

Terms of reference

Job title:	Local consultant to provide logistic and administrative support within UN Resident Coordinator's Office/UNDP Communication Unit
Duty station:	Chisinau, Moldova
Reference to the project:	UN Resident Coordinator's Office/UNDP Communication Unit
Contract type:	Individual contract
Duration of assignment:	140 days
Starting date:	August 2016 – March 2017

I. BACKGROUND

Under the guidance and direct supervision of the UN Coordination Specialist/Communication Analyst the incumbent assists in the effective and efficient management of the UN Resident Coordinator's Office and UNDP Communication Unit. The incumbent contributes to the design, planning, and management and monitoring of the activities of the UN Resident Coordinator's Office, Operations Management Team, UN Communication Group and UNDP Communication Unit. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The consultant works in close collaboration with the UNDP Programme and Operations Units as well as Operations Management team and UN Communication Group for effective achievement of results, and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

OBJECTIVE OF THE ASSIGNMENT AND TASKS

The overall objective of this assignment is to provide logistical and administrative support to support implementation of activities within UN Resident Coordinator's Office/UNDP Communication Unit.

More specifically, the assignment will require the completion of the following tasks:

1. Organize at least 6 public events (workshops, trainings, roundtables and working group meetings), including preparing invitations and performing follow-up to invitations, as well as other administrative tasks;
2. Provide logistical support to events organized by UN Resident Coordinator's Office, UN Communication Group and Operations Management Team;
3. Organize small procurement processes and prepare payment processing for activities;
4. Participate in discussions and meetings related to management of activities. Take notes and prepare minutes of various meetings, workshops and working group meetings;
5. Perform translation/interpretation to/from Romanian, Russian and English of the documentation, correspondence, as well as any other information related to activities of projects;

Administrative management

- Pro-actively contribute to day-to-day activities implementation and ensure conformity to expected results and work-plans;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of activities;
- Draft minutes of Operations Management Team, UN Communication Group and other related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of files and records;
- Arrange external and internal meetings (including the meetings at technical level, as well as other relevant meetings etc.);
- Provide substantive logistics support for organization of events as fairs, exhibitions, galas, awareness campaigns, receptions etc;
- Replace the Executive Associate and Communication Analyst during annual or sick leave periods'
- Translate press-releases, messages and speeches;
- Contribute to UN and UNDP webpage maintenance and update.

Financial management

- Prepare the requests for advance of funds and/or direct payments.

Procurement

- In accordance with the UNDP and UN Communication Group Annual Work Plans arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNDP procedures.

Other duties as assigned.**II. DELIVERABLES, ESTIMATED WORKLOAD AND TIMEFRAME:**

The assignment should be carried out within the period of August 2016- March 2017, not exceeding 140 working days.

	Deliverables	Timeframe
1	At least 6 public events (workshops, trainings, roundtables, fairs, exhibitions, and working group meetings) organized in accordance with the UNDP and UN Communication Group, and Operations Management Teams Annual Work Plans	August 2016- March 2017
2	Logistics support provided to events organized by UN in accordance with requirements from the requesting agencies	
3	Procurement processes organized and Individual Contracts and Institutional Contracts signed in accordance with the work plans	
4	Translations for press releases and speeches provided	
5	UN and UNDP webpages maintained and timely updated	
7	Minutes of the meetings prepared accurately and on time, including for Operations Management Team, UN Communication Group	
8	Translation/interpretation to/from Romanian, Russian and English performed	

Management and institutional arrangements:

The timeframe for this assignment is August 2016 – March 2017. The Consultant will report to the UN Coordination Specialist/UNDP Communication Analyst, who will endorse the deliverables and timesheets.

Financial arrangements:

Payments will be disbursed upon submission and approval of the final documents as specified under 'Deliverables and Timeframe' section and certification by the UN Coordination Specialist/UNDP Communication Analyst, that the services have been satisfactorily performed.

III. QUALIFICATIONS REQUIRED

- University degree in economics, finance, accounting, law, public administration or other related field;
- At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage;
- Fluency in both oral and written English and Romanian is a requirement. Knowledge of Russian is a strong advantage'
- Good oral and written communication skills;
- Demonstrated multi-tasking and self-management skills'
- Demonstrated commitment to UNDP's mission, vision and values.