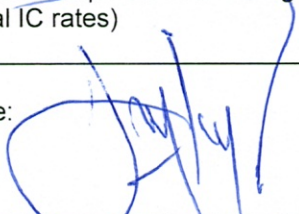


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United National Population Fund (UNFPA) Country Office in I.R. Iran
Purpose of consultancy:	<p>UNFPA is seeking to recruit a Project Assistant to support the Government Implementing Partners (IPs) and UNFPA in the implementation of their joint Work Plans (WPs) on population ageing under the framework of ECHO/RCCE proposal. For this specific job description, a Project Assistant will support the Ministry of Health and Medical Education and the State Welfare Organization in the implementation of the joint projects/activities in the area of Population Ageing. This WP will fall under the third output of the UNFPA 6th Country Programme.</p> <p>The Project Assistant will work closely with the various departments of the IPs' organization, as well as with the Communication/M&E Focal Point and other institutions involved in the implementation of ECHO/RCCE projects and population ageing output, as required. The Project Assistant will report to and be evaluated by the UNFPA Programme Analyst for Population and Development.</p> <p>The incumbent will ensure effective programme and financial management, monitoring and reporting.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The incumbent would be responsible for:</p> <p>Under the supervision of the UNFPA Programme Analyst the Project Assistant is expected to perform the following tasks:</p> <ul style="list-style-type: none"> • Assist in the smooth and timely implementation of activities/projects related to ECHO/RCCE proposal and the output on population ageing programme, as foreseen in the respective WP(s) through close follow up with relevant departments, experts and UNFPA Programme Analyst . • Identify areas of potential delay, problems, and obstacles related to implementation of activities (e.g. rules and regulations) and bring them to the attention of UNFPA Programme Analyst straightaway. • Ensure timely and quality preparation of minutes of meetings as part of the monitoring tool for tracking follow up actions and recording advocacy and policy dialogue events. • Ensure timely and quality preparation of financial and programme reports including budget revision(s) (i.e. FACE, supporting documents including direct payments, and progress reports in GPS and SIS) in accordance with UNFPA Monitoring and Evaluation Guidelines, and in close coordination with the IP, UNFPA Programme Analyst, M&E Focal Point and Finance staff. • Participate in field visits (when needed) and relevant events/meetings supported by UNFPA to monitor the implementation of programme interventions, and collect relevant data and documents, as necessary, and prepare reports. • Ensure timely preparation and existence of all supporting documents and correspondences for NEX audit/Spot Check and end-year documents in the respective IP(s) and UNFPA offices and provide support during the NEX exercise. Actively participate in training and meetings related to implementation of new guidelines, policies and procedures in order to ensure adherence during implementation of WPs. • Assist in translation and preparation of communication material related to relevant projects as requested for website, and other communication activities • Assist in organizing training activities, events, workshops, webinars (i.e. taking care of event logistics, collecting relevant training materials, identifying resource persons, acting as a resource person, as appropriate). • Ensure timely submission of the technical reports by IPs and relevant consultants and assist UNFPA Programme Analyst and IP to review, proofread and revise reports/publications ensure quality. • In the absence of a UNFPA Programme Analyst , the Project Assistant will work closely with other programme staff and designated back up, in order to

	<p>ensure continuous implementation of the outputs.</p> <ul style="list-style-type: none"> Assists in the preparation of donor financial and progress reports. Assists in communication and advocacy activities related to the ECHO/RCCE and population ageing activities. Ensure timely and accurate filling of relevant outputs' documents both in UNFPA and IP premises. Draft correspondences with relevant IP as requested. Any other tasks assigned by the supervisor.
Duration and working schedule:	3 months with possibility of extension (subject to availability of funds and satisfactory performance)
Place where services are to be delivered:	The Project Assistant will work remotely and will be present in the office and attend physical meetings upon request by UNFPA and/or IP.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Will be discussed and agreed with the supervisor
Supervisory arrangements:	Project Assistant will report to and be evaluated by its direct supervisor in this case the UNFPA Programme Analyst on Population and Development.
Expected travel:	Will be identified during the work by the supervisor as required.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and Experience:</p> <p>Education: Minimum of bachelor's degree in public health, management, demography or related social sciences.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> At least 3 years of relevant working experience in the areas of project management. Working experience with a UN agency is an asset. <p>Languages:</p> <ul style="list-style-type: none"> Fluency in written and spoken English and Farsi Fluency in use of Microsoft Office applications.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Consultant will be provided with laptop to work remotely
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> UNFPA does not charge any application, processing, interviewing, testing or other fee in connection with the application or recruitment process. Remuneration is equivalent to GS5 grade payable in local currency (UNFPA Iran national IC rates)
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: 15/03/2021</p>	