|  |
| --- |
| UNICEF in Belarus |
| **Requirements for Financial Offer** |
|  |
| **Programme:** Front Office |
| **Assignment Title:** **National Consultant for Administrative and Logistical Assistance to Management, Belarus** |
| **Purpose of the Assignment:** Under the supervision of Deputy Representative and Partnerships Specialist, the consultant will support the office in communications, operations and administrative support services to enhance the smooth running of the supervisors’ day-to-day activities. The consultant will also support the supervisors as well as other critical staff in initiating, following up on and resolving issues pertaining to administrative requests as well as translation and communication support. |
| **Supervisor:** Deputy Representative and Partnerships Specialist |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Assignment Overview** | **Deliverables/ Outputs** | **Delivery deadline** | **Lumpsum fee\* per deliverable per duration (USD)** |
| Support in administrative/ logistics for Deputy Representative and Partnerships Specialist | Support for supervisors in visits with overall placement and orientation in Belarus | 31/12/2024 |  |
| Draft responses inquiries on routine questions and coordination of the issues / tasks with support of Belarus CO responsible team | 31/08/2025 |  |
| Review, prepare and manage translation / interpretation/ assistance in understanding/ pulling out Russian language documents, electronic/phone communication to partners and/or meetings as required | Mostly rough translation of documents to provide a general understanding – e.g. content of specific projects/ MOUs/ agreements signed with partners, or TORs (e.g. TOR for Country Programme Evaluation) | 31/08/2025 |  |
| Supporting in translation of official letters plan to send or letters received – which would go through Representative and with other colleagues explaining – to ensure better understanding the environment and country context | 31/08/2025 |  |
| Possibly scanning of information in Russian that will be useful for work (e.g., in Partnerships mapping of donors if there is only Russian information to just explore, etc.) | 30/06/2025 |  |
| Accompaniment during meetings | In some external meetings: 1) discreet interpretation during meeting focusing on main points; 2) after meeting enable supervisors to ask clarification of what happened; 3) write down after each external meetings a few bullet points of what was discussed & concluded, with whom, in English  *\* High-level official meetings would required official translator (with Ministers, Deputy Ministers, etc.)* | 31/08/2025 |  |
| Provide support and back up for office calls, registration of correspondence and some small administrative tasks while the absence of the Executive Assistant to ensure smooth operation of the Front Office | At least 5 weeks of back up functions in total | 31/08/2025 |  |
| ***TOTAL COST FOR DELIVERABLES (USD):*** | | |  |

|  |
| --- |
| **NOTES\*** |
| Financial proposal should be submitted using the financial offer template and must :   * Reflect the costs per each deliverable and the total lump-sum for the whole assignment period (in US$) to undertake the terms of reference. * Include travel costs and daily subsistence allowance, if internationally recruited or travel is required as per TOR. Consultants are responsible for arranging their own transportation arrangements. UNICEF can provide office vehicle for some duty travel missions with prior agreement as per monthly travel plan approved by the supervisor * Include any other costs: visa, health insurance, payment of an incidental expenditure (such as bank charges, insurances, etc.) and living costs as applicable. |