

## Terms of Reference

<b>Position</b>	Administration Support Consultant
<b>Type of the contract</b>	Individual Contract (IC)
<b>Duty Station</b>	Belgrade, Serbia
<b>Application Deadline</b>	1 April 2018
<b>Duration:</b>	3 months from 1 April to 30 June 2018, Approx. 16 days/month
<b>Supervision:</b>	UN Women Gender Specialist

### I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; the achievement of equality between women and men as partners and beneficiaries of development; human rights; as well as humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

The Republic of Serbia is a signatory to a number of important international treaties, which guarantee the equality of men and women and prohibit gender-based discrimination, most notably the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Istanbul Convention. National commitments on gender equality are in place, such as the National Strategy and Action Plan for Gender Equality and the Gender Equality Law. Despite the existing legal and policy framework, gender inequalities are prominent in Serbia and present in all spheres of life, in access to resources, in participation to decision-making processes and in interpersonal relations.

In 2018, UN Women Programme Office in Serbia works towards selected development results in the framework of several projects to effectively coordinate and promote accountability for the implementation of gender equality commitments and advancing gender responsive policies and

budgeting in Serbia. UN Women places a special focus on the position of vulnerable groups of women and is investing efforts in advocacy for their rights. UN Women Serbia prioritizes work under the Strategic Plan Outcome 2: Women lead, participate in and benefit equally from governance system, which present the continuation and scaling up of the previous work on gender responsive governance and budgeting and gender mainstreaming of plans, strategies, policies, and budgets. The work will focus on enabling Government to ensure gender responsive planning and budgeting in parallel to capacity development of government institutions to promote and lead gender mainstreaming. Serbia Programme Office will continue initiatives under the Strategic Plan Outcome 4: All women and girls live free from all forms of violence, through the implementation of the regional initiative on combating violence against women and through the UN Joint Project on Integrated Response to Violence against Women. UN Women will work on enhanced coordination, coherence and accountability of the UN system for commitments to gender equality and women's empowerment. Furthermore, UN Women will implement a three-year Gender Equality Facility Serbia Project to support the Government of the Republic of Serbia in effective implementation of the EU Gender Equality Acquis and the National Strategy for Gender Equality 2016-2020 by contributing to the specific measures of the National Action Plan for Gender Equality 2016-2018 and through support to women CSOs. Furthermore, the project will advance the position of women and will support local communities in fulfilling their commitments on gender equality.

## **II. Objective**

The objective of this assignment is to provide administrative support to the implementation of the UN Women Serbia projects fundamental in achieving gender equality, such as promotion of gender-responsive policy-making and budgeting at national, provincial and local levels, eliminating violence against women, strengthening mechanisms for gender equality and mainstreaming gender into public processes.

## **III. Duties and Responsibilities:**

Under the supervision of the UN Women Gender Specialist, the Administration Support Consultant is responsible for providing administrative support in areas of non-core function to help ensure smooth operation of office and effective and efficient implementation of project activities contributing to the outcomes of the 2018 Annual Work Plan, National Strategy for Gender Equality along with National Action Plan for Gender Equality 2016-2018, and for provision of specific deliverables:

- Providing administrative support to procurement processes, such as: preparing requests for offers and preparation of documentation for procurement of office supplies; market research; supporting preparation of documentation for selecting vendors; collecting offers and supporting offers evaluations; supporting in document preparation for the recruitment of consultants and selection of implementing partners and contractors; assisting in preparation for contracting procedures; collecting relevant information from suppliers and contractors for vendor registration;
- Providing logistic support to organization of events, workshops and trainings; organizing travel and identifying best valley transportation routes; collecting offers from travel companies and hotels; supporting preparation of travel documents.

## **IV. Deliverables and Timeline:**

<b>Deliverables</b>	<b>Timeframe*</b>
Monthly report on conducted activities	30 April 2018
Monthly report on conducted activities	31 May 2018
Monthly report on conducted activities	30 June 2018

(\*16 working days per month)

#### **V. Competences and Qualifications:**

##### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

##### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

##### **Functional Competencies:**

- Good organizational skills and ability to pay attention to detail;
- Ability to gather and interpret data, reach logical conclusions and present findings;
- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported;
- Ability to work in an independent manner and organise the workflow efficiently;
- Ability to review a variety of data, identify and adjust discrepancies, identify and resolve operational problems;
- Strong IT skills.

##### **Qualifications:**

- University degree in economics, business, public policy, management or a related field. Master or equivalent would be considered as an advantage;
- At least 3 years of relevant experience in administration, preferably in international/multilateral development context;
- Experience in supporting complex projects/processes that included extensive communication, coordination and facilitation;
- Experience in organizing events and trainings;

- The following specific experiences will be considered as an asset: experience working in the UN system or other international organizations; experience in projects in the field of women's empowerment.

**Language:**

Fluency in English and Serbian (written and oral).

**Application procedure:**

The following documents should be submitted as part of the application:

- **Cover letter** to include a brief overview in English (unedited text) about which of your previous experiences makes you the most suitable candidate for the advertised position.
- **P11** with past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted.
- **Financial Proposal** (Specifying a total lump sum amount for the tasks specified in this Terms of Reference taking in consideration estimated number of working day per month). The financial proposal shall include a breakdown of this lump sum on a monthly basis.

**Evaluation of applicants:**

Consultants will be evaluated using a cumulative analysis method taking into consideration the combination of qualifications and financial proposal. Contract will be awarded to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of below defined technical and financial criteria.

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for financial evaluation.

	<b>Evaluation Criteria</b>	<b>Max points</b>
<b>TECHNICAL EVALUATION (70%)</b>		
<b>Language Requirements</b>	Fluency in written and spoken English and Serbian	<b>REQUIRED</b>
<b>Education</b>	University degree in management, public policy, economics, business, or a related field	<b>10</b> 0: without relevant university degree 10: faculty degree Master degree advantage
<b>Qualifications</b>	At least 3 years of relevant experience in administration, preferably in international/multilateral development context	<b>30</b> 0: without 3 years of experience 15: 3 years of experience 30: more than 3 years of experience

	Experience in supporting complex projects/ processes that included extensive communication, coordination and facilitation	<b>20</b> 0: without the experience 10: moderated experience 20: more than 3 years of experience
	Experience in organizing events and trainings	<b>10</b> 0: without experience 10: with relevant experience
<b>Total technical</b>		<b>70</b>

**Financial Evaluation (30%) – max. 30 points:**

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = 30 (\mu/z)$$

Using the following values:

p = points for the financial proposal being evaluated

$\mu$  = price of the lowest priced

proposal z = price of the proposal being evaluated