

**UNICEF Pacific**

**TERMS OF REFERENCE**

**Field Office Administrative Assistant**

**CONSULTANT**

**Requesting Section:** Operations

**Date/Updated date:** 09 June 2017

**Programme Area and Specific Project involved:** Kiribati

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**Background:**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

**Purpose of Assignment:**

The Administrative Assistant is responsible for executing a broad variety of standardized administrative tasks for the respective section(s) requiring thorough knowledge of UNICEF administrative procedures, processes and policies.

In this capacity, the need to project the image of a credible and reliable service provider is imperative to quality of process delivery, and the impact of work directly reflects on the overall reputation of the team in terms of responsiveness to client needs and quality of process execution.

**Scope of Work/ Work Assignments:**

The consultant will carry out the following activities in support of these areas of work:

* **Travel**
* Provides travel assistance to staff in section for travel arrangements and entitlements based on the organization’s rules and policies. Liaises with relevant travel focal points to ensure that the organization obtains the best service and price for all travel.
* Briefs/de-briefs staff members on issues relating to related administrative matters such as visas, security clearance, documentation procedures.
* Extracts, inputs, maintains and verifies correctness of travel records in the organization’s travel system to ensure accurate transactions related to travel costs and staff travel
* Assist in the preparation of budgets on travel costs and maintain travel budgetary control records.
* **Invoice Processing**
* Responsible for collecting invoices and filing documents for approval and, thereafter processing in vision.
* Upload electronic files and verify results to destination system.
* Respond to client transaction status and other inquiries.
* **Contracting of consultants or other service providers**
* Facilitates the processing of contracts for consultants and external partners that provide a service to the section. This includes preparing and filing documents, completing necessary forms and templates, uploading TOR’s in vision, and making necessary logistical arrangements.
* Keeps vendor lists, partners, and consultant rosters up-to-date.
* Arrange for the purchase and timely distribution of office supplies.

* **Events and Conferences**
* Supports capacity development activities and conferences by making the logistical arrangements, through engaging with facilitators, caterers and hosts.
* Arranges times through liaising with participants over availability.
* Liaises with budget focal points and section over costs and needs.
* Prepares background materials for participants and uploads cleared materials in the intranet.
* Prepares and maintains agendas on meeting and events related to the work group commitments.
* **Property management, office equipment, vehicles**

Supports management of administrative supplies, office equipment and vehicles, updating inventory of items.

* Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.

**General Administrative Duties**

* Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information
* Maintain attendance records / act as a leave focal point.
* Monitor the utilization of all financial input requisitions and report to the supervisor for necessary adjustments (over-utilization, shortage of funds, etc.) Familiarize with programme monitoring related instructions/tools and report to supervisor for significant changes

**Work Schedule:**

The duration of the contract is for 3 months from June 26 to 25 September 2017. The consultant is expected to work on a full-time basis.

**Payment Schedule**

Payments will be done in accordance with submission of deliverables, certified by the supervisor.

**Deliverables/End Products**

Deliverables shall be submitted electronically in English to the UNICEF Pacific Multi-Country Office.

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| **Deliverable** | **Payment** |
| **Monthly Reports** |  |
| * **Travel** * **Invoice Processing** * **Contracting of consultants and service providers** * **Events and Conferences** * **Property management, office equipment, vehicles.** * **General Administrative Duties** | **Month 1-3** |

**Supervisor Name and Type of Supervision that will be provided:**

The consultant will be under the direct supervision of the Chief of Field Office based in Kiribati.

**Consultant’s Work Plan and Official Travel Involved:**

All related (internal/external) official travel of the consultancy will be organized by the consultant and costs reimbursed accordingly.

**Consultant’s Work Place:**

The consultant will out of the UNICEF Kiribati office.

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.

Experience

* A minimum of 5 years of progressively responsible administrative or clerical work experience is required.

Languages

Fluency in English and local language of the duty station is required.

Competencies

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| * Communication (I) * Working with people (II) * Drive for results (I) |

**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.
2. UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.