

Programme Support Unit (PSU)

Terms of reference for Individual Contract

PSU Assistant

A. Unit Title

Programme Support Unit

B. Unit Description

The Programme Support Unit based in Beirut, Lebanon provides support to all regional programmes and/or projects with duty station Beirut and Cairo.

Under the general guidance and the direct supervision of the Programme Support Unit Coordinator, the PSU is responsible for undertaking financial, administrative and programme support tasks.

C. Scope of Work

The PSU Assistant will be responsible for the tasks listed here under:

- Verify certification of payments and invoices for payment from travel agents, event organizers, hotels and their suppliers against terms of contracts and actual services rendered; then process payment through UNDP
- Assist in preparing and organizing national and regional meetings and workshops
- Assist in the preparation and follow up on the lists related to the activity (Participants list, rooming list, travel list)
- Assist in the preparation of the information needed to create Van Breda insurance for the participants
- Request for and follow up on the security clearance of the participants
- Communicate all the logistical information to the participants
- Assist in the booking and purchase of tickets for all travel
- Assist in administrative matters relating to official travel of the participants and prepare the travel authorizations
- Liaise with airline representatives, travel agents and airport authorities as required
- Check the meeting room of the hotel and arrange for the coffee breaks and lunches
- Prepare requests for visas and follow up on its issuance and delivery
- Arrange for the transportation and check outs upon departure

- Responsible for administrative matters related to the hotel and the accommodation of the participants
- Request for issuance of contracts for experts and consultants through UNDP and ensure that all necessary documents are in place
- Assist in the management of administrative matters relating to the transportation, sound system, needed material and supplies during the meetings
- Request for and follow up on the issuance of contracts for event organizers, hotels and travel agent
- Contact the airport in order to make sure that the flights are arriving on time and communicate the information to the transportation coordinator
- Wait for the participants at the airport or at the hotel in order to facilitate their accommodation upon arrival
- Perform any other requested tasks as may be required by the PSU Coordinator, Project Managers

D. Institutional Arrangement

The PSU Assistant is required to exhibit his or her full-time commitment with UNDP-RBAS.

E. Duration of the Work

The duration of the work is expected to be 6 months from the start of the contract.

F. Duty Station

The PSU Assistant will work in Beirut, Lebanon.

G. Qualifications of the Individual Contractor

1. Education

- Bachelor of business administration, management, or any related field.

2. Professional Experience

- 2 years of relevant experience
- Previous experience with NGO's, International or Regional Organizations is required. Previous UN experience is preferable.

3. Languages

- Fluency in both English and Arabic languages is required; knowledge of another UN language is an asset.

H. **Scope of Price Proposal and Schedule of Payments**

This amount must be “all-inclusive”. Please note that the contract price will be fixed regardless of changes in the cost components.

The schedule of payments will be distributed on a monthly basis.

I. **Recommended Presentation of Offer**

The required documentation are listed below; it is recommended to have in your offer the following contents and format, filling the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If you are employed by an organization/company/institution, and you expect your employer to charge a management fee in the process of releasing you to UNDP under Reimbursable Loan Agreement (RLA), you must indicate this at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.