

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

Title	Funding Code	Type of engagement	Duty Station:
Strategic Operations consultant	TBD	<input checked="" type="checkbox"/> Consultant	Conakry

**Purpose of Activity/Assignment:**

The incumbent is responsible to lead for results, drive change, provide risk informed, solution-focused analysis, advice and services and contribute to programme and management decisions for delivering results for children in all operational contexts. He /she provides technical leadership, managerial, advisory and administration services in Operations, and facilitates the application and adaptation of UNICEF Operations policies and strategies in the country office. In doing so, the incumbent demonstrates the ability to create an environment in which his/her staff anticipate operation related needs and develop subsequent plans and solutions that align operation management with organizational policies, strategies and objectives. In addition, the incumbent serves as a key strategic advisor to the Representative.

The consultant will contribute to ensuring quality assurance of operations section from strategic planning and formulation to delivery of concrete and sustainable contributions to national and international efforts to create a protective environment for children. The consultant will also support management's oversight of work progress to ensure the achievement of concrete and sustainable programme/project results in Guinea.

**Scope of Work:**

Under the overall guidance and supervision of the Representative, the consultant will provide high level strategic support to the operation management by:

- Leading by example and supporting the Head of Office on managing the office
- Managing services in the functional areas of operations support: budget, financial management and reporting, facilities management, administration, supply and logistics management, information and communications technology, human resources, and safety and security and convening the other functions to arrive at a unified vision;
- Acting as member of the Country and Senior Management Teams, representing the organizational risk, governance systems and policies perspective in management discussions, and promoting results based management.
- Understanding business needs for the Country Programme, to anticipate challenges, propose viable/creative solutions aimed at value for money.
- Support to Results Based Management and implementation using Value for Money criteria.
- Leveraging technology for results and programme accountabilities, making effective adoption of tools and promoting the fundamentals of ICT management, information security and controls;
- Supporting the country office during external and internal audit reviews and responding to audit observations and monitoring implementation of recommendations.
- Guiding Supply and Logistics strategies and interventions to meet programmatic needs while ensuring Value for Money (VfM), including procurement of fit for purpose products and services, and providing advisory support to governments, national systems and partners on supply chain management;
- Leveraging governance, systems, and tools to provide regular feedback on risks and achievements of operations functions in the country;

- Leading on facility management with a specific focus on inclusive accessibility, eco sustainability and common premises;
- Overseeing business transactions processed by GSSC from a perspective of Efficiency, Performance, Risk Management and Fraud prevention
- Supporting the management of PSFR operations and promoting efficiency across systems and processes, where applicable

The consultant is office based and will need internet access.

**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):

The incumbent to this role is expected to have special responsibilities in managing child safeguarding risks and in taking appropriate measures to prevent any harm to children. The role has the potential to particularly affect children, (i) because the incumbent will be working closely with children; (ii) with their data; (iii) because the children’s background or situation make them vulnerable; or (iv) the role may entail responsibilities in reporting and responding to child safeguarding concerns. The mission is considered as an “elevated risk role” and the appointee will be subject to a more rigorous vetting and training.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget</b> 2024	<b>Year:</b>	<b>Requesting Office:</b> <i>Office of Representative</i>	<b>Section/Issuing</b>	<b>Reasons why consultancy cannot be done by staff:</b> <i>This activity requires specific expertise and competence and an independent outside eye</i>	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:					
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both			<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
<b>Consultant selection method:</b> <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)					
<b>If Extension, Justification for extension:</b>					
<b>Supervisor:</b> Representative		<b>Start Date:</b> 7 October 2024	<b>End Date:</b> 6 January 2025		<b>Number of Days (working)</b> 66

<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Inception report		Payment after 10 days	10%
Ensure day-to-day management of the operation section		66 days (Payment after 21 days)	20%
Ensure quality assurance of documents related to the operations management.		66 days (Payment after 30 days)	20%
Participate and/represent UNICEF in inter-agency (UNCT) discussions and in Operation management team and related issues to ensure organizational position, interests and priorities are fully considered and integrated.		3 times	
Provide technical advice to senior management, sections, UN system and other country office partners on strategies and best practices regarding operations management		66 days (Payment after 45 days)	30%
Prepare handover and final reports.	A handover will be produced by the consultant to ensure continuity with the incoming Deputy Representative Operation.	16 days (Payment after 66 days)	20%

<b>Estimated Consultancy fee</b>			
Honorary fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
<b>Total estimated consultancy costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required:</b>            Bachelors <input type="checkbox"/> Masters <input checked="" type="checkbox"/> PhD <input type="checkbox"/> Other <input type="checkbox"/>             Enter Disciplines</p>	<p><b>Knowledge/Expertise/Skills required:</b>            An Advanced University Degree (Master’s and above) in one of the following areas is required: Business management; Financial management; Accounting; Public Finance; and related operations function (Supply Chain, Human Resources, Information Technology, International Business, Project management, etc.) or a full professional accounting designation (CA, ACA, ACCA, CPA, CIMA, CPFA, Expert Comptable) from an internationally recognized institute/body of accountancy with valid membership in good standing is required.</p> <p>A minimum of 8 years of professional experience, at the national and international level, is required, specifically in implementing strategic organizational initiatives in one or more operations management area including budget; financial management and reporting; facilities management; administration; supply and logistics management; information and communication technology; human resources.</p> <p>Prior experience in the development sector or UN system/ international NGOs would be an asset.</p> <p>Additional experience in one or more of the following areas, would be desired:</p> <ul style="list-style-type: none"> <li>• Audit and investigations</li> <li>• Safety and security</li> <li>• Grant Management</li> <li>• Enterprise Risk Management</li> </ul> <p>Experience in a UN system agency, large private or public company, or experience working in a developing</p>		

	<p>country and/or humanitarian/ emergency context is an asset.</p> <p>Experience in working with corporate ERPs (Enterprise Resource Planning) and IPSAS (International Public Sector Accounting Standards) is highly desirable.</p> <p>Experience in Results Based Management is a requirement.</p> <p>Experience in supporting successful client-oriented work units is an asset.</p> <p>Previous hands on experience in strategic operations is a strong asset.</p> <p>Familiarity with Microsoft Office applications is required.</p> <p>Fluency in English and French is required.</p>
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<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. 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

**Text to be added to all TORs:**

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.

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.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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