



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / INDIVIDUAL CONTRACT

I. Job Information

Job Title:	Local Administrative and Finance Consultant
IC: Project Title/Department:	Individual contract OHCHR
Duration of the service:	110 working days (August-December 2021)
Work status (full time / part time):	Full time
Duty station:	Tashkent, Uzbekistan
Expected places of travel:	N/A
Reports To:	ROCA National Programme Officer (NPO) in Tashkent

II. Background

Uzbekistan has ratified most of the UN international human rights treaties, except for the Optional Protocol to the Convention against Torture (CAT-OP), Convention on Enforced Disappearance (CED). UNCT continues to advocate for ratification of all outstanding UN human rights treaties, their optional protocols and for acceptance of individual communications procedure under relevant ratified treaties.

On 16 June 2017, shortly after the May 2017 landmark country visit of the High Commissioner for Human Rights Zeid to Tashkent, two chambers of Oliy Majlis (Parliament) adopted a Joint Resolution regarding the Action Plan on further development of cooperation with the UN Office of High Commissioner for Human Rights (OHCHR).

Continuous engagement of the UN system in the promoting human rights agenda is one of key priorities for UNCT Uzbekistan. The UNCT work on Human Rights is based on a principled approach to engagement in line with the Rights Up Front framework initiated by the United Nations Secretary General as well as UN human rights normative framework as reflected in UN Charter, UDHR and core International Human Rights Conventions. Following One UN support to the National Action Plan on UPR, the firm anchoring of UNCT human rights engagement in the UNDAF and programming, including the rule of law and judicial reforms and close cooperation with OHCHR for several years have catalyzed a number of reforms in human rights framed Government's Action Strategy for 2017-2021. The second Pillar of the Action Strategy is gully focused on human rights reform, prevention of torture, legal and judicial reforms and liberalization of criminal legislation. The current trends and developments open new entry points for more constructive collaboration in human rights protection.

OHCHR works on Uzbekistan from its Regional Office for Central Asia (ROCA) based in Bishkek since after the visit of the High Commissioner to Uzbekistan. To date, OHCHR has implemented a set of activities in line with its 2018-2021 sub-regional programme for Central Asia. All activities have been carried out in coordination with the UN Resident Coordinator's Office and in close cooperation with the UNDP Country Office in Uzbekistan and other relevant UN agencies.

As of 1 June 2019, ROCA has one national programme officer/NPO (NO-B) based in Tashkent, with the office located at the UN House.

In order to support programmatic and substantive activities of ROCA until the end of 2021, ROCA plans to recruit Administrative and Finance Consultant. The National Consultant, under direct supervision of the NPO in Tashkent and overall guidance of ROCA in Bishkek, will support implementation of ROCA programmatic activities in line with ROCA work and costs plans for 2021 and will support the NPO in relation to Uzbekistan.

III. Functions / Key Outputs Expected

Under direct supervision of the NPO in Tashkent the National Consultant on Human Rights Programming and Individual Complaints will perform the following duties and responsibilities:

- Provide support in organizing and holding a series of ROCA events held during the 2021;
- Assist with ensuring full compliance of administrative and financial process linked to ROCA activities with OHCHR and UNDP rules and regulations;
- Assist with programme logistics/travel arrangements, financial and administrative procedures relating to payments for consultative support received by ROCA;
- Support with procurement related operations in accordance with UNDP rules and procedures;
- Provide organizational and administrative support in the implementation of ROCA activities, including organization roundtables, workshops, trainings, working meetings and other events;
- Support with preparation of financial and administrative documents related to the programme implementation;
- Assist the OHCHR ROCA office in Tashkent with maintaining financial records and monitoring systems to record and reconcile expenditures, balances, payments and other data for day-to-day transaction and reports, including monthly IOV reports;
- Assist the NPO with providing information to participants of ROCA events with respect to allowances, travel claims and other financial and administrative matters;
- Prepare budgets for ROCA activities, budget revision and reconcile all accounts in the required time frame;
- Define cost-effective measures for optimal use of resources for ROCA activities;
- Perform other duties related to administrative and financial issues of ROCA activities as required;
- Attend UN meetings and other external meetings when required;
- Proper maintaining and keeping personnel files of OHCHR local staff members, including

attendance sheets; <ul style="list-style-type: none"> • Provide written translation from/into English, Uzbek and Russian when needed; • Maintain a table of events during the 2021 for annual report in the end of the year; • Submit financial reports in accordance with instructions provided in the end of the year. 	
IV. Timeframe	
The total duration of the assignment will be 110 working days that will cover the period of 1 August – 31 December 2021. The payment will be made on a monthly basis upon signature of Attendance sheet by the National Programme Officer.	
V. Payment Conditions	
Payments are based upon attendance sheet upon delivery of the services specified in the TOR and acceptance by the National Programme Officer. Payment will be released on a monthly basis upon signature of Attendance sheet by the National Programme Officer. Note: This is daily fee contract that should include costs of consultancy services and other related costs including the travels, DSAs, if any, required to produce the above deliverables. *Important: The USD lump sum amount will be paid to plastic card in Uzbek sums by UN exchange rate on the date of payment.	
VI. Monitoring and Control	
Activities and progress will be monitored through daily interaction and review of the deliverables by the OHCHR NPO in Tashkent. The National Consultant is requested to inform the NPO on progress of implementing foreseen tasks every month. The installments will be disbursed on monthly basis, following acceptance of services by the National Programme Officer in Tashkent. In case the deliverables are deemed to have been completed to a standard that does not fully satisfy UN performance criteria, the UN reserves the right to withhold the payment in part or in full.	
OHCHR	
The Individual Contractor will be based at the UN House in the OHCHR ROCA room and shall be provided with: <ul style="list-style-type: none"> • Workplace in the office; • Computer and stationery; • Internet access and stationary telephone for work related calls. 	
VII. Qualifications Requirements	
Education:	University Degree in Finance, Accounting, Business or Public Administration, Economics, Law or other relevant degree
Experience:	1 year of working experience in relevant field including participation in projects as a volunteer. Administrative and operational management experience is an asset.
Language Requirements:	Fluency in English, Russian and Uzbek
Other:	<ul style="list-style-type: none"> • Responsibility; • Communication skills; • Computer skills; • Ability to work under pressure and with tight deadlines, ethics and honesty;

	<ul style="list-style-type: none"> • Ability to use information and communication technology as a tool and resource; • Ability to handle multiple tasks simultaneously and ability to prioritize; • Strong organizational, operational and communication skills, ability to work in a team; • Be attentive to details and accurately make mathematical calculations. 	
VIII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
	Signature	Date
Supervisor		
Guljakhon Amanova	Signature	Date