**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)**  **THE ADMINISTRATIVE ASSISTANT NATIONAL CONSULTANCY** | | | |
| Hiring Office: | | UNFPA Bangladesh, Cox’s Bazar | |
| Purpose of consultancy: | | The Administrative Assistant National Consultant provides administrative and financial support to the office as well as performing other organizational responsibilities. The Administrative Assistant National Consultant in Cox’s Bazar, Bangladesh is part of the Operations team. S/he reports to the Cox’s Bazar Operations Specialist and is guided by the International Operations Manager in Dhaka CO.  Internal contacts include the Programme Units, M&E Unit, and Operations Team of UNFPA Country and Sub offices. External contacts include beneficiaries, UNFPA Implementing Partners, other UN agencies, humanitarian/development partners, CSOs/NGOs, government officials, academia/ researchers, mass media and other partners active in Cox’s Bazar. | |
| Scope of work:  *(Description of services, activities, or outputs)* | | The Administrative Assistant National Consultant will be based in the Sub Office-Cox’s Bazar of UNFPA Bangladesh, to provide the direct support to the office for effective and efficient administrative support, support in fleet management to UNFPA Sub Office-Cox’s Bazar. Under the overall supervision and guidance of Head of Sub Office, the position directly reports to Sub-Office Operations Specialist.  • Support in organizing travel arrangements and provide protocol support services as required to the personnel of Sub Office, visiting humanitarian and surge members and consultants.  • Support in vehicle management, maintain driver roster, inventory management.  • Support in booking of accommodation for the incoming visitors and consultants.  • Support in organizing travel arrangements i.e. travel authorization for the field trips, ticketing, security clearance as and when necessary, transports, etc  • Support in organizing events for the UNFPA Sub office.  • Enters Requisitions for CXB office  • Support in monthly, quarterly, year-end closure process.  • Carry out any other duties as may be required by UNFPA leadership. | |
| Duration and working schedule: | | 6 months | |
| Place where services are to be delivered: | | Cox’s Bazar office depending on the “return to office” arrangements in place at the time of consultancy | |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | | The work is delivered on a daily basis in electronic and hard copy | |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | | Monitoring and progress control is conducted on a daily basis and in accordance with the standard operating procedures | |
| Supervisory arrangements: | | Consultant will be directly reporting to operations specialist and closely work with operations and program units | |
| Expected travel: | | none | |
| Required expertise, qualifications and competencies, including language requirements: | | Education:  Bachelor degree in Social science, Business Administration, Management  Knowledge and Experience:  • 6 years of relevant professional experience in the areas administration with the experience of fleet management, administrative support in a public or private sector.  • Previous experience in the UN an advantage  • Proficiency in current office software applications  Languages:  Fluency in oral and written both in English and Bangla  Proven ability to manage data, provide logistical support, manage documents, correspondence and reports, information and workflows. Competency in planning and organizing. | |
| Inputs / services to be provided by UNFPA or implementing partner (erg support services, office space, equipment), if applicable: | | Office space and required computer equipment | |
| Other relevant information or special conditions, if any: | |  | |
| Payment Instruction: | | The Consultant will be paid on a monthly basis upon satisfactory approval of the supervisor. | |
| Level of the Consultant: | | Commensurable to the qualification and experience of the selected Consultant as per the IC guideline. | |
| Other relevant information or special conditions, if any: | | Working arrangement will be 40 hours/week | |
| COA | | COA: BGD09OPS-HUM\_POSTS\_AUB10 | |
| Application instruction:  Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.  Please send your application electronically to dedicated email addresses of: **unfpabangladesh@unfpa.org**  Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  Female candidates are encouraged to apply.  The application deadline is **10 May 2021.** | | | |
| Signature of the Requesting Officer:  Name and Designation: Victoria Filimonova, Operation Specialist, UNFPA, Cox’s Bazar  Date: 06.04.2021 | | | |
| Endorsed ByHoSo Sig  Name and Designation: Roselidah Raphael, Head of Sub Officer, UNFPA, Cox’s Bazar  Date: 21st April, 2021 | | | |
| Approved by    Name and Designation: Asa Torkelsson, Country Representative, UNFPA, Bangladesh  Date: 21 April 2021 | | | |