


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE – Admin Associate DHS Project	
Hiring Office:	UNFPA PNG CO
Purpose of consultancy:	The Administrative Associate is located at the National Statistical Office and reports to the UNFPA Papua New Guinea Country Office in Port Moresby. Under the overall guidance of the Representative and direct supervision of the UNFPA Programme Specialist, the Administrative Associate provides effective logistics and administrative support to the Demographic Health Survey (DHS) Project, in compliance with the United Nations Population Fund's financial management rules and regulations.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Proper control of the supporting documents for payments and financial reports for the project. • In alignment with UNFPA's financial rules and regulations, provide timely administrative support for processing requisitions from NSO to UNFPA for payment. • Assist in implementing the DHS Procurement Plan by liaising with suppliers of goods and services for quotations and facilitate payment processes in a cost-effective manner. • Assist in implementing the DHS Logistics Plan by ensuring effective and timely deployment of enumerators and other essential logistical requirements in the field. • Work closely with the National Statistical Office's operational team to follow up on administrative and operational queries, tasks and plans. • Ensure proper disbursement of funds in the field and provide timely acquittals duly supported by documents and receipts. • Follow up on payments from UNFPA to the DHS Project, and from UNFPA and to suppliers and service providers of the DHS Project, and report effectively to NSO and UNFPA on such payments. • Provide backstop and follow-up to the DHS Provincial Logistics Team and to the NSO/UNFPA team. • Maintain record keeping and filing of receipting, invoicing and asset transfer documents. • Work closely with the DHS team and other relevant UNFPA staff to meet the financial requirements of the DHS project and facilitate timely processing of payments. • Maintain an open communication between UNFPA and NSO operations teams. • Assist the DHS team with proper filing of financial and Project-related documents. • Provide weekly briefings to the NSO and UNFPA. • Maintain administrative control records, such as commitments and expenditures. • Proper control of supporting documents of funds and activities. • Provision of information and documentation for audits. • Support to procurement processes including preparation of Requests for Quotations (RFQs), Invitations to Bid (ITBs) or Requests for Proposals (RFPs) documents, receipt of quotations, bids or proposals, and their preliminary evaluation. • Preparation of documentation for Purchase Orders (POs). • Coordination of Daily Subsistence Allowance (DSA), travel agencies, and other travel-related processes for the DHS Project.
Duration and working schedule:	The consultancy will take place between 1 st January to 30 June 2018

Place where services are to be delivered:	UNFPA Country Office, Port Moresby, Papua New Guinea
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Weekly tasks and delivery dates will be set by Programme Specialist Deliverables will be provided electronically and/or in hard copy.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular meetings will be held with DHS Team
Supervisory arrangements:	The consultant will work under the direct supervision of the Programme Specialist.
Expected travel:	Some travel to provinces may be requested, as needed.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Completed Secondary Level Education required. First level university degree desirable.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Six years of relevant experience in administrative and/or logistics management. • Proficiency in current office software applications and corporate IT systems. <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English is required. <p>Required Competencies</p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity • Demonstrating commitment to UNFPA and the UN system • Embracing diversity in all its forms • Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving Results • Being Accountable • Developing and Applying Professional Expertise/Business Acumen • Thinking analytically and strategically • Working in Teams/Managing Ourselves and our Relationships • Communicating for Impact <p>Functional Competencies:</p> <p><i>Business acumen</i> – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors. Actively keeps up-to- date with best business practices and provides quality control over projections.</p>

	<p>Implementing management systems – Leads implementation of corporate management systems and designs appropriate systems and applications in support of UNFPA's programme and administrative operations by researching best practices, refining and enhancing existing systems and identifying and recommending remedial measures to address problems.</p> <p>Client orientation – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Uses discretion and flexibility in interpreting rules to meet client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	CO will provide office space, computer, phone and support services as necessary.
Other relevant information or special conditions, if any:	COA: PNG06DHS/ACTCODHSAL/UDB24
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 20/09/2018  20/09/2018</p>	