



UNITED NATIONS OFFICE FOR SUSTAINABLE DEVELOPMENT
Incheon, Republic of Korea

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR PROGRAMME/PROJECT ASSISTANT

BACKGROUND

The UN Office for Sustainable Development (UNOSD) contributes to building, exchanging and facilitating the use of knowledge in support of transitions to sustainability. UNOSD specialises on mapping, assessing and improving exchange of knowledge resources, providing advises to Member States and the broader policy communities on sharing and applying such resources, and conducting research and capacity development in areas of sustainability transition.

To support the delivery of the Office's programmed activities for the first half of 2020, UNOSD is hiring an individual contractor. The individual contractor will perform administrative and logistics functions for the preparation of meeting/workshops scheduled in the first half of 2020 including, *International Mayors Forum and Greenhouse Gas Inventory System Training Workshop*.

The present terms of reference (TOR) are detailing the task of an individual contractor who will assist UNOSD in preparing and implementing the Office's activities from December 2019 to May 2020 before, during and after the holding of the activities themselves.

1. Assignment and Reporting

To assist in the implementation of the Office's program, UNOSD is recruiting a national individual contractor who possesses experience in providing support in the coordination of project planning, preparatory work and implementation of activities and initiatives related to sustainable development, notably in the implementation of the 2030 Agenda and the SDGs.

The Individual Contractor will report directly to the Head of Office, and work under the guidance of and in close collaboration with UNOSD's Senior Sustainable Development Expert and Senior Development Management Expert. The IC will be integrated in the support team of UNOSD.

2. Duties and Responsibilities

The Individual Contractor will be responsible for the following duties and outputs:

1. Assists in the coordination of project planning and preparation work for the United Nations Office for Sustainable Development (UNOSD); monitors status of project proposals and implementation of activities, including ensuring receipt of relevant documentation for review and approval of activities.
2. Reviews project documents and concept notes for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.
3. Supports the Head of Office in preparing for official missions and public speaking engagements; Assists the Head of Office and other senior staff draft, review, and/or edit substantive correspondence, talking points, presentations, narratives for panels chaired by the Head of Office or senior staff of the UNOSD, reports and other documentation.
4. Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery and brings to the attention of the Head of Office.

5. Supports senior staff in representing UNOSD in official meetings; liaises with UNOSD partner organizations for the purpose of coordination, awareness-raising on UNOSD work.
6. Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.
7. Performs other duties as assigned.

3. Duration

The individual contractor will be engaged for 6 months, over the calendar period of 1 December 2019 to 31 May 2020.

4. Location

The individual contractor will perform the work assignments at the premises of UNOSD in Incheon, Republic of Korea.

5. Travel

This assignment may involve mission(s) accompanying the UNOSD team to some of the above-mentioned activities. UNOSD will cover travel costs as per UN rules and regulations (economy-class roundtrip air tickets and DSA).

6. Expected Output/Work Assignments

The Individual Contractor is expected to assist the Office with the implementation of its annual programme of work.

This involves, on a daily basis, any of the below tasks:

- Provide programme support to the work of the Office, including coordination of events and traditional/digital communications
- Regular updates of the travel schedule and calendar of the team members
- Prepare programme of work for upcoming events and travel engagements, in coordination with team members and colleagues at UNHQ
- Ensure that details for the submission of event notification, travel requests and requests for consultants are submitted to UN-DESA in a timely manner, as per UN rules and regulations
- Arrange meetings (in-person, telephone, videoconference) for the Head of Office and other team members, including booking of meeting rooms, securing building access, etc.
- Coordinate/consolidate background materials (briefing notes, key messages, talking points) and video messages as per the work programme of the Office
- Conduct literature review, research, qualitative and quantitative analyses, and draft reports, as needed
- Assist in the management of the Office, ensuring that the necessary office facilities, supplies and IT equipment are available for the team

The Individual Contractor will also be expected to submit a monthly progress report, summarizing progress of the above.

7. Fee and Payment Schedule

The Individual Contractor will be paid a total fee of KRW 18,097,500 (approximately equivalent to USD 16,151,99) for the period from 1 December 2019 to 31 May 2020 to be paid in six instalments upon approval of the monthly progress reports by the UNOSD Head of Office. Performance indicators:

- Effective coordination of the work programmes/activities of UNOSD
- Timely submissions of project documents for UNOSD activities
- Timely submission of drafts and other substantive reports to support senior experts

8. Qualifications

Education: Bachelor’s degree or equivalent and advanced expertise in sustainable development, international relations, public administration or related field.

Experience: At least 2 years of experience in relevant functions, including programme or project administration, technical cooperation or related area. Experience supporting sustainable development initiatives, preferably in the area of Sustainable Development, is an advantage.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Korean is required. Knowledge of another official United Nations language is desirable.

9. Supervisor

The individual contractor will work under the overall direction and supervision of:

Mr. Jean D’Aragon

Officer-in-Charge

United Nations Office for Sustainable Development (UNOSD)/ DSDG/DESA

10. Application

Interested candidates are requested to submit their applications to Mr. Sang Jun Jung (sangjun.jung@un.org) with CC to Mr. Jean D’Aragon (daragon@un.org) by Wednesday 6 November 2019.