


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE for PROGRAMME/FINANCE ASSOCIATE</b>	
Hiring Office:	UNFPA Palestine Country Office
Purpose of consultancy:	The Programme/Finance Associate delivers effective programmatic and financial advice and services to UNFPA's internal and external clients, providing programme and finance administration related support to Gaza Office, Country Office (CO) and UNFPA supported implementing partners.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The Programme/Finance Associate ensures proper and effective use of UNFPA's and external partners' resources in terms of the following:</p> <ul style="list-style-type: none"> <li>• Effective and accurate financial resources management and oversight.</li> <li>• Support Programme Officers in development and monitoring of IP WPs.</li> <li>• Support HACT audits exercise and other assurance plans.</li> </ul> <ol style="list-style-type: none"> <li>1. Supports the monitoring of programme financial performance for all core and non-core resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over-under expenditure problems and suggests remedial action.</li> <li>2. Supports the preparation and monitoring of programme budgets and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Propose procedures to improve internal controls and efficiency and respond to audit issues.</li> <li>3. Supports financial reporting of IPs and clearance of direct payments in a timely manner. Performs quarterly FACE to OFA reconciliations; performs FACE to CDRs reconciliations and ensures these are approved and filed.</li> <li>4. In collaboration with the IOM and members of the inter-agency HACT working group, provides support for timely and quality assurance planning and implementation, and suggests areas for improvement for IPs working with UNFPA.</li> <li>5. Assists in the management of projects by monitoring expenditure and preparing budget revisions according to the needs of the Country Office.</li> <li>6. Maintains an effective financial recording and reporting system, internal control and audit follow-up, and processes financial transactions in an accurate and timely way.</li> <li>7. Reviews and monitors charges for common services and cost recovery taking into account maximum cost efficiency in full compliance with UNFPA rules, regulations, policies and strategies.</li> <li>8. Contributes to strengthening UNFPA's internal and Implementing Partners capacities to manage funds.</li> <li>9. Carry out any other duties as may be required by UNFPA leadership.</li> </ol>
Duration and working schedule:	1 December 2024 to 30 May 2025
Place where services are to be delivered:	Gaza
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc):	Reports will be delivered in soft copies.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will prepare and submit monthly reports in a format agreed with the supervisor.
Supervisory arrangements:	The consultant will report to the Head of Gaza Office and work closely with the Operations Manager of UNFPA CO East Jerusalem.
Expected travel:	In the five Gaza strip governorates.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b> Completed Secondary Level Education required. First level university degree or a professional accounting qualification from an internationally recognized institute of accountancy is desirable.</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>▪ At least seven (7) years of relevant experience in providing administration and financial management, accounting, managing staff and operational systems.</li> <li>▪ Thorough knowledge of the UN Staff Rules and Regulations, administration and financial rules and regulations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Strong analytical and leadership skills.</li> <li>▪ Strong verbal and written communication skills.</li> </ul> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spread sheet and database packages.</p> <ul style="list-style-type: none"> <li>▪ Experience in handling of web based management systems and ERP systems.</li> </ul> <p>Excellent written and spoken communication skills.</p> <p><b>Languages:</b> Fluency in Arabic and English is required.</p> <p><b>Required Competencies:</b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity</li> <li>• Embracing change</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Business acumen</li> <li>• Implementing management systems</li> <li>• Innovation and marketing of new approaches</li> <li>• Client orientation</li> <li>• Organizational awareness</li> <li>• Job knowledge / technical expertise</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Office space</p>
<p>Other relevant information or special conditions, if any:</p>	
<p>Signature of Requesting Officer in Hiring Office: Penninah Tomusange Kyoyagala Head of Office- Gaza Office</p> <p>Date: 23.10.2024</p> <div style="text-align: right;"> <p>DocuSigned by:</p>  <p>A25805C2A6A147D...</p> </div>	
<p>Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to <a href="mailto:palestine.hr@unfpa.org">palestine.hr@unfpa.org</a> by closing date and time for applications <b>Thursday, 31 October 2024</b> (Jerusalem time). Only those short-listed for the position will be contacted.</p>	