

CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

CONSULTANCY

TERMS OF REFERENCE

POSITION TITLE	:	Project Assistant - Training and Partnerships
TYPE OF CONTRACT	:	Local Individual Contract
PROJECT TITLE	:	Global Programme against Money Laundering, Proceeds of Crime and the financing of Terrorism (GPML)
PROJECT NUMBER	:	GLOU40
ORGANIZATION	:	United Nations Office on Drugs and Crime
DUTY STATION	:	Pretoria, South Africa
PROPOSE PERIOD	:	December 2023 – June 2024
CONTRACT DURATION	:	Seven (7) Months
FEE RANGE:	:	A

1. Background of the assignment:

The United Nations Office on Drugs and Crime (UNODC) is a global leader in the fight against drugs, crime, terrorism, and corruption. It is a lead provider of specialized assistance to Governments and operates through an extensive network of Field Offices. The UNODC Regional Office for Southern Africa (ROSAF) works in all areas of UNODC mandate.

The technical assistance provided in Southern Africa by UNODC includes the development of specialist institutional capacities, training, appropriate legislation and international cooperation to stop illicit financial flows and to deny criminals to benefit from the proceeds of organized crime, with emphasis on creating capacities to trace, seize and confiscate the proceeds of crime, in line with international standards.

2. Purpose of the assignment:

Under the overall direction of the Regional Representative and the direct supervision of the GPML Coordinator based in Pretoria, the Project Assistant ensures execution of transparent and efficient services and processes in the GLOU40 project. The Project Assistant promotes a quality and results-oriented approach, and ensures high quality, accuracy and consistency of work.

3. Duties and Responsibilities

- Carry out various tasks related to visibility, training and partnerships within the GLOU40 project;
- Coordinate and prepare various written outputs, related to activities, correspondence, dissemination of presentations, preparation and collection of surveys, inter alia.
- Provide support for GLOU40 events: concept notes, presentations, training materials, list of participants, agendas, preparation of all elements related to conference room for events,

including but not limited to liaising with interpreters, IT and sound equipment and operators, printing, and inter alia.

- Support the engagement of UNODC with other relevant stakeholders to explore possible synergies with the GLOU40 project.
- Contact media regularly and provide newsworthy information to the public, ensuring the project and donor's visibility and understanding of the work and impact of the project.
- Assist with the development of the project concept notes/proposals and promotional material based on the communication and resource mobilization plans.
- Support the development of impact-based success stories for publication on key issues at the core of the GLOU40 project.

4. Competences:

- Good communication and writing skills is required.
- Good knowledge of the UNODC mandates and activities is desirable.
- Sound planning and organizing skills is required.
- Good knowledge of the UN system is required.
- Proven experience in supporting the organization of UN events, technical assistance and capacity building is required.

5. Dates and details of deliverables/payments

The Contractor will receive remuneration on a monthly basis, upon certification of satisfactory performance and progress.

6. Indicators to evaluate the contractor's performance.

All the inputs should be submitted in English and meet the satisfaction of UNODC according to the following indicators:

- Quality and adherence to the international framework
- Technical competence
- Timeliness of the delivery

7. EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED)

Education:

- High School diploma or equivalent is required. A university degree in Communication, Public Administration, Finance, Social Sciences, International Relations, Economics, Development Studies, Sociology, Law, or related area is an advantage but not a requirement.

Experience:

- A minimum of one (1) year of experience in programme or project administration, training, partnerships, communication and resource mobilization or related area is required.
- Sound planning and organizing skills is required.
- Proven experience in supporting the international organization of events.
- Fluency in English with excellent drafting and presentation skills is required.

Computer skills:

- Excellent computer skills, including the usage of Office software packages (MS Word, Excel, etc.), knowledge of spreadsheet and database package, experience in handling of web-based management systems.

Language:

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Interested candidate with a relevant experience should submit the following documents” to the UNODC-ROSAF Procurement at unodc-rosaf.procurement@un.org with the subject line “**Local Project Assistant Consultant-GLOU40**”, by 23 November 2023

- 1) Proposal
- 2) Cover letter explaining why they think they are the best candidate for this consultancy.
- 3) Personal History Profile (UNDP P11 Form). The Personal History Profile must include past work experience and **three contactable referees with validated email and contact numbers.**

Assessment: Evaluation of qualified candidates may include an assessment exercise and a competency-based interview. **Short-listed** applicants may be required to undergo relevant skills tests and reference checks will be done.

For enquiries, please contact **ROSAF Procurement Unit** by email at UNODC-ROSAF Procurement email.

These TORs will also be available on UNODC website:

<https://www.unodc.org/rosaf/en/opportunities.html>

UNODC/UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC/UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Note: Failure to submit supporting documents as specified in the advertisement will result in the application being considered as “**incomplete**”, therefore this will result in the disqualification of the applicant. Due to the high volume of applications, correspondence will be limited to shortlisted candidates only. UNODC reserves the right not to make an appointment.