

UNITED NATIONS CHILDREN'S FUND in BELARUS

Terms of Reference for National Programme Support Consultant

Type of contract: *National individual consultancy, office-based / teleworking*

Duration: 3 months, approx. 30/01/2022 – 29/04/2022

1. BACKGROUND AND JUSTIFICATION:

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.

2. PURPOSE/ OBJECTIVE:

The consultancy will focus on providing key administrative and logistical support for UNICEF's implementation activities of the Child Protection and Communication sections. Further, the consultant will need to be ready to work with a UNICEF colleague in coordinating work efforts with system-related transactions

KEY TASKS:

Under the supervision and guidance of the Child Protection and Communications Specialists, the Consultant supports the respective sections by carrying out a range of programme support functions to develop, implement and monitor the country programme, ensuring effective and timely delivery that is consistent with UNICEF rules and regulations.

The Consultant works in close collaboration with a range of staff in the CO, external partners and agency counterparts in support of programme design and delivery. S/He provides regular feedback on the status of projects through monitoring milestones and advises on improvements to keep activities on track.

Programmes/projects support activities related to:

- Support in coordination for communication, procurement and logistics within planned events, serving as focal point for logistics (travel arrangements);
- Support in external communication (sending out and following up on press releases, maintaining a list of media contacts, etc)
- Support in updating and maintaining a list of communication-related suppliers (designers, illustrators, editors, photographers, videographers, translators, etc)

- • Support in monitoring production and keeping track of visibility items and communication-related supplies (printed materials, memorabilia, event-related visibility, etc)
- • Support in setting up and drafting minutes of key meetings, if and where necessary
- • Support in coordinating External Materials Review Board (EMRB) meetings (setting up, drafting minutes, following up on outstanding items where necessary)
- • Support in other communication-related tasks as required
- • Support to programme activities in planning for procurement of supplies, as well as in overall programme development, planning and implementation;
- • Support in concluding and supervision on implementation of contracts (development of documentation, negotiation with partners, reporting);
- Coordination and logistical support for key events planned in consultancy period:
 - Support in organization of the roundtables on restorative services for specialists working with children in conflict with the law;
 - Support in organization of the presentation of the mobile application “Advocot”;
 - Support in organization of the roundtable on implementation of the “Secure Space” programme

3. DELIVERABLES:

Deliverables are agreed through development of weekly plans with supervisors.

4. SUPERVISION, WORK RELATIONS & OVERSIGHT

The work of the consultant will be supervised by Child Protection and Communications Specialists. The consultant will be working closely with other relevant sections.

5. TRAVEL

If UNICEF determines that the Contractor needs to travel to perform his or her assignment, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract. In cases where travel costs have not been set out in the individual contract, the consultant or individual contractors are expected to submit, within ten days of completion of a specific travel, a voucher for reimbursement of travel expenses to the Operations section. Reimbursements shall only be processed if travel was duly authorized in the individual contract or by an authorized manager of the contracting section, in writing and prior to the travel. Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

If required to travel as part of consultant official function, costs incurred during official travel authorized by UNICEF shall be covered in accordance with UNICEF procedure on Duty Travel (DHR/PROCEDURE/2017/11/Rev.1) or as amended. The office must ensure that the medical insurance of the consultant will cover the destination of the official travel.

6. TIMEFRAME

The consultancy is for a period of 3 months with possibility of extension depending on the needs and affordability of UNICEF Belarus office.

7. LOCATION

The consultancy is office-based, consultant will be working at the UNICEF office during the regular working hours or providing teleworking.

8. PAYMENT CONDITIONS:

Payments will be carried out in US Dollars through a bank transfer to the contractor account upon provision of invoices and based on satisfactory and timely completion of the deliverables. UNICEF is not responsible for the payment of necessary taxes.

UNICEF does not provide or arrange health insurance coverage for consultants.

Under this contract, a contractor will be working 5 weekdays and following the office hours of the duty station for which they are hired, and they must report to their supervisors any absence from work. As there is no physical time to take additional assignments this modality does not allow for additional contracts therefore the contractor is eligible for Paid Time Off and paid UN official Holidays.

The Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, will be credited on the last calendar day of the month and pro-rated to the closes half-day for partial months served at the beginning and end of the contract period (1-7 = (0.5); 8-14 = (0.5); 15-22 = 0.5). A maximum of 17 days of PTO will be given to a contract of maximum duration (11.5 months of contract).

PTO may be used in increments of half or full days for annual leave, sick leave, etc. It's not specifically earmarked for any one purpose and is to be used at the discretion of the consultant upon supervisor's approval at any time during the duration of the contract.

Unused PTO will not be paid out or reimbursed at the end of the contract period and cannot be transferred to a new contract.

The consultant has no entitlement for maternity, adoption or paternity leave or any other kinds of special leave.

UNICEF will not undertake any liability for tax, duty or other contribution payable by the Consultant on payments made under this contract.

The consultant will be expected to provide an invoice for the actual number of days completed in the reporting month and payment will be pro-rated based on these days.

9. UNSATISFACTORY PERFORMANCE:

Payments to the Contractor under this contract, 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.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future. This ToR is an integral part of the contract (SSA) signed with the consultant.

10. QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/ EXPERIENCE REQUIRED

Education:

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the work of the organization

Experience:

- A minimum of six years of administrative or clerical work experience is required.
- Prior experience in programme support functions is an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Language Requirements:

- Fluency in Russian and at least intermediate English is required.

Skills:

- Strong organizational, planning and prioritizing skills and abilities.
- Creativity and a drive to take initiative.
- High sense of confidentiality and good judgment.
- Ability to work effectively with people of different national and cultural backgrounds.
- Strong office management skills.
- High attention to detail.
- Ability to effectively manage the section's material resources and monitor its budget.
- Good analytical skills.
- Experience using MS Word, Excel, PowerPoint, etc

11. PROCESS FOR APPLICATION

The interested contractor should submit by January 27, 2022, 13.00 the following documentation:

- 1) CV or P-11 form;
- 2) Cover letter;
- 3) Financial proposal (with the indication of daily rates);

Criteria for the selection:

- 1) Relevant experience;
- 2) Availability to perform the ToR requirements and meet deadlines.

All applications will be treated with strict confidentiality. UNICEF is an equal opportunity employer.

Drafted by:

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