

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT – Programme and Administrative Associate

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Bhutan
Purpose of consultancy:	Under the overall supervision of Acting Head of Office based in Thimpu, Bhutan, the incumbent will perform Programme and administrative support functions. In collaboration with other programme and technical team members, the position provides strategic support to evidence-based planning, implementation, monitoring and reporting of the interventions. He/She will also be responsible for coordinating procurement and administrative services like registry, supply and transportation.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>A. Evidence-based design and planning;</b></p> <ul style="list-style-type: none"> <li>• Assist in the evidence-based planning, implementation, monitoring and reporting of interventions supported by programme units.</li> <li>• Participating in the formulation of the country programme and component projects, by compiling and analyzing information relevant to the UNFPA’s role in the country, drafting project documents and work plans and preparing tables and statistical data</li> </ul> <p><b>B. Programme Management and Oversight</b></p> <ul style="list-style-type: none"> <li>• Guiding routine implementation of assigned projects, in coordination with national counterparts and project personnel, coordinating delivery of project inputs</li> <li>• Support the transparent selection of implementing partners.</li> <li>• Supporting the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.</li> <li>• Participate in assurance activities, including assessments and spot checks of implementing partners.</li> <li>• Support annual and quarterly work-planning and programme and financial monitoring processes.</li> <li>• Ensure adherence of any other programme management related functions to established corporate procedures pertaining to the functions of the two teams.</li> <li>• Contribute to oversight functions of the Country Office by maintaining schedules of programme and management audits.</li> </ul> <p><b>C. Financial, administrative and other operational support</b></p> <ul style="list-style-type: none"> <li>• Review FACE form submissions to ensure that expenditures are in line with approved work plans.</li> <li>• Review and analyze past and current expenditures of different programmes in accordance with UNFPA’s global resource allocation system and annual guidelines, including trends in patterns of resource allocation and utilization to guide recommendations and proposals for distribution of resources provided to different programmes/partners</li> <li>• Collaborate with team members in the Operations Unit, on administrative and financial management tasks, including preparation of meetings, strategic</li> </ul>

	<p>events, travel, procurement and other related functions.</p> <p><b>D. Provides administrative Support to relevant staff in the Country Office with focus on the following:</b></p> <ul style="list-style-type: none"> <li>• Preparation/editing/formatting of correspondence, emails, faxes, memoranda, reports, documents and/or presentations using standard software. Arranging appointments, scheduling meetings, receiving visitors, receive all incoming phone calls, provide information, take message and responding to requests for information;</li> <li>• Retrieves information by maintain filing electronic and paper filing and other systems (update of office contract database, archive and station records including routine documentation of all minutes of the staff meetings).</li> <li>• Ensures availability of relevant factual information and supporting documentation highlighting key issues and providing appropriate detail for use in meetings, conferences and other events.</li> </ul> <p><b>E. Supports ATLAS functions in Country office with focus on the following:</b></p> <ul style="list-style-type: none"> <li>• Act as Global Directory Focal point and ensure the following duties such as updating the details of staff members, updating the contract periods for all staff and updating when there is any change in address and other office information.</li> <li>• Assistance in generating various programme module reports in ATLAS.</li> <li>• Creation of vendor and raise purchase order for projects.</li> <li>• E-procurement, E-recruitment and E-leave management.</li> <li>• Perform other relevant tasks, as may be assigned from time to time.</li> </ul>
Duration and working schedule:	06 months – 1 <sup>st</sup> February to 31 <sup>st</sup> July, 2021
Place where services are to be delivered:	The consultant will be based in the UNFPA Country Office in Thimphu, Bhutan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	At the start of the assignment, the supervisor will agree on the work-planning schedule for the timely delivery of the expected outputs/deliverables with the consultant. The consultant will submit all final products/deliverables in electronic format.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will give regular updates on activities through delivery of progress reports or any other way agreed between CO and consultant. Upon completion of the assignment, the supervisor will certify relevant documents; evaluate the consultant’s work and follow-up on the payments.</p> <p>Consultant’s performance will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> <li>• Compliance with guidelines/ToR,</li> <li>• Timeliness, quality and attention to detail.</li> </ul>
Supervisory arrangements:	The consultant will report directly to the Acting Head of Office based in Thimphu and will receive guidance from the UNFPA Country Director based in New Delhi, India. He/She will also work closely with other members of the UNPA Bhutan and technical staff from UNFPA India as needed.
Expected travel:	The consultant will mainly work from country office with some travel to project locations in Bhutan.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b><u>Values:</u></b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity</li> <li>• Demonstrating commitment to UNFPA and the UN system</li> <li>• Embracing cultural diversity</li> <li>• Embracing change</li> </ul> <p><b><u>Core Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Being Accountable</li> <li>• Developing professional expertise</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams</li> <li>• Communicating for impact</li> </ul> <p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programmes Internal and external communication and advocacy for results mobilisation</li> </ul> <p><b><u>Education:</u></b> Completed Secondary Level Education required. First level university degree desirable</p> <p><b><u>Knowledge and Experience:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Seven years</b> of relevant experience in programme/ project management.</li> <li>• Proficiency in current office software applications and a good basic knowledge of finances and mastery of a series of financial and spreadsheet software.</li> <li>• Previous experience in the UN is an asset.</li> <li>• Good knowledge of ERP, PeopleSoft or other web-based integrated system required.</li> <li>• Good writing and communication skills.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Bhutan CO will provide the consultant with the following</p> <ul style="list-style-type: none"> <li>• Office space to work from UNFPA CO</li> <li>• Any logistical support to enable field trips of consultant where necessary</li> <li>• Provide access to documentation and support meetings with partners when and where necessary</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> <li>• This consultant will be pegged at G7 level of the applicable UN salary scales in Bhutan.</li> <li>• The consultant will be paid a monthly lump-sum fee for the services rendered</li> <li>• The consultancy is for approximately 06 months with possibility of extension depending on availability of funds and demonstration of satisfactory performance</li> </ul>
<p>Signature of Requesting Officer in Hiring Office: Date: <b>18 December 2020</b></p>	