



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

### Programme and Operations Support Consultant

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	Sub-Regional Office for the Caribbean (SROC), Liaison Office, Barbados and the OECS
Post Title:	Programme and Operations Support Consultant
Location	The Consultancy would be based in either Barbados or Saint Lucia.
Background:	<p>Under the overall supervision of the Deputy Director of the Sub-Regional Office for the Caribbean, based in Barbados, and direct supervision of the Liaison Officer for Barbados and the OECS, the Programme and Operations Support Consultant assists with the design, planning, execution and management of UNFPA's programme by providing administrative, programmatic and operational support, including supply chain and logistical support in humanitarian contexts.</p> <p>The Programme and Operations Support Consultant applies established systems and procedures and assists in knowledge management by compiling and synthesizing information relevant to population and development, sexual and reproductive health and rights, gender and youth issues, including supporting the implementation of UNFPA's knowledge sharing, reporting obligations and communications approach in programme development.</p> <p>The Programme and Operations Support will provide assistance to ensure that the business processes are followed in the processing of financial transactions related to office management and operations. He/she will be instrumental in facilitating administrative support and office management/operations using and developing appropriate mechanisms and systems - and ensuring compliance with established procedures.</p>
Purpose of Consultancy	The purpose of this assignment is to provide administrative support to the Sub-Regional Office for the Caribbean, Liaison Office, Barbados and the OECS and will include the provision of support as required to the Barbados-based Deputy Director, UNFPA Sub-Regional Office for the Caribbean.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>● Provides programmatic and logistical support for UNFPA programmatic interventions, workshops, capacity building activities, commemoration of International Days, review meetings with stakeholders, advocacy and public information events, and other initiatives, including those within the joint UN framework.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>● Ensures timely and efficient support to office financial and administration tasks including preparation of payment vouchers, bills, travel tickets, per diem for meeting participants, consultancies, vendor creation, raising of requisitions, purchase orders, procurement of goods and services and other related processes. Contributes to the smooth running of the office by ensuring the provision and maintenance of services and supplies, maintaining up-to-date inventory and records and the appropriate common premises related activities. Follow-up on audit recommendations.</li> <li>● Ensures timely and effective procurement and management of UNFPA commodities and supplies at all levels, including delivery, transportation, storage, distribution, inventory and reporting of all UNFPA goods.</li> <li>● Liaises with stakeholders in the SROC in the fulfillment of daily administrative tasks and to advance the programme and mandate of UNFPA including with governments, regional institutions, civil society organizations including but not limited to FBOs, female and youth-led organizations and others.</li> <li>● Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Liaison Office and drafting relevant materials for dissemination, including to inform partners and the donor community and for the development of knowledge assets as required.</li> <li>● Assists the Liaison Officer in compiling data relevant for the conduct of advocacy and policy support activities, establishing and implementing mechanisms to systematically assess the achievement of results, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.</li> <li>● Supports advocacy and resource mobilisation efforts of the Sub-Regional Office by compiling and synthesising relevant background material for use in discussions and public events. Assists in establishing and maintaining networks of donor and public information contacts and provides assistance in organising and conducting donor meetings.</li> <li>● Support Programme Assistant with event planning and management and administration of vendors and suppliers' transactions</li> <li>● Attend field visits, outreaches and project activities to assist in the smooth running of the event and to promote the UNFPA agenda.</li> <li>● Assist the Liaison Officer for Barbados and the OECS with the drafting of Concept Notes, Terms of Reference and Proposals.</li> <li>● Perform any other functions assigned to provide support as required to enhance the programme and operational processes of the Sub-Regional Office for the Caribbean.</li> </ul> |
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Duration and working schedule:	1 May - 31 December 2025
Place where services are to be delivered:	Services are to be delivered either in the UNFPA Liaison Office located in the UNFPA, UN House, Hastings, Christ Church, Barbados or the OECS Secretariat in Saint Lucia.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The Consultant is expected to work from 8:00 am to 4:30pm. Most items of work are to be delivered electronically. Where hard copies are provided, electronic versions are to be produced.
Monitoring and progress control, including reporting requirements, periodicity format and deadline	The Programme Assistant in Barbados will provide day to day monitoring of the Programme and Operations Support Consultant.
Supervisory arrangements:	The Consultant will report to the UNFPA Deputy Director with overall supervision by the UNFPA's Liaison Officer, Barbados and OECS.
Expected travel:	No travel is expected.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>● Completed secondary level education required. First level university degree preferred.</li> <li>● 5 years previous experience in a secretarial/administrative function;</li> <li>● Research experience is needed</li> <li>● Previous experience working in the UN is an advantage, and knowledge of protocol;</li> <li>● Strong interpersonal and organizational skills;</li> <li>● Computer literacy in the MS Suite of Products</li> <li>● Good writing and communication skills</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	It is expected that the consultant will utilize UNFPA's equipment when in Office and when working remotely, they will use his/her/they office space, internet, telephone and other equipment as needed to undertake the assignment.
Other relevant information or special conditions, if any:	Payment will be made monthly with hand-over notes to be provided at the end of the assignment.

