



Empowered lives.
Resilient nations.

TERMS OF REFERENCES

National Consultant to provide administrative, finance, procurement and logistics support

Job Title: National Consultant to provide administrative, finance, procurement and logistics support

Duty Station: Chisinau, Moldova

Duration of employment: March - December 2020 (up to 18 days per month)

Contract type: Individual Contract

I. Background

The position is located in the Office of the United Nations Resident Coordinator UNRCO in the Republic of Moldova and reports to the UN Resident Coordinator.

With the 2030 Agenda for Sustainable Development as its core, and in response to the General Assembly Resolution 71/243 on the Quadrennial comprehensive policy review of operational activities for development of the UN system, the UN SG's report (December 2017) "Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet" puts forward a comprehensive proposal on further improvements to the resident coordination system to ensure more coherent, accountable and effective support to the 2030 Agenda. This was further reinforced by the General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary General the mandate to implement the repositioning.

A reinvigorated resident coordinator system is at the center of a repositioned United Nations development system, and while the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to needs of the 2030 Agenda. The report stresses that resident coordinator offices will need to be adequately staffed to ensure sufficient substantive capacities to lead UN country teams. The national consultant will assist the RCO team in the implementation of the annual work plan's activities. The candidate will demonstrate capacities on administration, procurement, events organization, and logistics, plus a robust standing communications capacity within the RCO team.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the guidance and direct supervision of the RC and RCO Team Leader the incumbent assists in the effective and efficient management of the office through a range of actions contributing to implementation of the RCO Work Plan.

The consultant works in close collaboration with the RCO Team for effective achievement of results, anticipating and contributing to resolving complex issues and information delivery. The incumbent is expected to exercise full compliance with UNDP and RCO financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Administrative management and logistic support:

- Pro-actively contribute to day-to-day WP implementation and ensure conformity, diligence and timeliness;
- Provide support to the RCO Team in the implementation of their tasks for the achievement of the office results (communication, contracts, procurement, recruitment of new personnel, organization of events, etc);
- Maintain all procurement processes and ensure payments are done on time;
- Liaise with UNDP for following up on the elaboration and issuing of contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the RCO activities;
- Provide necessary logistical support in organizing different meetings;
- Draft minutes of meetings and events, when and as required;
- Develop an internal archiving system in agreement with the RCO team;
- Assume overall responsibility for archiving and administrative matters of a more general nature, such as registry and maintenance of RCO files and records in Teams, work within the team to scan and archive the Procurement and Finance records, etc);
- Package in archive boxes or files and arrange Procurement and Finance records according to UN archiving guidelines and archiving plan;
- Prepare an inventory/assets list of the Procurement office records; retrieve all files earmarked for archiving storage;
- Provide IT support on as need basis on Teams, Zoom, etc other similar office applications for efficient remote work.

Financial management:

- Prepare requests for advance of funds and/or direct payments;
- Assist the RC and Team Leader in monitoring the budget expenditures and request revisions to UNDP;
- Prepare and submit expenditure and budget status reports;
- Prepare recurring reports as scheduled and special reports as required for budget preparations;
- Undertake other financial and administrative tasks on ad hoc basis.

Procurement:

- In accordance with the RCO Work Plan arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various team's members;
- Maintain records on equipment and spare inventory including verification and transfer when required;
- Ensure the appropriate archiving of the Procurement related documents;
- Other duties as assigned.

III. Expected Deliverables and tentative timeframe

Deliverables	Duration	Timeframe
<ul style="list-style-type: none">• Administrative and logistic support for organization of consultation, meetings, working group meetings, conferences, workshops, interviews, meetings related to Programme activity provided;• Requests for advance of funds and/or direct payments drafted;• Translation services arranged and coordinated;• Contracts with new national and international consultants and service providers ensured;• Ensure the appropriate archiving of the financial, procurement, programmatic, administrative related documents;• Ensure the completeness archiving records and registries as well as the inventory/assets list.	Up to 180 days	March - December 2021

Financial arrangements

Payments are made to the Individual Consultant based on the number of days worked and will be disbursed in monthly instalments, upon submission of monthly reports confirming the actual volume of work performed, and certification by the RCO Team Leader or RC, that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported. The deliverables and their schedule of presentation may be subject to amendment upon discussion agreement with the RCO Team Leader.

IV. Requirements for experience and qualification:

Education:	First-level degree in economics, business management, international finance, or a related field.
Experience:	<ul style="list-style-type: none">• At least 1 year of relevant administrative, procurement and/or finance experience is required;• Previous experience in development assistance or related work for a UN agency, donor organization, consulting company, or NGO would be a very strong advantage;• Knowledge of UNDP and/or international public procurement and finance processes would be an asset;

	<ul style="list-style-type: none"> • Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages would be an asset; • Experience in handling web-based management systems would be an asset;
Language Requirements	Fluent in written and oral (technical level) English, Romanian and Russian languages.
Competencies	<ul style="list-style-type: none"> • Ability to perform a variety of repetitive and routine tasks and duties related to general administration support, procurement, logistics, programme support, registry, etc. Screening, collecting and preparation of documentation, data input, filing provision of information • Good knowledge of administrative and finance rules and regulations • Detailed knowledge and understanding of administrative best practices and procedures, in-dept knowledge of office software applications relating to work processing data management presentation, as required • Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases • Ensures correspondence, reports and documents comply with established UN standards and requiring minimal correction • Ability to produce accurate and well documented records conforming to the required standard • Reports to internal and external clients in a timely and appropriate fashion

UNRCO Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

V. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- CV and at least 3 names for a reference check;
- Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
- Offeror's Letter confirming Interest and Availability.