

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS



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Title of engagement:	Physical Records/Archives Consultant
Location: If remote or home-based, indicate. If contractor is not resident in host country, indicate if presence in host country and/or travel is required.	Eastern Caribbean Area Office, Bridgetown Barbados
Duration: Number of working days	35 days over 6 months
Start Date:	09-December-2024
End Date:	30-June-2025
Requesting Section:	Operations
Supervisor:	Andrea Batstone, Operations Manager

BACKGROUND (*)

Between 2019 and 2021, the Eastern Caribbean Area Office retained external support in the audit and reduction of physical records in the office in accordance with UNICEF's suite of policies and procedures on physical records management. Over this period the office was able to assess 100% of physical records located in the Archives Room and 100% of informational records housed in the office's retired Information Resource Centre. This was a highly successful exercise resulting in the disposition of files in accordance with Agency procedure. This exercise also allowed the office to reclaim over 1,000 square feet of space that was previously underutilized due to excess retention of documents. Those spaces now represent additional offices for both UNICEF and IOM personnel. Since 2021, the office has not been able to maintain annual disposition of records nor has there been strides made in the clean up of programme information resources which still line the corridors in the office. The purpose of this consultancy is to support the office in the disposition of physical records in accordance with UNICEF's disposition procedures and annual disposition schedule as well to audit, document and dispose as needed those programme information resources and visibility supplies which were not assessed during the prior exercise.

PURPOSE/SCOPE OF ACTIVITY/ASSIGNMENT (*)

Under the overall guidance of the Operations Manager and with specific support from the Operations Assistant, Operations Staff, and Programme Staff, the consultant is expected to execute deliverables related to the following task areas:

1. Official Disposition of Physical Records in Archives Room

In accordance with ECA-SOP-2020/001 Retention and Disposition of Physical Business Records, the consultant is expected to work with and provide hands-on training to the Operations Assistant who serves as the office's Archives Custodian to successfully conduct the review of retention of official records stored in the Archives Room with specific action taken on those "limited retention" materials requiring disposition. In so doing the formal action to execute this task will be the authorized ECA Records Retention and Disposition Form denoting those records deemed for destruction. In the event that records are identified for digitization the consultant is expected to support

in the digitization process in accordance with Agency guidelines. The following resources and reference materials will be required for this task:

- ECA-SOP-2020/001 Retention and Disposition of Physical Business Records
- UNICEF Procedure on Information Management (paragraphs 14, 22, 23)
- Retention Schedule for UNICEF Recorded Information
- Guide to UNICEF Document Types
- UNICEF Guidance to Documents That Can Be Destroyed Without Approval

The level of effort expected to complete this deliverable is 15 days. A comprehensive report detailing the actions taken and outcome will be required. This report would document the training provided to the Operations Assistant as well as reference the authorized and filed Records Retention and Disposition Form.

2. Audit for retention or disposition all information resources in the Programme Section.

Applying the same methodology created and approved for the ECA Office Information Centre assessment, the consultant will assess and reduce 100% of those information resources currently lining the hallway(s) in the Programme Section of the office. The broad methodology employed for this exercise would include the below steps. The final product should be an addendum to the ECA Catalogue of Reference and Research Materials which was prepared following the assessment of the Information Resource Center.

- Catalogue programme section information resources
- Assess information resources for digital versions, retention, donation or destruction
- Box, label and shelve those resource with retention value in the Archives Room.
- Coordinate disposition of non-official or duplicate information resources for donation or destruction.

Relevant Operations and Programmes staff will support and direct this exercise as needed to advise on document types relevant to institutional needs and guide on the value of physical records for retention.

The level of effort expected to complete this deliverable is 15 days. A comprehensive report detailing the actions taken and outcome will be required including an addendum to the ECA Catalogue of Reference and Research Materials.

3. Inventory of Communicatin & Advocacy visibility supplies

The Office's Archives Room has become a storage space for Communication and Advocacy visibility supplies. The consultant is expected to conduct an inventory of all visibility supplies and develop an inventory log to be handed over to the Communications Specialist for onward management of these supplies. Following the disposition of official records in the Archives Room it is expected that sufficient space should be made available for the long-term storage of the visibility supplies. The consultant would be expected to manage the orderly placement of the visibility supplies to ensure ease of supplies management going forward.

The level of effort expected to complete this deliverable is 5 days. A comprehensive report detailing the actions taken and outcome will be required

Key Activities/Tasks (*):	Deliverables/Outputs (*):	Duration (Est. days/ months):	Due Date
1. Official Disposition of Official Physical Records	Comprehensive report documenting 1) Authorized and filed Records Retention and Disposition Form and 2) training to the Operations Assistant/Archives Custodian	15	2/28/2025
2. Audit for retention/ disposition all Programme Section information resources	Comprehensive report detailing actions taken on review and disposition of information resources in the Programme Section to include an addendum to the ECA Catalogue of Reference and Research Materials.	15	5/31/2025
3. Inventory of Visibility Supplies	Comprehensive report detailing inventory of visibility supplies to include storage of supplies in an orderly and accessible manner with a supplies management log handed over to the Communication and Advocacy team.	5	6/30/2025

TRAVEL REQUIREMENTS*

This assignment will not require travel.

PAYMENT SCHEDULE

Payment, upon submission of deliverables which receive satisfactory quality review in line with below schedule:

- 1st payment against deliverable 1 upon submission by the Consultant of comprehensive report
- 2nd payment against deliverable 2 upon submission by the Consultant of comprehensive report
- 3rd payment against deliverable 3 upon submission by the Consultant of comprehensive report

As per UNICEF policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

MINIMUM EXPERIENCE / QUALIFICATIONS (*)

Education:

Bachelors Masters PhD Other

Enter Disciplines:

A University degree in Records/Archive Management or a related field.

Knowledge/Expertise/Skills required:

- Excellent knowledge of relevant archival and document management best practices. Knowledge of SharePoint is an asset.
- Experience working in an international (preferably a UN) organization.
- Good interpersonal skills.
- Good written and oral communication skills, including the ability to present findings clearly and concisely.
- Strong analytical and problem-solving skills.
- Strong understanding and adherence to confidentiality
- Ability to work in a team and to maintain effective working relationships in a multicultural environment.
- Strong computer literacy, knowledge of standard office applications.

Years of Experience: A minimum of three (3) years of relevant experience in archives and records management

Language(s) needed if any: English proficiency

EVALUATION CRITERIA (*)

Each Proposal will be evaluated against a weight allocation of 75% for the technical proposals and 25% for the financial proposal. The total maximum obtainable is 100 points. The minimum acceptable technical score is 49.

Technical Proposal	Financial Proposal
75 points	25 points

Criteria		Points
1.	Overall Response	10
	<ul style="list-style-type: none"> • Completeness of response • Demonstrates a complete understanding of and is responsive to the ToR • Proposal is clear and well-written 	
2.	Approach	10
	<ul style="list-style-type: none"> • Quality of proposed methodology • Proposed approach will result in attainment of all objectives 	
3.	Delivery	20
	<ul style="list-style-type: none"> • The proposed plan for delivering the services required is clear, precise, detailed, realistic and fully supported • The proposal describes how each service will be delivered in the timeline of the project • The proposal provides an explanation indicating the proposer's ability to deliver each service 	
4.	Consultant Credentials	35
	<ul style="list-style-type: none"> • Educational background and expertise (5) • Ability to perform required tasks based on interview (15) • Range and depth of experience with similar projects: (15) <ul style="list-style-type: none"> ○ Has a minimum of 3 years' experience in records management and/or archives. • Experience working with UNICEF and other UN agencies, public sector/non-profit organizations and multi-cultural global organizations 	

ADMINISTRATIVE MATTERS (*)

Consultant will not be provided equipment nor with a UNICEF email account. Consultant is expected to utilize own resources. Consultant will be supported with the necessary security requirements to enter UN House for the conduct of the consultancy.

CONDITIONS OF SERVICE (*)

Before commencing work, a consultant shall submit a statement of good health and take full responsibility for the accuracy of that statement, including confirmation that he or she has been informed of the inoculations required for the country or countries to which travel is authorized. Consultants shall assume all costs that may occur in relation to the statement of good health. Consultants are required to certify that they are covered by medical/health insurance.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

RECOURSE (*)

UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

TITLE RIGHTS (*)

All materials created by the Contractor which bears a direct relation to, or is made in order to perform, this contract and any intellectual property rights thereof, including but not limited to patents, copyright and trademarks, shall be jointly owned by UNICEF and the Contractor. 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. Any third party usage shall require written permission from both parties.

TRAININGS (*)

Consultants, even those working from home, must complete the following online courses prior to signature of contract. All certificates should be presented as part of the contract:

- [Ethics and Integrity at UNICEF](#)
- [Prevention of Sexual Harassment & Abuse of Authority](#)
- [Sexual Exploitation Abuse \(PSEA\)](#)

Consultants must complete the following course before commencement of any travel on behalf of UNICEF.

- [BSAFE Security Training](#)

Any consultant who is issued a UNICEF email address (exceptionally) must complete the following courses no later than 30 days after signature of contract.

- [General Information Security Awareness Course](#)
- [Fraud Awareness](#)

HOW TO APPLY (*)

Prospective consultants should apply through UNICEF jobs website using the following link *Insert link (HR)* No later than *Insert date*. The application package should include the following:

- a) A cover letter;
- b) Detailed Curriculum Vitae
- c) A proposal stipulating all-inclusive fees, including lump sum travel and subsistence costs, as applicable.
- d) Insert any additional requirements

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF is committed to [diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious or ethnic background, and persons with disabilities, to apply to become a part of the organization. To create a more inclusive workplace, UNICEF offers paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements. Click [here](#) to learn more about flexible work arrangements, well-being, and benefits.

According to the UN Convention on the Rights of Persons with Disabilities (UNCRPD), persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. In its Disability Inclusion Policy and Strategy 2022-2030, UNICEF has committed to increase the number of employees with disabilities by 2030. At UNICEF, we provide [reasonable accommodation](#) for work-related support requirements of candidates and employees with disabilities. Also, UNICEF has launched a Global Accessibility Helpdesk to strengthen physical and digital accessibility. If you are an applicant with a disability who needs digital accessibility support in completing the online application, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#).