

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| <b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>  |   |
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| Hiring Office:  | UNFPA Tokyo Representation Office   |
| Purpose of consultancy:   | To provide administrative support, research and analysis, travel arrangements, and event planning services to the UNFPA Tokyo Representation Office (Office). The Individual Consultant (IC)'s expertise and skills will be leveraged to optimize operations, improve efficiency, and aid in diverse tasks and projects as needed by the Office. This consultancy aims to make a positive contribution to the Office's functioning and overall success.   |
| Scope of work:<br><br><i>(Description of services, activities, or outputs)</i>                      | <p>a) Administrative Support:</p> <ul style="list-style-type: none"> <li>- Assisting in the planning, preparation, and execution of meetings, events, and business trips.</li> <li>- Maintaining and managing office assets.</li> <li>- Assisting in the recruitment process.</li> <li>- Responding to inquiries and requests from the headquarters.</li> </ul> <p>b) Communications Support:</p> <ul style="list-style-type: none"> <li>- Responding to inquiries about UNFPA population databases and information resources.</li> <li>- Leading the creation process of communications materials and PR products.</li> </ul> <p>c) Accounting Support:</p> <ul style="list-style-type: none"> <li>- Supporting payment processing, including preparing payment requests and ensuring proper payment-related documentation.</li> <li>- Recording information in the HQ accounting system.</li> <li>- Organizing and recording accounting-related information.</li> <li>- Assisting in the procurement of office supplies and equipment inventory.</li> </ul> <p>d) Other Office Support:</p> <ul style="list-style-type: none"> <li>- Providing assistance in various office-related tasks as required and agreed upon.</li> </ul> |
| Duration and working schedule:  | <p>The contract period shall commence from 17 March.</p> <p>The specific duration of the contract shall be determined through mutual agreement between the parties.</p> <p>In the event either party wishes to terminate this contract, a written notice must be provided at least two months in advance.</p>   |
| Place where services are to be delivered:   | <p>In principle,</p> <p>The IC shall work 2.5 days per week, with 1.5 days in the office and the remaining time as remote work. Working hours and methods would be periodically discussed and adjusted with the supervisor. The Assistant may be required to work on-site at event venues or meeting locations as needed.</p>   |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):                    | <p>Each assignment will have specific deadlines and instructions provided by the supervisor. The IC will work accordingly, completing the task and submitting it to the supervisor for review. The completion of each assignment will be confirmed by the supervisor upon their review and approval. The delivery of work may be done electronically or as instructed by the supervisor for each individual task.</p>   |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | <p>The IC shall maintain close communication with the Supervisor, providing regular updates on the progress of the assigned tasks. The IC shall report as needed and seek consultation or guidance from the Supervisor whenever necessary throughout the duration of the contract. Specific reporting requirements, format, and deadline</p>  |

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|  | for progress updates shall be determined in collaboration with the Supervisor and may be adjusted as per the nature of each assignment  |
| Supervisory arrangements:  | <p>The Supervisor will be responsible for providing guidance and instructions related to each assignment.</p> <p>Regular communication will be maintained through email and meetings to discuss progress and address any questions or concerns.</p> <p>The IC will report on the completion of each assignment and seek feedback from the Supervisor for quality assurance.</p> <p>Decisions related to task priorities and changes to project scope will be made in consultation with the Supervisor.</p> <p>In case of challenges or uncertainties, the IC can seek support and consultation from the Supervisor to find appropriate solutions.</p> |
| Expected travel:   | No travel is expected for this assignment.  |
| Required expertise, qualifications and competencies, including language requirements:  | <p>Education:</p> <p>Completion of secondary school education is required.</p> <p>A first-level university degree in Administration or a related field is an asset.</p> <p>Knowledge and Experience:</p> <p>Experience in logistics and general administration or general office management is required.</p> <p>Ability to interpret administrative, finance, travel, and logistics matters.</p> <p>Proficiency in using various applications and Google Drive.</p> <p>Previous experience in the United Nations is desirable.</p> <p>Excellent writing skills.</p> <p>Languages:</p> <p>Fluency in English and Japanese is required.</p>             |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:      | When working at the office, a suitable working environment, including a PC and desk, will be provided. Additionally, there will be guidelines and rules that the IC should adhere to.   |
| Other relevant information or special conditions, if any:  | <p>Consultancy cost will be paid to the IC for the performance of the services as outlined in the contract.</p> <p>For office attendance, transportation expenses will be covered as part of the consideration.</p> <p>In cases where the IC is required to travel to locations outside the office for official duties, all travel expenses will be reimbursed according to UNFPA's travel policy.</p>  |
| <p>Signature of Requesting Officer in Hiring Office: _____<br/> Eiko Narita, Chief, Tokyo Representation Office</p> <p>Date: _____</p> |   |