

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

National consultant to support the office of the Representative

1. **Background:**

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 of Assignment:** Under the supervision of the Representative, the consultant is accountable for procedural communications, operations and administrative support services, as well as specialized administrative functions, to enhance the smooth running of the Representative and the Deputy Representative's day-to-day activities at the front office.

3. **Scope of Work:**

COMMUNICATIONS SUPPORT:

- Manage incoming and outgoing correspondence, e-mails and telephone calls with discretion.
- Provides written translations for incoming/outgoing correspondence from English to Mongolian and vice versa
- Communicate sensitive information to higher level managers and coordinate responses while ensuring confidentiality.
- Maintain key official documents, update office local electronic document repository intranet-based office profiles.
- Follow up on established deadlines and ensuring timely submissions by staff of reports, correspondence and other documents. Provides draft responses to written inquiries on routine questions.
- Keeps up-to-date list of staff, names of address, names, telephone numbers of ministers, government officials and diplomatic corps

ADMINISTRATIVE SUPPORT:

- Maintain the Representative and Deputy Representative's calendar and arrange meetings.
- Organize Representative's official travel and prepare briefing materials for official trips or meetings.

- Prepare and screen documentation for the supervisor's signature reviewing for style, factual and grammatical accuracy.
- Supports office activities, events, conferences and workshops arrangements by making the logistical arrangements, through engaging with facilitators, caterers, hosts and various partners.

PLANNING & MONITORING SUPPORT:

- Support planning and monitoring processes as required
- Undertakes researches for information as maybe required by supervisor

4. Programme Area and Specific Project Involved: All programme areas

5. Contract duration : 2 months

6. Type of engagement: Full-time, office based.

Full-time, office based: Contractors will be working 5 weekdays and following the office hours of the duty station, and they must report to their supervisors any absence from work. Contractors are eligible for 1.5 days of Paid Time Off per month and paid UN official Holidays.

7. Deliverables, Timeframe and Payment Schedule: The consultant will be paid upon the presentation and acceptance of the satisfactory monthly progress report with the completion of key deliverables.

8. Project Management:

Direct supervisor: **Representative**

Frequency of performance review: **Monthly**

9. Qualifications and requirements:

- Bachelor's degree in linguistics, international relations, business administration, etc.
- A minimum of six years of relevant administrative or clerical work experience is required. Work experience in senior secretarial level is an advantage.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Excellent organization and time-management skills
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff.
- Knowledge of protocol
- High standard of professional ethics
- Excellent written and verbal communication skills both in English and Mongolian

Nature of 'Penalty Clause' to be Stipulated in Contract:

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

Note: 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.