

Terms of Reference

Job title:	Consultant to provide logistical and administrative support to UNDP and OHCHR Offices in Moldova
Duty station:	Chisinau, Moldova
Reference to the project:	Annual Work Plan of the National Human Rights Coordinator, OHCHR
Contract type:	Individual contract
Expected workload:	Up to 200 working days in total (split 50/50 between UNDP and OHCHR)
Duration:	April - December 2017

I. BACKGROUND

1.1 The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

The OHCHR field presence in Moldova, led by the National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, working closely with the UN Country Team on capacity building and mainstreaming human rights in their work, as well as providing support in engagement with national actors on human rights, including advising national authorities upon request. Thematic priorities for work are: countering discrimination, in particular racial discrimination, discrimination on the grounds of sex and gender, religion, disability and against others who are marginalized; Combating impunity and strengthening accountability and the rule of law; Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

1.2. The UNDP Operations Unit provides a variety of services to other Units in the Country Office, to UNDP development projects and to other UN Agencies. Additionally, in 2016, the Operations Unit will coordinate or contribute to implementation of several complex cross-sectorial and business innovation initiatives: finalization of the "UNDAF innovation facility project on Diversity", improving the physical accessibility of the UN House, and mainstreaming diversity and accessibility principles into programme and operations; energy saving and greening initiatives based on recommendations of the building Energy Audit; reorganization and digitalizing of CO archive and development of procedures and tools for internal documents' workflows; other initiatives for improving the working environment and address staff well-being issues.

II. OBJECTIVE OF THE ASSIGNMENT AND TASKS:

The overall objective of this assignment is to provide logistic and administrative support to UNDP and OHCHR Offices in Moldova, in line with the corporate policies and internal guidance documents of both UN Agencies.

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

1. Organize at least 10 public events (workshops, trainings, roundtables and working group meetings) in the framework of OHCHR activities, including preparing invitations and performing follow-up to invitations,;
2. Provide logistic support to events organized by UNDP and OHCHR on behalf of other agencies;
3. Organize small procurement processes (de ex: at least 5 per month) and prepare payment processing for activities within OHCHR office;
4. Assist in selection and recruitment/extension processes of at least 10 national OHCHR consultants under IC modality;
5. Provide support for administration of UN Diversity Interns;
6. Coordinate archiving of procurement, HR and other operations files for UNDP and OHCHR;
7. Arrange external and internal meetings (at least 5 events per month). Participate in discussions and meetings related to management of OHCHR and UNDP activities; take notes and prepare minutes of various meetings, workshops and working group meetings;
8. Assist with administrative and logistics aspects of the at least 6 missions/visits to Moldova; Provide support to experts, national and international consultants as concerns communication, contracts, agenda, visas, hotel reservations, etc;
9. Register incoming OHCHR correspondence and support internal circulation of documents;

III. DELIVERABLES, ESTIMATED WORKLOAD AND TIMEFRAME:

The assignment should be carried out within the period of 18 April – 31 December 2017, not exceeding 200 working days.

	Deliverables	Timeframe
1.	At least 30 Events (workshops, trainings, roundtables and working group meetings) organized. Minutes of the meetings prepared accurately and in time.	18 April – 31 December 2017
2.	Logistic support provided to at least 30 events organized in accordance with requirements from the requesting agencies.	
3.	Procurement processes organized and Individual Contracts and Institutional Contracts signed in accordance with the projects' work plans (OHCHR), as described at II. Objective of the assignment and tasks-see above	

4.	Support provided for archiving of procurement, HR and other operations files	
5.	Relevant assistance with administrative and logistics aspects needed for the missions/visits; coordination of the meetings during the visits and missions; preparation of the draft budgets for the missions; making arrangements concerning venues, translation services and other relevant preparations for the prompt and effective development of activities, as described above	

Management and Institutional Arrangements:

The timeframe for this assignment is 18 April– 31 December 2017. The Consultant will report to UNDP Head of Operations and the National Human Rights Coordinator and OHCHR Administrative and Finance Associate, who will endorse the deliverables and timesheets. The OHCHR will provide consultant with working space, access to Internet, a printer and a telephone line.

Financial arrangements:

Payment will be disbursed in instalments upon submission and approval of the final documents as specified under 'Deliverables and Timeframe' section and certification by the above UNDP and OHCHR staff, that the services have been satisfactorily performed. The related costs are shared between UNDP and OHCHR on 50/50 basis.

IV. 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 must. Knowledge of Russian is an advantage. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language is an asset;
- Good oral and written communication skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems;
- Demonstrated multi-tasking and self-management skills;
- Demonstrated commitment to UN's and OHCHR's mission, vision and values;
- Persons from under-represented groups will have a priority under this announcement.

UN Moldova is committed to workforce diversity. Women and men, persons with disabilities, LGBT, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, as well as



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Resilient nations.*

refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.
All applications will be treated with the strictest confidence.