



TERMS OF REFERENCE

Consultant to the Secretariat of Audit and Evaluation Advisory Committee (AEAC)

Office of Audit and Investigations

Background

The Administrator established an independent Audit and Evaluation Advisory Committee (AEAC) in June 2006. The terms of reference stipulate that the Associate Administrator will provide the Secretariat to the AEAC. Recognizing OAI's role for this initiative, the then Associate Administrator delegated the Secretariat function to OAI, specifically naming the Chief of OAI's Quality Assurance and Policy Unit (QAPU).

The AEAC currently meets three to four times a year.

OAI needs to engage a suitable skilled and experienced consultant for 2 year period to support OAI in organizing AEAC meetings.

Nature of Services /Scope of the work and deliverables

Under the direct supervision of the Chief, QAP, the consultant will provide the following administrative and semi-technical support, namely:

- Assist in determining the agenda items for the meeting,
- Draft the schedule for the meeting and pre-meeting briefing sessions,
- Assist in determining the appropriate resource persons and participants,
- Obtain confirmation of attendance for both meeting and pre-meeting briefing sessions,
- Coordinate with QAPU Administrative Associate to ensure that other administrative support being provided by QAPU such as hotel and transport arrangements, obtaining G4 visa and UN ground pass,
- Identify and/or obtain meeting material relevant to the meeting agenda items,
- Preparing the meeting binders; Drop Box and transmit all meeting material to all AEAC members prior to, during, and after the meeting (this includes electronic and/or physical copies, as needed).
- Attend all meeting/briefing sessions and take charge of any additional requirements of the AEAC or meeting participants.
- Create draft minutes of meetings, create the self-evaluation with the input of the members and client surveys with the input from the meeting participants and directly liaise with the AEAC Chairperson and other members as needed.

Duration

The assignment is for a period of two years from 10 March 2020 to 9 March 2022. The Consultant will be engaged on an "as need basis". In other words, in preparation for the annual meetings of the AEAC, the Chief of QAPU will determine the number of working days necessary to fulfil OAI's service needs. In any event, the Consultant is entitled for a maximum 81 working days annually or maximum 162 working days for a two-year period of this TOR.

The contract commences on 10 March 2020 and ends 9 March 2022. As communication with the AEAC may occur outside weekdays or office hours and interaction with UNDP participants may be done virtually, the consultant may perform his/her tasks from home. If the consultant is required to be in the office, he/she will be provided a working space and a computer.

Institutional arrangement

Chief of QAPU will pre-determine numbers of working days required from consultant services to support the meetings of the AEAC.

The consultant will report to the Chief of QAPU. All work produced by the consultant because of this engagement is owned by UNDP.

Qualifications

- Experience in organizing and handling high level meetings.
- Working experience in policies and procedures used in international organizations, preferable the United Nations.
- At least one year of experience in taking meeting minutes of high-level meetings.
- Knowledge and experience in communication practices among UNDP Bureaus to ensure smooth coordination and communication with the AEAC is highly desirable.

Language Requirements:

- Fluency in oral and written English is required.
- Working knowledge of French, Spanish or Arabic is desirable.

Competencies:

Core Values and Ethics:

- Demonstrates integrity and fairness
- Supports corporate goals
- Complies with UNDP rules, regulations and code of conduct

Relationship Building:

- Builds strong client relationship
- Focuses on client results and impacts
- Anticipates evolving client needs

Task Management Skills:

- Produces timely, quality outputs
- Exercises sound judgment/analysis

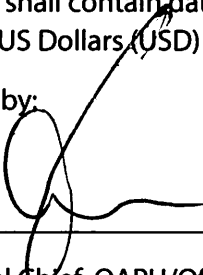
Communications:

- Writes clearly and effectively
- Speaks clearly and convincingly
- Listens actively and responds effectively

Terms of payment

Payment will be made upon submission of invoice and approval of deliverables by OAI. Invoice to be submitted shall contain dates, document deliverables for each AEAC meeting. All prices shall be quoted in US Dollars (USD)

Approved by:


_____ 3 FEB 2020

Peter Bokel Chief, QAPU/Office of Audit and Investigation

I have read and accept the terms indicated above:

Consultant name and signature