



TERMS OF REFERENCE

Programme Support

Hiring Office:	Sub-regional Office for the Caribbean (SROC), Suriname
Background:	<p>Under the overall supervision of the Director of the Sub-Regional Office for the Caribbean, based in Jamaica, and direct supervision of the Suriname Liaison Officer, the Programme Support 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 Support 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 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 is instrumental in facilitating administrative support and office management/operations using and developing appropriate mechanisms and systems - particularly Quantum and AO docs - and ensuring compliance with established procedures.</p>
Purpose of Consultancy	The purpose of this assignment is to provide temporary administrative support to the Sub-regional Office for the Caribbean, Suriname Liaison Office.
Scope of work: (Description of services, activities, or outputs)	<ul style="list-style-type: none"> ● Priority Tasks: Ensure timely and efficient support to office financial and administration tasks including payment of invoices, travel tickets, per diem for meeting participants, management of operations for consultancies, supplier guidance and creation, raising of requisitions, purchase orders, procurement of goods and services and other related processes. ● Supports financial and programmatic reporting of Implementing Partners. ● Supports with filing, office clean-up and disposal of assets. ● Provides substantive 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. ● 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. Follows-up on audit recommendations.



	<ul style="list-style-type: none"> • 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. Supports the establishment of IP agreements with partners for implementation of UNFPA work plans and LTAs. • Liaises with stakeholders in the SROC in the fulfilment 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. • 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. • 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. • Supports advocacy and resource mobilization efforts of the Sub-regional Office by compiling and synthesizing 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 organizing and conducting donor meetings. This may include but is not limited to activities related to facilitate telephone and written engagement with stakeholders from Suriname and the Dutch Caribbean Islands. • Supports the youth related activities in close collaboration with the Youth Advisory Group. 						
<p>Duration and working schedule:</p>	<p>01 July 2024– 31 December 2024</p> <table border="1" data-bbox="509 1545 1414 1724"> <thead> <tr> <th data-bbox="509 1545 964 1591">Task</th> <th data-bbox="964 1545 1414 1591">Implementation period</th> </tr> </thead> <tbody> <tr> <td data-bbox="509 1591 964 1682">Provide administrative support to the UNFPA Suriname Liaison Office</td> <td data-bbox="964 1591 1414 1682">01 July 2024– 31 December 2024</td> </tr> <tr> <td data-bbox="509 1682 964 1724">Hand-over Notes</td> <td data-bbox="964 1682 1414 1724">December 31, 2024</td> </tr> </tbody> </table>	Task	Implementation period	Provide administrative support to the UNFPA Suriname Liaison Office	01 July 2024– 31 December 2024	Hand-over Notes	December 31, 2024
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<p>Place where services are to be delivered:</p>	<p>Services are to be delivered in Suriname either in the UNFPA Offices located at Gongrijpstraat no. 25, Paramaribo or from home.</p>						



<p>Delivery dates and how work will be delivered(e.g. electronic, hard copy etc.):</p>	<p>The Consultant is expected to check in with staff on a daily basis and work from 9 am to 05:00 daily. Most items of work are to be delivered electronically. Where hard copies are provided, electronic versions are to be produced.</p>
<p>Background and Experience</p>	<p>The Programme Support Consultant should have at least two (2) years of experience providing administrative support and at least (3) years' experience of providing programmatic support within (I)NGO's and/or government institutions. Financial management and/or bookkeeping experience is welcomed. A minimum of a High School Diploma is required.</p>
<p>Language requirement</p>	<p>Fluent in Dutch and English. Any other local language proficiency is welcomed.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The Programme Assistant in the UNFPA Suriname liaison office will provide day to day monitoring of the Programme Support Consultant.</p>
<p>Supervisory arrangements:</p>	<p>The Consultant will report to UNFPA's Liaison Officer in Suriname with day to day supervision provided by the Programme Assistant and overall responsibility to the Director of the Sub-regional Office.</p>
<p>Expected travel:</p>	<p>Although no travel is expected, in case work is required outside of Paramaribo logistics and financial support will be given as per the rules and guidelines</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>It is expected that the consultant will utilize UNFPA's equipment when in Office only. When working remotely, the consultant will use his/her/they office space, computer, internet, telephone and other equipment as needed to undertake the assignment.</p> <p>It is anticipated that the consultant will provide services in person.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>The applicant will submit:</p> <ul style="list-style-type: none"> - CV - Cover Letter



	<p>Vacancy timeline: 14 days (7 – 21 June, 2024). Submissions are allowed until 21 June, 2024 at 03:00 PM (Suriname time). The selected candidate will be notified one week after the closing date. The contract start date is set for July 1, 2024.</p>
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Basis of payment:

Payment will be made at the end of each month upon submission and acceptance by UNFPA of the hand-over notes and progress report at the end of the assignment.