

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA EECARO, Istanbul
Purpose of consultancy:	EECARO currently has 9 technical advisors and equivalent covering different thematic areas. The workload of current support staff providing support for all the advisors, organizing on an average 15 regional events per year and support to the Deputy Regional Director is beyond EECARO's current support staff capacity. Especially with the Programme Assistant's recent resignation, further assistance became necessary for EECARO's programme and operational work. There are 6 regional events happening in September, 4 in October, and 5 more events happening in November and December. Considering that the entire EECARO will be heavily occupied with 15 different events taking place back to back, additional assistance is required.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>• Undertake all logistical, administrative and financial arrangements required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events organized by the programme and technical team in close collaboration with the Regional Operations Manager team;</li> <li>• Assist the technical and programme team in the preparation, implementation of the regional programme;</li> <li>• Assist in archiving, filing, and maintain up-to-date electronic mailing lists on programme and technical matters;</li> <li>• Performs any other activity as required to assure the success of the work team.</li> </ul>
Duration and working schedule:	14 September - 31 December 2015 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 programme and 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 be overseen by the Monitoring and Evaluation Advisor as well as the International Operations Manager. The acceptance of services will be certified by 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 Regional monitoring and Evaluation Adviser
Expected travel:	No travel foreseen.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Completed Secondary Level Education required. First level university degree desirable.</li> <li>• Five years of relevant experience in programme/ project management, event management or administration.</li> <li>• Proficiency in current office software applications and corporate IT systems.</li> <li>• Fluency in oral and written English and Turkish languages</li> </ul>
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.
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office:	
Date:	<i>M. Alau</i> <i>3/9/2015</i>