

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA ASRO
Purpose of consultancy:	<p>The Programme Assistant position is located in the Regional Office and reports to a cluster of Programme Advisers. The Programme Assistant is part of a team, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy.</p> <p>The Programme Assistant provides programme, administrative and financial support to the programme cluster (Population and development and Youth Programme), to support the in the implementation of the regional programme.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The Incumbent will Provide the needed support to the implementation of the events/meetings related to the Population and Development and Youth Programmes as requested</p> <ol style="list-style-type: none"> <li>1. Handle all logistic arrangements for the planned events including the issuance of invitations, countries' nominations follow-up, participants list such as:               <ul style="list-style-type: none"> <li>• Youth Code and the centre of excellence in Tunisia</li> <li>• the YPS strategy in Iraq</li> <li>• The launch of the youth charter in Morocco</li> <li>• Census workshop</li> </ul> </li> <li>2. Support Advisers in drafting TOR's for IC consultants related to events and different assignments such as literature review of Climate Change impact on young people and Shabab IT and Menasati</li> <li>3. Ensure all payments are processed in due time in coordination with the Finance unit and in relation to all ASRO suppliers (hotels, DSAs, participants' travel) related to raising requisitions and creating receipts on Atlas.</li> <li>4. Assist in preparing the technical final report and prepare mission report.</li> <li>5. Supporting with the Procurement / publications process as required               <ul style="list-style-type: none"> <li>• Handling the printing of the publications/procurement as required according to the UNFPA style/operation guide in coordination with the Operations and Communication units.</li> <li>• Follow up on the delivery of the required material.</li> <li>• Raise requisitions and prepare the receipts.</li> </ul> </li> <li>6. Manage the Financial aspects of the two programmes,               <ul style="list-style-type: none"> <li>• Facilitate financial transactions and produce monthly reports on the financial status of programmes or projects; create Receipts in web based management system;</li> <li>• Follow up on the submission of financial reports by COs and partners;</li> <li>• Organize, compile and process information from donors, Regional Offices, and country offices, as inputs to various databases and documents;</li> <li>• Include the IPs, face forms, advances and monitoring of AWP's on the system</li> </ul> </li> <li>7. Managing the Filing system as related to the programme unit               <ul style="list-style-type: none"> <li>• Responsible for all filing related to the ASRO program implementation.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Ensure that the filing system soft and hard copies is according to UNFPA rules and regulations.</li> <li>• Follow up on the deliverables of the consultant.</li> <li>• Maintain and update country, partners and project files, including project progress reports, work plans and budgets in compliance with guidelines for the regional programme;</li> </ul> <p>8. Review incoming correspondence, collect and prepare necessary information for reply/ action, and draft and finalize response;</p> <p>9. Prepare first drafts of responses to inquiries received by the programme cluster for action by supervising officers;</p> <p>10. Support with the Proposal development to the innovation fund on CSE and the Proposal to Sharjah Development Cooperation</p>
Duration and working schedule:	(2 Months) July - August
Place where services are to be delivered:	Cairo, Egypt
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Refer to scope of work
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>• All deliverables are to be approved by PD and Youth units prior to finalization to ensure they meet quality criteria.</li> </ul>
Supervisory arrangements:	Consultant will report to Mr. Chokri Benyahia, Population & Development and Youth Programme Specialist
Expected travel:	N/A.
Required expertise, qualifications and competencies, including language requirements:	<p>The following qualifications are required:</p> <ul style="list-style-type: none"> <li>• Bachelor degree in management, administration, Finance or relevant field.</li> <li>• Minimum of 4 years of relevant experience ;</li> <li>• Proven knowledge within the UN system</li> <li>• Computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.);</li> <li>• Excellent English and Arabic writing and communication skills.</li> <li>• communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally;</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Will work closely with UNFPA ASRO relevant staff members and in cooperation with stakeholders. The consultant will be working from ASRO premises

Other relevant information  
or special conditions, if  
any:

CoA: UNFPA-RARB9YTH-PU0074-FPA80- B1800-PA60677- 61200

Signature of Requesting Officer in Hiring Office:

Submitted by:  
Chokri ben Yahia, PD and Youth programme specialist

DocuSigned by:

*Chokri Ben Yahia*

654E09BEC20A4B5...

Date: 28 June 2022

Reviewed by  
Ismail Lubbad, PD Advisor, a.i

DocuSigned by:

*Ismail Lubbad*

6AF778083A33464...

Cleared by:  
Dr. Karina Nersesyan, Deputy Regional Director, UNFPA ASRO

DocuSigned by:

*Karina Nersesyan*

FDB85A2300DB4C3...

Date: 29 June 2022

Approved by:  
Dr. Luay Shabaneh, Regional Director, UNFPA ASRO

DocuSigned by:

*Luay Shabaneh*

BDAFEA028C78473...

Date: 29 June 2022