

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	Deputy Representative Office, Rwanda Country Office
Title:	Programme Assistant
Purpose of consultancy:	<p>UNFPA, the United Nations Population fund in Rwanda began around 1975. UNFPA Rwanda is currently implementing its 8th Country Programme (2018 – 2023) that builds upon the achievements and lessons learned from the 7th County Programme. The 8th Country Programme is built around four outputs which contribute directly to UNFPA Strategic Plan outcomes and to UNDAPI1 (2018 – 2023): (i) National and subnational institutions have enhanced capacities to develop and implement strategies, guidelines and standards for increased access to sexual and reproductive health and rights information and services; (ii) National and subnational institutions have enhanced capacities to effectively deliver integrated and youth-friendly sexual and reproductive health services, including in humanitarian situations; (iii) Young people, especially young girls, are equipped with knowledge and skills to make informed decisions on reproductive health and rights and fully participate in development and humanitarian actions (iv) Government institutions at the national and subnational level are better able to generate and use disaggregated data to inform policies and programmes that address inequalities in development and humanitarian settings.</p> <p>The 8th Country programme endeavours to support the effective implementation of the Reproductive, Maternal, New-born, Child and Adolescent Health policy by using different strategies. UNFPA will also use its comparative advantage to support data collection and analysis to identify the most vulnerable populations and prioritise these in advocacy interventions. UNFPA will support the effectively deliver of integrated and youth-friendly sexual and reproductive health services, including in humanitarian situations. The programme will also ensure young people are equipped with knowledge and skills to make informed decisions on reproductive health and rights and fully participate in development and humanitarian actions. All these will be achieved through a mix of strategies and interventions. The eighth programme will mainly implement upstream interventions focusing on policy dialogue, advocacy, evidence generation and capacity development at the national level. At the decentralized level, UNFPA will mobilise resources to support the districts of Karongi, Nyamasheke and Rusizi to increase access to youth-friendly health and family planning services through capacity development and service delivery interventions</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Secretarial Tasks:</p> <ul style="list-style-type: none"> • Organize and ensure effective management of programme secretariat • Contribute to the dispatching and transmission of the incoming and outgoing mails • File and maintain correspondences (letters, fax, e-mail,...), reports

	<p>and all documents related to programme implementation</p> <ul style="list-style-type: none"> • Implement the existing filing system adopted by the office and ensure that every programme document is retrieved easily • Draft, type and print letters as requested • Scan documents on request • Provide overall and regular administrative and secretarial support to the Deputy Representative <p>Administrative Tasks</p> <ul style="list-style-type: none"> • Prepare the programme meetings and draft Minutes of the meetings • Follow up with the Programme Officers on key actions from the meeting • Ensure the availability of the filing index of the programme documents (project documents, LoUs, MoUs, AWP and others) • Ensure the availability of an updated list of addresses of different partners involved in the Country Programme implementation • Ensure that logistical issues are sorted out for the workshops (booking the venue, budget preparation, equipment and stationery to be used) <p>Financial Tasks</p> <ul style="list-style-type: none"> • Follow up of the transmission of the FACE and quarterly activity plan • Follow up with the programme officers to ensure that Implementing Partner's (IP) requests are responded to. • Ensure proper financial filling (FACE/technical notes, quarterly activities) • Budget: finalize budget sheet, inputs AWP, and Payment Authorization forms • Follow up with finance the disbursement of funds requested by IPs.
Duration and working schedule:	<ul style="list-style-type: none"> • The constancy is for 6 months effective December 2019 to June 30, 2020. This is a full time consultancy based in the Kigali CO
Place where services are to be delivered:	<ul style="list-style-type: none"> • Rwanda Country Office
Delivery dates and how the work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • Administrative support to the programme team on day to day basis • Proper documentation of programme related documents and correspondences • Timely dispatching of mail within the programme team and to partners • Support provided to the programme team in organizing meetings, missions and key events • Close liaison with Operations Team for the successful delivery of results
Monitoring and progress	

control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> Regular briefing meetings with the Deputy Representative.
Supervisory arrangements:	<ul style="list-style-type: none"> The consultant will be directly supervised by the Deputy Representative
Expected travel:	<ul style="list-style-type: none"> The consultant is not expected to travel but once this happens applicable UNFPA Rules and Regulations governing consultants will apply
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Bachelor’s degree in business/public administration, finance, economics or relevant social science discipline desirable.</p> <p>Knowledge and experience:</p> <ul style="list-style-type: none"> Minimum of Five years of relevant experience in programme planning, monitoring and data support systems and in financial management in private, national and/or international organizations. <p>Language Requirements:</p> <ul style="list-style-type: none"> Excellent oral and written communication in English. <p>Computer Skills:</p> <ul style="list-style-type: none"> Proficiency in the latest office software applications. IT ability to familiarize with web-based integrated system.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> Required documentation Support services where appropriate Logistics arrangements while there is a need to travel
Other relevant information or special conditions, if any:	<p>An Individual Contract (IC) will be signed with the consultant for the duration from January 2020 to June 2020. The consultant is expected at G5 level</p> <p>How to apply</p> <ul style="list-style-type: none"> Submit applications (a) cover letter (not more than one page specifying the motivation for application, (b) updated CV and Personal History Form (P11) and c) copies of degrees and other academic credentials. Only short listed candidates will be contacted. Please address your application to; UNFPA Representative, P.O Box: 6119, Kigali, Aurore Building, Umuganda avenue, Kacyiru. The deadline for submission is Jan 24, 2020 by 5PM Kigali Time. Details of the TORs can be found on UNFPA Rwanda Website under the “vacancies” tab.
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	