



Vacancy Notice No. IC/2022- 001

Terms of Reference

Assignment Title:	National Consultant as Project Assistant for Responding to Emergency Needs of Women and Girls in Myanmar
Duration of Consultancy Assignment:	Until December 2022 (full time)
Duty Station:	Nay Pyi Taw with possible travels
Closing Date for Application:	12 April 2022 (5 pm Yangon Time)
Expected Starting date of Assignment:	As soon as possible

1. PURPOSE OF CONSULTANCY

The purpose of this consultancy is to support UNFPA in responding to emergency needs of women and girls in Myanmar.

To support CSOs/women's organizations to respond to the immediate protection and health needs of women, girls and other vulnerable populations in the current context, in April 2021, UNFPA opened a Call for Expression of Interest (CEI) for grants to CSOs/women's organizations and received more than 120 proposals. The number of organizations applied indicates significant needs from the community-based and women's organizations. To respond to the needs of CSOs/women's organizations, UNFPA plans to strengthen capacity of the CSOs/women's organizations on UNFPA's thematic areas, including results-based management, proposal/report writing, SRHR, GBV and MHPSS, and will further facilitate and support those organizations to raise funds from other donors to respond to the community needs. A network of CSOs/CBOs and women's organizations across the country will be also established for further collaboration/coordination on humanitarian response and support to other vulnerable populations.

In this connection, UNFPA is looking for a project assistant to provide logistic, operational and coordination support to the grant projects and CSOs capacity building programme.

2. SUPERVISION AND WORKING ARRANGEMENT

The National Project Assistant Consultant will work under the supervision of UNFPA Programme Specialist on Gender Policy and Advocacy and work closely with Programme Associate and UNFPA Nay Pyi Taw team.

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

Under supervision of UNFPA Programme Specialist on Gender, Policy and Advocacy and in closely working with Programme Associate and consultation with Gender/GBV team based in Nay Pyi Taw, the project assistant will support UNFPA to implement following activities:

- Assist preparing grant agreements, registration, supporting documents for grant transfer
- Assist the project team to have regular meetings with CSOs for implementation of activities under their grant projects
- Assist the project office team in effective and timely management of project activities
- Daily keeping track on project implementation and expenditure including disbursements, liquidations and vouchers of assigned activities to insure effective internal controls procedures and policy are in place
- Maintain and check documents and record related to the project
- Draft routing correspondence and draft minutes of project meetings
- Undertake logistical, administrative and financial arrangements required for the workshops, meetings, capacity building training for CSOs, missions, and other events
- Review incoming correspondence, collect and prepare necessary information for reply/ action, and draft and finalize response
- Develop and maintain information systems including project files, reports, meeting minutes, note-to-file, financial statements, liquidations and vouchers as may be required
- Assist the team in operational management of project activities including procurement and logistics
- Perform other related duties as required

4. DURATION AND WORKING SCHEDULE

The consultant will be engaged on a full time basis from May 2022 to December 2022.

5. MONITORING AND PROGRESS CONTROL

The project assistant will be expected to prepare monthly plans in consultation with his/her supervisor and submit monthly reports. The monthly report and timesheet together with COP – Certification of Payment will be submitted in electronic copy for approval.

Travel to the field may be expected for programme meetings, workshop, training and monitoring.



6. QUALIFICATIONS AND EXPERIENCE

Education:

- Completed Secondary Level Education required. First level university degree desirable

Knowledge and Experience:

- 5 years' previous relevant experience in programme/project management;
- Previous experience in the UN is an asset;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good writing and communication skills;
- Demonstrated ability to work in a team environment;
- Working experience in respective sub-office is an asset;
- Knowledge on the local context is desirable.

Languages:

- Fluency in oral and written English and Myanmar is essential with ability to write clearly and concisely and to compose correspondence and documents in both languages

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application by completing the google form in below link.

https://docs.google.com/forms/d/e/1FAIpQLSfgGVdFXwpxSNhA_Rtl1KwegjhMBm8UrEF1OkqaW1Haaadzg/viewform?usp=sf_link

Note:

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for this consultancy assignment which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.

(i) This vacancy is open to applicants of either sex.

(ii) There is no application, processing or other fee at any stage of the application process.

(iii) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

(iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.