




**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**  
 Individual Consultant for Operational Support  
 UNFPA, Eastern Europe and Central Asia Regional Office (EECARO)

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA EECARO, Istanbul
Purpose of consultancy:	Consultant will provide support to operations team.
<p><i>Scope of work:            (Description of services,            activities, or outputs)</i></p>	<p><b>A. Procurement &amp; Asset Management</b></p> <ul style="list-style-type: none"> <li>• Review procurement requests and initiate procurement activities for the office using various solicitation methods (RFQ, RFP, ITB);</li> <li>• Undertake procurement activity to establish LTA for regular services required for the office (travel, events management, mobile communication services, courier services, etc.);</li> <li>• Solicit inputs from programme and operations staff to draft and enter online procurement plan for 2020. Make required changes at mid-term review.</li> <li>• Liaise with the UNFPA Procurement Services Branch and other UN Agencies in Turkey on procurement related issues;</li> <li>• Monitor and update vendor performance and assessment in the online system for RO and COs in EECA region on a quarterly basis.</li> <li>• Assist the Asset Focal Point in effective asset management, regular clean-up of Asset Dashboard, physical verification of assets;</li> </ul> <p><b>B. Human Resources Management</b></p> <ul style="list-style-type: none"> <li>• Assist the Administrative Associate in processing of IC Contracts including use of Consultant Monitoring Tool;</li> <li>• Assist the Administrative Associate in local recruitments, when requested.</li> </ul> <p><b>C. General Administration</b></p> <ul style="list-style-type: none"> <li>• Handle travel arrangements for UNFPA EECARO staff, as well as for staff on Detail Assignment and missions to RO, including obtain the quotes from the travel agency to identify the most direct and cost effective options, air ticket purchase and calculation of travel entitlements;</li> <li>• Provide support on visa issuance for staff travels;</li> <li>• Raise Requisitions in Atlas to process various transactions related to operations team;</li> <li>• Assist in the implementation of “green office” initiatives.</li> <li>• Act as a back-up for selected duties (travel, building management, courier services) to the Admin Assistant (SC) position;</li> </ul> <p><b>D. Performs any other tasks as required.</b></p>



Duration and working schedule:	6 months initially, with possibility for extension Monday - Friday
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 office premises, supporting the operations staff. The work includes regular delivery of tasks.
Monitoring and progress control, including reporting requirements, periodicity format and deadline	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 at the end of each month.
Supervisory arrangements:	The Consultant will work under direct supervision of the Administrative Associate.
Expected travel:	No travel foreseen.
Required expertise, competencies, including language requirements	<ul style="list-style-type: none"><li>• Completed Secondary Level Education required. First level university degree desirable.</li><li>• Previous experience in the UN is an asset;</li><li>• Minimum five years previous relevant experience in administrative, procurement/contracts management functions.</li><li>• Proficiency in MS office software applications (Word, Excel, Power Point, etc.).</li><li>• Fluency in oral and written English and Turkish languages is required.</li><li>• Knowledge of Atlas/PeopleSoft or other EERP system is an asset;</li><li>• Good writing and communication skills;</li><li>• Strong interpersonal and organizational skills.</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: 10 Feb 2020	