### Annex I
#### TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Hiring Office:</th>
<th>UNFPA GCC Office, Muscat, Oman</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Admin/Finance &amp; Programme Consultant</td>
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<tr>
<td>Purpose of consultancy:</td>
<td>The Admin/Finance &amp; Programme Consultant delivers quality services in Admin/Finance &amp; programme to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support to the GCC office.</td>
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<td>Scope of work:</td>
<td>The Admin/Finance &amp; Programme Consultant will have the following duties and responsibilities:</td>
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**Administration Component**
- Shortlist consultant CVs and maintain office consultant roaster.
- Coordinate with the RO on vetting of consultants in the UNFPA Roaster
- Assist with logistics and planning for selection and contracting of consultants.
- Assist in reviewing procurement requests and assists in initiating procurement procedures for office and equipment supplies and services in a transparent and cost effective manner.
- Assist in logistics management for requirements of the AWP activities.

**Finance Component**
- Develop detailed project budget for proposals for co-financing agreements with Donors and joint programmes with UN agencies and ensure it is in line with UNFPA Policies & Procedures.
- Update Budget for UNFPA RM engine 2018 – 2021 as and when required.
- Assist finance team with processing payments by raising requisitions & vouchers in the Atlas ERP system.
- Assist in preparing and monitoring administrative budgets and ensure financial transactions are in accordance with UNFPA financial rules and procedures.
- Assist in monitoring the programme performance of all core and non-core resources by providing necessary financial information and analysis, including implementing rates against indicators results.
- Assist in maintaining an effective financial recording and reporting system, internal control and process financial transactions in an accurate and timely way.

**Programme Component:**
- Assist in compiling and managing a database of outreach prospects and support office with the outreach activities in the GCC region.
- Support in conducting researches related to the political, social and economic environment relevant to the population and development and...
identify opportunities for UNFPA assistance and intervention via various media.
- Assist in formulation and design of the WP and related activities and its component projects in line with government priorities and according to UNFPA program policies and procedures.
- Assist in design and implementation of GCC office programmes, AWPs and achievement of office targets committed under Strategic Plan 2018-2020 and SIS (Strategic Information System).
- Assist programme team with reporting requirement in Annual Enterprise Risk Assessment system
- Collect data for various programme activities through online or regular researches.
- Support in drafting ToR for the outsourced consultants to undertake technical missions for the office.
- Assisting in drafting and structuring the required corporate documents needed by the RO and HQ.
- Providing further insights and assistance in terms of locating and identifying stakeholders and government partners.

Media and communication
- Support in design, development and distribution of advocacy materials and events related banners, signage etc.
- Assist in launching media coverage for UNFPA GCC events.
- Assist in coordination of translation and editing of communication and other work related materials.
- Assist in identifying stories for newsletters and monthly highlights.
- Assist in outsourcing the works related to media, communication and advocacy materials and decide on the potential vendors.

Resource mobilization
- Collect updated data related to proposals and concept notes on national level.
- Provide estimations of costs to develop the budget and the required funding for each proposal based on the current rates of market.
- Assist in updating the proposals and concept notes sent out to potential and current donors.

Monitoring and evaluation
- Assist in providing inputs and information into the corporate M&E systems.
- Review with the M&E FP the information needed for the 3 phases of programme evaluation on annual base.
- Collect information related to the M&E framework when needed by the M&E FP.
- Assist in identifying the linkage between the approved SP of the agency and the AWP outputs.

Perform other duties as assigned by the Representative, programmes team and Admin team.
### Duration and working schedule:
11 months contract (May 2020 to March 2021)

### Place where services are to be delivered:
Muscat, Oman (UNFPA GCC Office)

### Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):
Deliverables report to be submitted on a monthly basis

### Monitoring and progress control, including reporting requirements, periodicity format and deadline:
Within the broad scope of work as outlined above, the consultant is expected to provide administrative and programmatic support to the GCC office throughout the consultancy period. Specific deadlines, reports/deliverables will be based on need basis and will be communicated accordingly

### Supervisory arrangements:
The consultant will be a part of the GCC office team and will be working under the guidance of the UNFPA Representative and under the supervision Programme Analyst on Programme Matters and Admin Finance Associate on Admin matters.

### Expected travel:
None

### Required expertise, qualifications and competencies, including language requirements:

#### Job Requirements

**Education:**
- University degree in Administration, Finance or Social Science. Master’s degree is preferred.

**Knowledge and Experience:**
- Minimum Seven years of relevant experience in administration, finance, accounting or programme/ project management of which minimum two years should be in programme management in an International Development or a similar Organization.
- Prior experience with UN or international Development agency is required.
- Experience working in high income countries or GCC states is highly preferred.
- Proficiency in Micro Soft office applications.
- Good Oral and written communication skills in English is a must.
- Strong project management skills
- Strong interpersonal and organizational skills
- Knowledge of Office Accounting Application (ERP) is highly preferred.

**Core competencies**
- Values/Guiding principles
- Personal Leadership and Effectiveness
- Integrity /Commitment to mandate
- Knowledge Sharing/Continuous Learning
- Valuing Diversity
- Managing Relationships
- Working in Teams;
- Communicating Information/Ideas;

**Functional Competencies:**
- Business acumen – basic design and project management
- Implementing management systems – designing and implementing management systems;
- Client orientation – contributing to positive outcomes for the client;
- Organizational awareness – applying systematic thinking and using sound judgment;
- Job knowledge / technical expertise – in-depth knowledge of own discipline.

Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:
The consultant will be working in UNFPA GCC Office located in Muscat, Oman along with the office staff and will be provided with all the required Inputs / services.

Other relevant information or special conditions, if any:
NONE

Signature and Date