

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Programme Assistant (finance) [National]

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Pacific Sub Regional Office (PSRO)
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new 7th 5-year Multi-Country Programme (MCP7) for 14 Pacific Island Countries and Territories (Fiji; Federated States of Micronesia; Kiribati; Nauru; Palau; Marshall Islands; Samoa; Solomon Islands; Tonga; Tuvalu; Vanuatu; Cook Islands; Niue; and Tokelau) for 2023-2027 contributes to the global Strategic Plan (2022-2025) that focuses on assisting Member States in achieving three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>UNFPA is implementing Phase II of the "Transformative Agenda for Women, Adolescents and Youth in the Pacific" programme which aims to improve SRHR in nine priority countries: Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Samoa, Solomon Islands, Tonga and Vanuatu. The programme seeks to improve Sexual and Reproductive Health & Rights (SRHR), with a focus on Family Planning in nine Pacific countries over a 4.5-year period aligned with UNFPA's MCPD7.</p> <p>UNFPA seeks the services of a national consultant to be located in Nauru and to support the implementation of interventions funded through the Transformative Agenda in Nauru and to ensure that the agreed strategic interventions are implemented in the context of the 2030 Agenda, ICPD Programme of Action and UNFPA Strategic Plan at the global level, the UN Pacific Strategy, UNFPA sub-regional programme at the regional level, and the national development agenda of the host country.</p> <p>As appropriate and under the direction of the International Programme Coordinator in Nauru and the International Operations Manager, PSRO, the Programme Assistant (Finance) will also contribute to research, financial management and operational and procedural guidance.</p> <p>She/He provides administrative and financial support in implementation of programme activities ensuring full compliance of program and financial processes with UN/UNFPA rules, regulations, policies and strategies; she/he provides logistical support to programme implementation; she/he provides organizational functions of the office in terms of providing effective communications support to the Sub Regional office, ensuring facilitation of knowledge building and management.</p> <p>She/He will be expected to support close engagement with national implementing partners (including government line ministries, relevant civil society organizations) and regional implementing partners to ensure effective programme documentation as per the agreed strategic direction and work plan timeframe.</p>

<p><i>(Description of services, activities, or outputs)</i></p>	<p>Duties responsible for:</p> <ul style="list-style-type: none"> ● Assist the programme team in providing support to implementing partners on knowledge management and programme implementation through maintaining an easy reference and friendly access to contacts and mailing lists of partners, key stakeholders, consultants, UN agencies, donors, institutions, individuals, and other contacts. ● Assist in programme formulation and work-plan creation in Quantum, maintain and update project profiles, including progress reports and work plan review in compliance with programme implementation guidelines; ● Collate programme related information and procurement needs; support programme personnel in their work plans, monitor and follow-up with implementing partners on submission of progress and financial reports; ● In close collaboration and guidance of the finance team in Suva, support and coordinate the HACT assurance activities (spot check, audits) and support in follow up of any required action; ● Coach partners on UNFPA financial rules and regulations to be followed, e Face and on recording non-expendable items supported by UNFPA; ● In close collaboration with the Nauru Programme team and the administration team in Suva, follow up on any administrative matters entering the relevant requisition facilitating release of payments, program supplies (inventory) management, assets, leave records and common premises; ● In close collaboration with the Nauru programme team and the administration team in Suva, support arrangement of domestic and international travels for staff and non-staff travels as well as follow up of submission of the mission reports by staff. ● In consultation with relevant staff, initiate draft documents, compile and process logistical, administrative and financial arrangements for meetings, events and workshops organized by the office. ● Receive visitors/officials; take minutes and/or notes, as required; ● Sets up, and effectively maintains and monitors the filing system; sets up a follow up system to reduce repetitive action or filing gaps; manage online database of partners; assist in archiving and maintain up-to- date electronic mailing lists; ● Prepare information and/or briefs, summaries and background documentation required by programme staff for official missions, programme functions, seminars, conferences, events and meetings including arranging audio-visual aids as required, projector and screen, preparing power point presentations and computer generated visuals such as graphs; ● Ensure optimal communication flows within the unit and with entire Sub Regional Office, joint country presence offices and external counterparts, through effective use of written, verbal and electronic communication; ● Perform ad-hoc duties required by the International Programme Coordinator relating to monitoring and evaluation of the country programme and projects.
<p>Duration and working schedule:</p>	<p>The consultant will report to the UNFPA Country Lead/International Programme Coordinator, Nauru, on a fulltime basis in accordance with the UN calendar, starting from 01 April 2025 until 31 December 2025 (9 months).</p>
<p>Place where services are to be delivered:</p>	<p>Nauru.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard</p>	<ul style="list-style-type: none"> ● Completed task plan and agreed deliverables with supervisor based on description of services and activities above (by 1st day of the month). ● Monthly summary reports on implementation delivery update including

	<p>learned, best practices and any relevant meeting notes attached (by the 1st day of the month).</p> <ul style="list-style-type: none"> Support the drafting of work plan progress reports with all financial and internal control checklists completed, and all supporting documents available and uploaded on the UNFPA system (by the 10th of each month).
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Consultancy payment will be on a monthly schedule after submission and acceptance of monthly reports.
Supervisory arrangements:	The consultant will report directly to the Country Lead/International Programme Coordinator in Nauru working in close collaboration with the PSRO Operations team, programme staff, M&E team and implementing partners.
Expected travel:	Local travel within the duty station country is envisaged to support implementation and monitoring of activities. The consultant may also travel to Fiji or other Pacific countries in support of programme implementation.
Required expertise, qualifications and competencies, including language requirements:	<p>Education</p> <ul style="list-style-type: none"> Completed secondary level education required. First level University (Bachelor) degree in Public/Business Administration, Finance, Commerce, Accountancy/Chartered Accountancy and related fields is desirable. <p>Knowledge and experience</p> <ul style="list-style-type: none"> At least 2 years of relevant experience in programme, administration, finance or office management; Some experience in research assistance and general understanding of programme support, monitoring and evaluation is desirable; Good writing and communication skills with the ability to draft correspondence in a clear, accurate and concise manner; Previous experience and knowledge of protocol in the United Nations is an advantage; Good interpersonal, planning, organizational and multi-tasking skills; Ability to work independently and harmoniously in a multi-cultural and multi-ethnic team environment maintaining tact and discretion in all dealings; Computer literacy - Proficiency in the use of the Google Suite package and the Internet. <p>Languages</p> <p>Proficiency in both spoken and written English. Working knowledge of Nauruan is an asset.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> Travel costs for any designated and approved travel will be provided by UNFPA. The office space will be provided in the UN joint office. Internet will be available in the shared office space. The consultant would be required to use their own laptop.
Other relevant information or special conditions, if any:	

Programme Specialist, UNFPA PSRO,

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Liana Moro

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Reviewed by Dechen Chime,
Country lead/International Programme coordinator, UNFPA Nauru

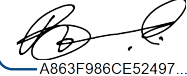
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Dechen Chime

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Reviewed by Brian Kironde,
International Programme Coordinator, UNFPA PSRO

Signed by:



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Cleared by Dr. Mateen Shaheen,
Deputy Director and Deputy Representative of UNFPA Pacific, Officer-in-Charge

Signed by:

Mateen Shaheen

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