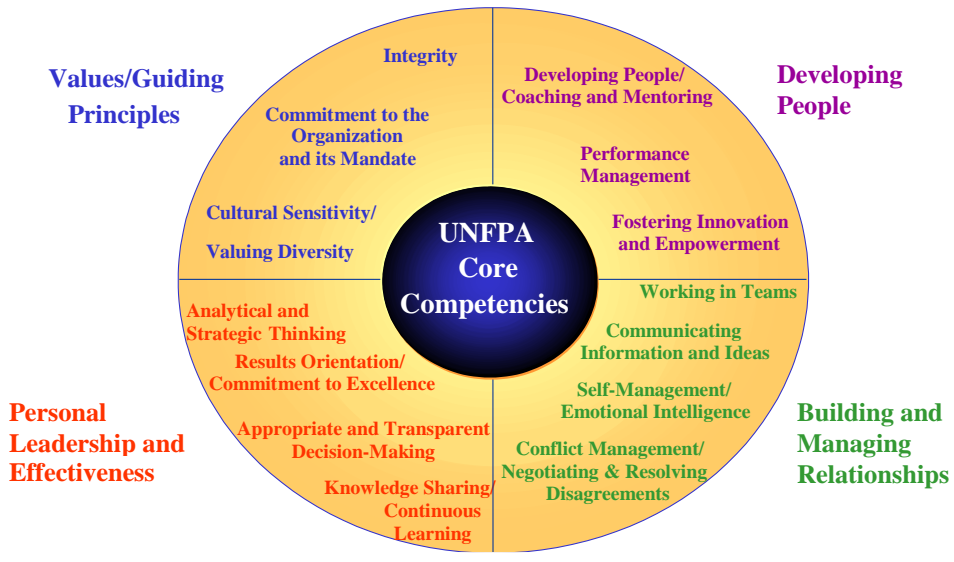


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	United Nations Population Fund – Philippines Country Office
Purpose of consultancy:	<p>Programme Assistant (PA) of the 15-years Longitudinal Cohort Study</p> <p>Under the supervision of the National Programme Officer for Population and Development and day-to-day guidance of the Project Coordinator for Cohort Study and Monitoring and Evaluation Officer. The Programme Assistant for the 15 Year Longitudinal Cohort Study will provide technical (finance) and administrative support on internal systems to both the UNFPA Philippine Country Office and the Implementing Partner. The PA will be primary responsible in ensuring that administrative and financial matters/deliverables in line with the conduct of the study are provided in a client-oriented and results focused approach, while adhering to the procedures and guidelines of UNFPA.</p> <p>The Longitudinal Cohort Study is a 15-year, nationwide study on Filipino adolescents that aims to put a human face to the 2030 Sustainable Development Goals (SDGs), and inform policy making and programming on health, education and other key areas of human capital development for today’s and tomorrow’s young people. In essence, it is a study of the trials, tribulations and triumphs of today’s Filipino 10-year olds to 2030.</p> <p>The Cohort Study will follow a group of 5,000 10-year old Filipino girls and boys from 2016 to 2030, to observe the changes they go through, the opportunities and challenges they face, as well as the kinds of choices they make. Information on their profiles, characteristics, vulnerabilities and needs will be collected through household and community surveys, focus group discussions and case studies.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Under the supervision of the NPO for PD, the Programme Assistant for the Cohort Study will carry out the following tasks:</p> <ul style="list-style-type: none"> • Assist the Programme Manager for Cohort in the over-all day to day management of the implementation of the Longitudinal Cohort Study, especially on the financial and administrative requirement of the project; • Assist in the preparation and monitoring of the project budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures; • Assist in the formulation of Implementation Partner’s Annual Work Plans, Quarterly Work plans, and other UNFPA programming and reporting documents and reviewing quarterly monitoring of financial reports submitted by implementing partners; • Implements corporate systems and applications (GPS and ATLAS) in support of finance and country office and partner operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff; • Supports the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis through conduct of Periodic Review of the Budgetary and Administrative requirements of the study for the implementation period; • Adapts processes and procedures, anticipates and manages operational requirements of the project inputs under national execution and provide technical assistance to the implementing partner in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other project-related events to facilitate project delivery; • Reviews procurement procedures in coordination with the Procurement Associate for procurement of events and facilities, office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions; • Provide administrative support and coordination to activities relevant to the study such as scheduling of meetings, drafting of invites and correspondence, and other administrative requirements needed; • Coordinate with NEDA and other potential funders on financial reportorial requirements • Coordinate with NEDA regarding the administrative and logistical requirements for the conduct of regular National Steering Committee meeting of the study; • Organize and Files relevant and confidential documents which are relevant to the study moving forward; • Any other relevant activities/responsibilities relevant to the position as assigned by the National Officer for PD.
Duration, working schedule, fee basis:	22 April 2019 – 30 June 2019; full- time position

Place where services are to be delivered:	UNFPA Country Office (Manila based)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly accomplishment report to be submitted at the end of each month detailing: a) Target Deliverables; b) Deliverables Achieved; and c) other Comments/Remarks.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly accomplishment report described above will be prepared by the Programme Assistant, noted by the Project Coordinator for the Cohort Study and approved by the National Officer for PD.
Supervisory arrangements:	The Programme Assistant will be under the overall supervision of the UNFPA Representative and the immediate supervision of the National Programme Officer for PD.
Expected travel:	Occasional travel to programme sites (depending on need)
Required expertise, qualifications and competencies, including language requirements:	<p>Job requirements:</p> <ul style="list-style-type: none"> • First level university degree in Administration, Finance, Accounting is desirable; • At least 5 years of relevant experience in administration, finance and project management • Experience in finance monitoring will be an advantage; • Proficiency in current office software applications and corporate IT systems; • Familiarity with UN policies and principles will be an advantage; • Strong analytical and strategic thinking and a commitment to results; • Ability to organize work effectively and to meet planned deadlines; • Demonstrated ability to work harmoniously with persons of different backgrounds in multicultural environment; • Must possess negotiations skills; • Experience working with government implementing partners; and • Familiarity with government planning processes and systems. <p>Core Competencies:</p>  <p>Functional Competencies:</p> <ul style="list-style-type: none"> • <i>Business acumen</i> – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors. Actively keeps up-to-date with best business practices and provides quality control over projections. • <i>Implementing management systems</i> – Leads implementation of corporate management systems and designs appropriate systems and applications in support of UNFPA's programme and administrative operations by researching best practices, refining and enhancing existing systems and identifying and recommending remedial measures to address problems. • <i>Client orientation</i> – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Uses discretion and flexibility in interpreting rules to meet client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.

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