

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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 strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards.</p> <p>UNFPA seeks a national consultant as part of a multi-disciplinary team of staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results. The national consultant is expected to transform, inspire and deliver high impact and sustained results.</p> <p>The Programme Associate (Finance) contributes to the development and implementation of effective regional and country programmes in the region by providing administrative support to UNFPA's programmes. As appropriate and under the direction of the Programme Specialist and the International Operations Manager the Programme Associate (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 program activities ensuring full compliance of program and financial processes with UN/UNFPA rules, regulations, policies and strategies;</p> <p>She/He provides logistical support to programme implementation;</p> <p>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>Reporting to the Sexual and Reproductive Health Specialist in the Vanuatu country office, the consultant will work as part of a multi-disciplinary team in supporting the team to achieve key deliverables on the country work plan.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The work will be mainly conducted in Port Vila, Vanuatu. Internal travel opportunities may arise to support the logistics of in-country meetings and support trainings, monitoring and evaluation. The following are required tasks within the consultancy services to be provided.</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, donor, institutions, individuals, and other contacts. • Assist in programme formulation and work-plan creation in GPS, 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 (e-Face);

- 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 implementing agencies 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 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 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; prepare informal translations and act as interpreter as required; answer and screen telephone calls with tact and discretion;
- Sets up, and effectively maintain and monitors the filing system; sets up a follow up system to reduce repetitive action or filling gaps; manage online database of implementing 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 Programme Specialist relating to monitoring and evaluation of the country programme and projects.

Deliverables	Delivery Dates
Completed task plan and agreed deliverables with supervisor based on description of services and activities above	1 st day of every month
Monthly summary reports on implementation delivery update including tasks achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached	By the 30 th day of every month
Support national IPs with face form and work plan progress reports with all financial and internal control checklists completed, and all supporting documents available and uploaded on the UNFPA system	Before the 10 th day of the new quarter

Duration and working schedule:

The total duration of the contract will be for 7 months of full time work; Start date Jan 2022

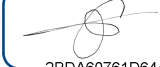
Place where services are to be delivered:

Vanuatu, Port Vila, with occasional internal travel within Vanuatu.

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All key deliverables as defined above should be submitted to the supervisor, in electronic formats.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to UNFPA SRH Specialist in Vanuatu. Consultancy payment will be on a monthly schedule, 30 th day of every month based on approved deliverables by due date as listed on the delivery schedule above.
Supervisory arrangements:	The national consultant will work under the overall guidance of the Sexual and Reproductive Health Specialist in Vanuatu. The consultant will work closely with the Vanuatu Program Analyst, Programme Finance Assistants, other Vanuatu team members, the Pacific operations team, and PSRO staff in the Suva office as needed.
Expected travel:	Local travel within the duty station country is envisaged to support implementation and monitoring of activities.
Required expertise, qualifications and competencies, including language requirements:	<p><u>Education</u></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 field is desirable. <p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> • Minimum of 6 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 MS Office Packages and the Internet; • Good knowledge of Atlas/PeopleSoft is an asset. <p><u>Languages:</u> Fluency in English and Bislama is required. French is an advantage.</p> <p><u>Required Competencies</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change

	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Logistical support • Managing data, • Managing documents, correspondence, and reports • Managing information and workflow • Planning, organizing and multi-tasking • Managing financial processes • Job knowledge / technical expertise <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact
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 programme office, at the Reserve Bank of Vanuatu • IT equipment will be provided by UNFPA, internet will be available in the shared office space.

Prepared by

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22-Dec-2021

Approved by

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