

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Budget Analyst	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Georgetown, Guyana
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1. BACKGROUND/CONTEXT

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.

UNICEF Guyana and Suriname is implementing its new country programme 2022-2026. The overarching goal of the country programme is to support the Governments of Guyana and Suriname in developing and strengthening systems that will allow children and adolescents to grow up healthy and resilient; have equitable access to improved learning and skills for life and work; be protected from all forms of violence, abuse, neglect and extreme poverty; and live in a safe and sustainable environment.

2. SCOPE and Objectives

Under the supervision of the Deputy Representative, performs a variety of specialized tasks to support analysis, preparation, monitoring, guidance and control of the programme budget, involving several different sources of funds for the Country Office including performance indicators, systems and increase technical capacity to introduce and sustain effective Value for Money practices.

3. METHODOLOGY

1. Assist in the preparation, consolidation, timely maintenance and monitoring of the Budget under the Country Programme inclusive of: information on cash inputs for effective programme delivery, appropriate coding, financial analysis and generation of reports using the Financial Management System; enter and maintain annual work plans of action in the financial management system. Prepare detailed cost estimates, and support budget analysis, as required. Prepare monthly reports and other budget-related documentation for management.
2. Monitor compliance of expenditure to ensure that objectives and targets are achieved. Provide technical guidance to staff
3. Maintain all budget controls showing the status of budget implementation of Fund Reservations (FRs) and Funds Commitments (FCs) for all country programme outcomes, outputs and activities. Check all information on commitments, management indicators and relevant reports on a monthly basis and reconcile with the performance management system. Liaise with NYHQ on any discrepancies and takes necessary follow-up action as guided by the Deputy Representative.

4. Issue Fund Reservation & Funds Commitment to support timely programme implementation according to the annual plans of action. Support programme staff by ensuring that documentation submitted by governments/Non-Governmental Offices (NGOs) for cash transfer of funds are in line with established terms and conditions and UNICEF guidelines/procedures.
5. Closely monitor, verify and follow-up on utilization, expenditure, reporting and liquidation of Programme funds in accordance with financial regulations. Maintain electronic filing Donor reports.
6. Monitors and prepares on monthly basis updates of office, make presentation at Country Management Team. As part of the programme team, supports programme planning, implementation, monitoring and evaluations.
7. Support Harmonized Approach to Cash Transfers (HACT) implementation and monitoring by conducting quality assurance activities in undertaking spot check as part of the HACT team.
8. Provides support to Deputy Representative in planning, programming, and results-based budgeting processes.
9. Reviews project documents, work plans, budgets, proposals on implementation arrangements.
10. Carries out transactions in VISION ensuring programme results, activities and programme coding are as per annual work plans (AWPs) and makes amendments and alterations as per section revisions when necessary
11. Prepares monitoring and reporting information for Deputy Representative on agreed performance indicators to drive more efficient management and accountability for results.

QUALITY ASSURANCE OF DELIVERABLES

All deliverables will be supervised by the Deputy Representative and the Section Managers.

Action	# of days	Fee in GYD	Deadline
Execution of deliverables: month 1	20	\$306,749	September 30 th , 2022
Execution of deliverables: month 2	20	\$306,749	October 31 st , 2022
Execution of deliverables: month 3	20	\$306,749	November 30 th , 2022
Execution of deliverables: month 4	20	\$306,749	December 31 st , 2022
Execution of deliverables: month 5	20	\$306,749	January 31 st , 2023
Execution of deliverables: month 6	20	\$306,749	February 27 th , 2023
Execution of deliverables: month 7	20	\$306,749	March 31 st 2023
Execution of deliverables: month 8	20	\$306,749	April 30 th , 2023

Execution of deliverables: month 9	20	\$306,749	
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PROFILE OF THE CONSULTANT

Education:	<p>Completion of secondary education, preferably supplemented by technical or university courses related to business administration, finance, budget analysis, planning or economy.</p> <p>University degree (Bachelor's degree or equivalent) in business administration or related area is an asset.</p>
Experience:	<p>A minimum of 6 years of progressively responsible administrative work experience is required.</p> <p>Experience in financial management specially related to planning and budgeting with the public sector or UN agencies is desirable.</p> <p>Experience with financial ERP systems (SAP) is also desirable.</p>
Language Requirements:	Fluency in English required.

APPLICATION REQUIREMENTS

Interested persons are asked to apply by September 1st, 2022 online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of interest. Successful candidates will be notified by the UNICEF Human Resources officer

-A financial proposal for the assignment

The **financial proposal** should be a lump sum and should include clear costs breakdown

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

Budget Year: 2022	Requesting Section/Issuing Office: Programme Section/ Deputy Representative's Office	Reasons why consultancy cannot be done by staff: Incumbent will be on maternity leave	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Deputy Representative	Start Date: September 12 th 2022	End Date: May 1st, 2023	Number of Days: 160

Estimated Consultancy fee			
Travel International	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	NA		
Total estimated consultancy costsⁱ	GYD 2,453,992		
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Other Enter Disciplines	Knowledge/Expertise/Skills required: University diploma or Certified Accounting/Budgeting qualifications as stated in qualifications section above		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

Conditions and remarks:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo

rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

- Certificate of good health
- Proof of Health Insurance
- Statement of good standing
- Designation of beneficiary form
- Fully inoculated
- Mandatory training certificates from UNICEF's e-learning platform (prior to commencement of the Assignment)