

Suriname
TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF Local Common Services Consultant
October 2020

GENERAL INFORMATION

Services/Work Description:	Write up of the Business Operations Strategy document under BOS task team
Project/Program Title:	UN Resident Coordinator's Office
Post Title:	Common Services Consultant
Contract Type:	IC
Duty Station:	Suriname
Duration:	35 working days – 5 weeks
Expected Start Date:	October 26, 2020

I. BACKGROUND / PROJECT DESCRIPTION

Within the framework of Delivery as One (DOI) the Operations Management Team (OMT) under the leadership of the United Nations Country team (UNCT) of Suriname has committed to the development and adoption of the UNDG Business Operation Strategy (BOS) which aims at harmonizing the operations of all UN agencies in Suriname with the aim of achieving effectiveness and efficiency of operations and programme delivery.

Within this context, an expert consultant will be engaged to contribute to the overall design and development of the Business Operations Strategy document (2020-2021).

The terms of reference of the consultant will include a combination of desk work including research, meetings as well as in personal collaboration with people from different UN Agencies operating in Suriname. This role will support the review and refining of concepts and ideas put forward by BOS Task team, the OMT as well as the various UN agencies, funds, programmes and specialized agencies in scope of this engagement.

II. SCOPE OF THE WORK

A. Specific Objectives

- Under supervision of the OMT chair and the BOS task team, the consultant will provide administrative and logistics support for all consultation and processes technical, (meeting/discussion) facilitation, required by the BOS task team for the development of the operations feasibility/prioritization report and facilitation toward the development of the Business Operations Strategy document.

- Provide support and assistance in the gathering of the outcomes for the preparation of the Business Operations Strategy document.
- Assist in the research of challenges and lessons learnt during the last UNMSDF/OMT cycle on both program and operations for analysis and review by the consultant
- Collection, analysis and presentation of additional operational data in collaboration with BOS task team and RCO from UN agencies in Suriname
- Collect information on UN agencies' programme implementation and workplan documents for consolidation and presentation of linkages with workplans and deliverables defined under the UNMSDF
- the collection of data and information on key operations and back-office support needed for the implementation of the UNMSDF
- Write and design a Comprehensive Business Operations Strategy document (2020-2021) for Suriname UNCT.

III. Duty Station

Paramaribo, Suriname.

IV. DURATION OF THE WORK

The Common Services Consultant will be engaged for a period of 6 weeks. An extension may be granted if required

V. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL

a. Academic Qualifications:

Post-secondary education with a certificate in Business Administration, finance or related field

b. Years of experience:

- Minimum of 3 years of experience in the administration, procurement, logistics or operations having quantitative analysis background: Experience with international agencies and/or UN will be an advantage

c. Language and other skills:

- Excellent knowledge of English (written / verbal communication) including the ability to set out a coherent argument in presentations and group interactions;
- Computer skills (Microsoft office skills, Word, Excel, Power point etc)

d. Competencies:

- Professionalism: Knowledge and skills to deliver the task and assignments required for the effective and efficient delivery of this TOR
- Planning and Organizing: To meet defined goals consistent with tasks and work assignments. Allocates appropriate time for completing work and uses time effectively;
- Accountability: Takes ownership of responsibilities and respect commitments. Delivers assigned tasks within prescribed time.
- Operates in compliance with organizational regulations and rules. Takes personal responsibility for his/her shortcomings.

VI. DELIVERABLES AND PAYMENT SCHEDULE

Output/ Deliverables	Timeframe for output	% weight for payment
Submission and approval of a workplan for completion of the assignment	1 week after contract start date	20%
Submission and approval of First Draft BOS document	4 weeks after contract start date	40%
Submission and approval of Final BOS document	5 weeks after contract start date	40%

VII. Reporting

The Consultant will report to the OMT chair supported by the UN RCO.