



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

CLOSING DATE:	24 May 2018
POST TITLE:	Individual Consultant for Operational Support
CATEGORY:	Individual Consultant
POST TYPE:	Non-Rotational
DURATION:	2 months with possibility of extension
DUTY STATION:	Istanbul, Turkey
ORGANIZATIONAL UNIT:	UNFPA, Eastern Europe and Central Asia Regional Office (EECARO)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA EECARO, Istanbul
Purpose of consultancy:	Consultant will provide support to operations team.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> ▪ Provide support to Administrative and Finance Associate (AFA) in Almaty for processing of payments by obtaining all required supporting documents from the colleagues, verifying completeness and correctness as per UNFPA rules and share with AFA in Almaty. ▪ Provide support for preparation of Individual Consultant contracts and payment documents. ▪ Coordinating filing of vouchers with AFA in Almaty. ▪ Provide assistance to International Operations Manager (IOM) , AFA in Almaty and Administrative Assistant on procurement and administrative tasks related to the premises and day to day office operations; ▪ Assist in maintaining the office filing system and assist in the archiving process for Operation files and documents. ▪ To provide required assistance on asset management, including physical verification or fixed assets as well as attractive and heritage items. ▪ Provide support to Administrative Assistant in visa issuance for staff travel and custom clearance. ▪ When required, in close collaboration with ICT specialist, follow-up on recovery from staff for personal usage of office mobile phone. ▪ Performs any other related tasks as required.
Duration and working schedule:	11 June 2018-10 August 2018 Monday- Friday 09:00-17:00
Place where services are to be delivered:	Istanbul, Turkey
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Consultant will be required to work during office hours within EECARO premises, supporting the operations staff. The work includes regular delivery of tasks, upon request of EECARO staff.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will closely work on a daily basis with Administrative and Finance Associate in Almaty under direct supervision of International Operations Manager. The acceptance of services will be certified by IOM in the Certification of Payment at the end of each month, which will be accompanied with a daily attendance sheet for the consultant.
Supervisory arrangements:	The consultant will be under the direct supervision of the International Operations

	Manager.
Expected travel:	No travel foreseen.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Completed Secondary Level Education required. First level university degree desirable. • Five years of relevant experience in administrative functions • Proficiency in MS office software applications and corporate IT systems. • Fluency in oral and written English and Turkish languages
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space within EECARO premises, IT equipment and a desk phone.
How to Apply	A letter of interest and a UN Personal History Form (P11) filled in English, indicating the Post Reference Code "IC for Operational Support UNFPA/EECARO" at the subject line of the email, should be sent to recruitment.eecaro@unfpa.org no later than 24 May 2018 at 5.00 pm (Istanbul time).
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	