



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Operations Clerk**

| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | UNFPA CO in Kyrgyzstan |
| Purpose of consultancy: | To provide administrative services on travel related arrangements, individual consultant contracts (ICC) and/or Local Service Contracts or other similar contract types documents preparation, management and payments and other assigned operations tasks. |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <ul style="list-style-type: none"> - Arrangement of travels and hotel reservations, preparation of travel authorizations, security clearances/travel notifications, payment request checklists, collecting travel reports, F-10, etc. as stipulated in UNFPA Duty Travel Policy and other relevant guidelines; - Preparation, collecting, compiling and submission of supporting documentation for issuing and payment of Individual Consultants Contracts, and/or Local Service Contracts or other similar contract types documents, according to UNFPA IC and other relevant policies; - Creation, managing, budget checking and closing of e-requisitions in ERP; - Creation and managing of suppliers in ERP; - Organisation and accurate completion of multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships; - Retrieving information easily and speedily by maintaining electronic, online application, paper filing and inventory systems and logs; - Showing sensitivity in handling confidential information and ensures safe filing; - Planning, coordination and organisation of workload while remaining aware of changing priorities and competing deadlines; - Demonstration of ability to quickly shift from one task to another to meet multiple support needs; - Be agile and flexible in all aspects; - Establishing, building and maintaining effective working relationships with staff/personnel and external parties to facilitate the provision of client-oriented support; - Participation in the training for the operations/projects staff on administration, procurement, finance and HR; - Filling of special excel table in frames of GHG emissions calculation exercise; - Carry out other relevant tasks according to requests from OM and CO staff. |
| Duration and working schedule: | <p>11 working months - March 14, 2023 – March 13, 2024 (with 1 month break during the assignment)</p> <p>Note: actual contract start date may slightly be adjusted.</p> <ul style="list-style-type: none"> - Consultant is expected to work and be paid on monthly basis on GS3 equivalent level. - This is a full-time assignment: 40 hours a week (09:00-18:00; 12:00-13:00 lunch time) |
| Place where services are to be | Bishkek, Kyrgyzstan, UN House, UNFPA premises or online is required |

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| delivered: | |
| <p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p> | <ul style="list-style-type: none"> - Travels, meetings, conferences and special events are planned, scheduled and coordinated in a timely set up manner; - TAs and TPO are prepared according to TOR/Authorization Letters, checked by Administrative Assistant and cleared by Operations Manager, submitted and processed on time, copied and filed electronically and/or hard copy; - Security clearance for all travellers on local and international travels are submitted and obtained and enclosed to supporting document for travel; - Payment Request Checklist with approved supporting documents for travel is submitted before travel date; - Mission report and F-10 are collected from travellers, get approved and signed and filed to relevant voucher; - All relevant documents for IC issuance or similar contract types are prepared and collected according to ICC checklist, signatures are obtained and ICC are entered to CMT prior contract start date; - Schedule of payments to IC or similar contract types is closely monitored and communicated with programme staff for on time submission of ICs reports and further UNFPA payment - All documents related for IC or similar contract payment, such as CoP, timesheets, report and signatures are collected and submitted to operations team on time; - Requisitions for travel and IC or similar contract in Quantum ERP are raised, approved, sourced to PO and closed upon completion; - Suppliers are managed in Quantum ERP; - Special excel table in frames of GHG emissions calculation exercise is filled in accurate and timely manner; - The official correspondence is prepared, registered in appropriate way and delivered on time; - Other tasks are completed once received in time. |
| <p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p> | <p>Consultant will work closely with Project/Programme and Operations staff/personnel, Administrative Assistant, Finance and Programme Associates and Operations Manager to ensure all deliverables are produced in a timely manner and in high quality.</p> |
| <p>Supervisory arrangements:</p> | <p>The whole process will be coordinated and managed by UNFPA Operations Manager</p> |
| <p>Expected travel:</p> | <p>In case of official travel, DSA/TRM will be calculated and paid.</p> |
| <p>Required expertise, qualifications and competencies, including language requirements:</p> | <p>Required:</p> <ul style="list-style-type: none"> - Bachelor degree in economics, management, accounting, finance, IT, social or other relative fields is required; - 3 years of relevant administrative or financial experience at national level is required; - Previous experience of working for UN or international organization(s) is an asset; - Fluency in English and Russian; Kyrgyz is an asset. |



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| | <ul style="list-style-type: none">- Experience in the usage of computers and office software packages (MS Word, Excel, etc.). |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | Consultant will be located in UN House, UNFPA premises or online |
| Other relevant information or special conditions, if any: | Fee will be paid on monthly basis. |