist PM in developing project implementation plans including budget plan and procurement and recruitment plans in line with the project annual work plan
- Enter and regularly update project milestones in the Project Management Unit Calendar and develop personal work plans against progress towards the milestones

Implementation / Monitoring and Evaluation:

- Assist the PM in developing/preparing ToRs for personnel and the procurement of goods and services
- Assist the PM in processing requests for personnel, goods and services in liaison with relevant Operations Units by preparing supporting documents required for personnel action or procurement and following up the required procedures
- Assist the PM in HR management
- Keep track of attendance records of staff under the project. Leave forms and travel authorization should be attached.
- Keep proper records of staff performance evaluations.
- Manage and provide documentation for central filing.
- Process salary payments
- Maintain receipt of salary payment
- Other HR assignments as required
- Assist the PM in Procurement Management
- Keep the record of contracts and other relevant documents
- Monitor contract compliance by keeping a record of performance monitoring / evaluation records
- Initiate and process payments
- Maintain receipts of payments
- Other procurement assignments as required
- Assist the PM in Financial Management
- Review and revise the project budget and prepare necessary documentation to activate revised budget based on regular monitoring of implementation progress and financial disbursement
- Provide the PM with monthly / bi-monthly reports on the project budget
- Prepare financial reports for the project and advise the PM about any discrepancies and irregularities with GoI and UNDP rules and regulations and associated risks.
- Prepare advance payment requests / other payment requests and advise PM of any discrepancies and irregularities with GoI and UNDP rules and regulations and associated risks.
- Regularly monitor financial transactions to maintain project financial accounts
- Prepare Quarterly Financial Reports
- Other financial management assignments as required
- Arrange official travel of staff and process travel settlement
- Assist the PM in preparing and conducting project events (workshops, seminars, trainings and conferences) and coordination activities
- Assist the PM in conducting regular monitoring and evaluation of project implementation by updating the project Calendar and alerting the PM of approaching or delayed milestones

Closure and Audit

- Establish and maintain a systematic filing system of key documents (in hard copy and soft copy) in line with audit requirements.
- Assist the PM in closing the project operationally and financially in accordance of rules and regulations of UNDP and in close coordination with UNDP CO

Other

- Actively participate in and contribute to learning and knowledge sharing activities in operational aspect of project management.
- Actively participate in and contribute to Project Management Unit and CO level coordination in streamlining operational aspects of project management.

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Operational Aspect of Project Management

- Has demonstrated knowledge and experience in finance, administration, procurement and human resource management

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

RECRUITMENT QUALIFICATIONS

Education:

Secondary Education preferably with specialised certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but is essential.

Experience:

3 to 5 years of relevant administrative or project experience is required at the national or international level.