**TERMS OF REFERENCE**

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| **Project Assistant/Grants Management Assistant** | |
| **Project:** CSO-GO for GOVERNANCE: Strengthening Civic Action towards achieving the SDGs through youth engagement, digital innovation, and social entrepreneurship  **Base:** Dushanbe, Tajikistan | |
| **Background:**  Acted is an international Non-Governmental Organization (NGO) with headquarters in Paris, France and offices in 43 countries worldwide. Acted works together with local communities to respond to disasters, and supports resilience building in the form of promoting inclusive and sustainable growth, co-constructing effective governance, and supporting civil society by investing in people and their potential. ACTED has been present in Tajikistan since 1996, where it has continuously adapted its projects to the needs of local communities, working across a broad range of sectors from sustainable development, Disaster Risk Reduction (DRR), Climate Change Adaption (CCA) and Natural Resource Management (NRM), to cultural initiatives, private sector development, access to finance and community empowerment.  **Project Summary:**  The CSO-GO for GOVERNANCE is an Acted project, funded by the European Union (EU), which aims to contribute to poverty reduction, vulnerability alleviation, and the reduction of inequalities in Tajikistan by supporting the achievement of the Sustainable Development Goals (SDGs). The project focuses on strengthening the enabling environment and operational capacity of Civil Society Organizations (CSOs) in Tajikistan, particularly youth-led CSOs, and creating career opportunities for young people. Through enhancing the enabling environment, operational capacities, digital skills, and youth engagement, the project supports these CSOs in addressing, promoting, and advocating for the needs of marginalised groups, especially women and people with disabilities. This will be achieved through a comprehensive, integrated approach that mobilises the expertise and added value of the diverse consortium partners.  The CSO-GO for GOVERNANCE project will equally foster the very close engagement of government partners, identify their interests, incentives and motivations for reform, and work with them to build trust and cooperation with the CSO and youth activist partners. It will also employ a similar comprehensive approach which works with CSOs (and youth activists) to build complementary skills from a range of different angles – from digital skills and data analysis to effective advocacy, dialogue, and monitoring, to organisational strengthening and social entrepreneurship. The project will focus on CSOs and youth activists in Dushanbe as well as in the Khatlon region and Districts of Republican Subordination.  **Assignment:**  Based in Dushanbe, the Project Assistant/Grants Management Assistant supports the implementation of project activities and helps manage grants effectively. This role involves preparing written materials, compiling grants implementation progress reports, finance status reports and ensuring timely completion of project tasks. The Project Assistant/Grants Management Assistant contributes to the quality and impact of project outcomes and reports directly to the Project Officer. | |
| Chain of Command **Under the supervision of:**   * Project Officer   **Responsible for:**   * Downstream partners | **FUNCTIONAL RELATIONS**  **Internal relations:**   * Programme Manager * Country Director * Technical Coordinator * Project Team * FLATS Teams (Finance, Logistics, Administration, Transparency) * Project Development Unit * Monitoring and Evaluation Unit   **External relations:**   * Coalitions, alliances, platforms and CSOs * Business associations and private sector * Partner organisations, including civil society * National and international development organisations * Other relevant national and local project stakeholders |
| Objective: To support the implementation of project activities in a timely and professional manner, according to objectives, goals, and indicators, in line with donor requirements, and based on beneficiary needs. | |
| Functions ***Project Planning and Implementation***   1. Prepare and maintain project documentation, including grant management progress reports, financial status of the grants and other written materials. 2. Assist in managing grants, including tracking budgets and ensuring compliance with donor requirements. 3. Provide support in organising project meetings, workshops, events, and training sessions. 4. Prepare the work plan and time schedules for implementing project activities; provide translations. 5. Provide regular and timely updates on progress and challenges to the Project Officer and other project team members. 6. Travel to the districts of the targeted regions based on the need and request to participate in events, monitor partner activities, etc. 7. Support administrative coordination of project implementation, involving liaison with the organization`s units and external parties to initiate requests, obtain necessary clearances, process, and follow up on administrative actions. 8. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations, and other forms of documentation. 9. Assist the Project Officer in anticipating and mitigating risks and issues and troubleshooting any unforeseen challenges during the project implementation.   ***External Coordination and Partner Management***   * 1. Undertake communication and liaison activities to actively consult and involve beneficiaries, actors, partners and stakeholders in all stages of project design and implementation.   2. Identify opportunities to collaborate and coordinate efforts with other organisations to ensure the best results for project activities.   3. Ensure that any issues or disputes with partners are resolved in a timely manner.   ***Grant Management***   1. Jointly with the Project Officer, ensure adherence to donor procedures by project staff and consortium members; 2. Facilitate regular partner reporting on project activities, challenges and indicators. 3. Support the Project Officer in the preparation of progress and final reports, ensuring the quality and accuracy of technical information for project activities; 4. Fulfill communication activities through the regular collection of pictures and stories related to project activities.   **Quality Assurance**   1. Ensure rigorous project documentation and information sharing. Provide regular communication and updates to the Acted Monitoring, Evaluation, Accountability & Learning (MEAL) team; 2. Ensure project records and documents, particularly documents that proof completion of activities (beneficiary lists, minutes, completion certificates, attendance sheets, etc.), are adequately prepared, compiled, and filed according to Acted and donor-specific procedures. 3. Help maintain a beneficiary master database containing all beneficiary registration and baseline information as well as the project activities from which the beneficiaries benefitted, ensure the data is protected from misuse in line with Acted’s data protection policy; 4. Adhere to Acted’s Code of Conduct and treat all stakeholders with respect and without any distinction or discrimination based on gender, sexual orientation, nationality, race, ethnicity, tribe, religious beliefs, political opinion or disability.   **Other**   1. Offer technical support to other projects and departments of Acted where relevant; ensure information sharing and knowledge transfer within the organisation. 2. Any other tasks assigned by the line manager(s). | |
| **Key Performance Indicators** % of project milestones completed on time as per the original plan.% of project activities completed within the scheduled timeframe.Number or percentage of beneficiaries reached by project activities.Accuracy and completeness of grant documentation prepared in accordance with EU funding regulations.Project records and documents (beneficiary lists, donation certificates, attendance sheets, payment sheets) available for all project activitiesLevel of engagement and cooperation with project partners, including CSOs, youth activists, and government agencies. | |
| Qualifications:  * Bachelor’s degree in business administration, social science, economics, law, or another relevant field with a minimum 2 years professional experience; * Prior experience in operational assistance at an international organisation or NGO is an asset; * Prior experience in grants management assistance is preferred * Strong written and spoken communication skills in English, Russian and Tajik; * Knowledge of financial rules and regulations * Solid computer skills, including proficiency in MS Office Packages (Office, Excel, Power Point, SharePoint, Adobe Pro, Outlook). * Ability to pay attention to details * Autonomous, flexible, solution-oriented and motivated. | |
| **Submission of application:**  Interested candidates should send their resumes and cover letters to the following email address [tajikistan.jobs@acted.org](mailto:tajikistan.jobs@acted.org) with “***Project Assistant/Grants Management Assistant”*** in the subject line and submit ASAP the following items (in English):  • Cover Letter expressing your interest, specifying the position applying (word document);  • A Curriculum Vitae (Not more than 2 pages) – mobile and email address included (word document).  **Deadline: June 21, 2024**  Acted is an equal opportunities employer. Female and minority candidates are encouraged to apply.  Acted offers a competitive remuneration and benefits package, including comprehensive medical insurance, and opportunities for regional and international travel, training and promotion.  Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH). Please note that any candidate offered a job will sign the Code of Conduct, and related policies, as part of their work contract. Misconduct can lead to dismissal. | |