


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Iran County Office
Purpose of consultancy:	<p>International HR realignment facilitator:</p> <p>Iran Country office has embarked on the Human Resources (HR) realignment to ensure the right set of skills and capacities are available to deliver quality results and achieve the commitment of the UNFPA Country Programme. It is part of the office restructuring proposal assessed and developed by a joint mission from the Regional Office.</p> <p>The CO is in the process of setting up an advisory committee to provide an oversight to the whole process of the implementation of the HR realignment to better position UNFPA presence in the country. In pursuit of that, the CO seeks services of an HR expert who could coordinate and facilitate the steps and processes of the HR realignment in a fair and transparent manner.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The HR realignment facilitator will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare job descriptions for reconfigured and vacant post and submit for classification (via APRO HR) <input type="checkbox"/> Consult with HRSP to initiate procedures to provide notice to affected staff <input type="checkbox"/> Convene Advisory Panel meetings and prepare minutes of the meeting <input type="checkbox"/> Ensure that guidelines for realignment are well applied <input type="checkbox"/> Launch job fair (internal/external simultaneously) and advertise posts <input type="checkbox"/> Act as HR focal point in the interview panel during the selection process; <input type="checkbox"/> Take the lead in preparing interview questions in relation to the Job Description, in consultation with the panel members and in line with the UNFPA competency based interview guide; <input type="checkbox"/> Submit the minutes of the interview reports within one week after the end of the interview; <input type="checkbox"/> Follow up on reference checks and verify qualifications of the successful candidates immediately after the completion of the interview for the selected candidate. <input type="checkbox"/> Be available to discuss and support staff/personnel on matters related to the recruitment process. <input type="checkbox"/> Any other tasks assigned by the Representative in line with HR realignment requirements.
Duration and working schedule:	4 months
Place where services are to be delivered:	N/A- Remote due to Covid 19 pandemic and travel restrictions
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Work will be performed remotely and delivery documents will be submitted electronically
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring and progress control will be managed by the UNFPA Representative, and periodicity of the reporting requirement and deadlines will be agreed after the process initiation
Supervisory arrangements:	The consultant will work closely with UNFPA Management Team in CO and APRO HRSP
Expected travel:	None

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education: Advanced university degree in business administration, public administration, human resources, or a related field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least seven years of progressively responsible professional experience in administration, finance or office management; <input type="checkbox"/> Experience in the implementation of office transitions/ restructuring and HR realignment is an asset; <input type="checkbox"/> Thorough knowledge of the UN/ UNFPA Staff Rules and Regulations, HR management policies and financial rules and regulations <input type="checkbox"/> Strong analytical and leadership skills; <input type="checkbox"/> Strong verbal and written communication skills; <input type="checkbox"/> Proficiency in current office software applications and corporate IT systems, preferably ATLAS; <input type="checkbox"/> Initiative; strong conceptual abilities; sound judgment; strong interest in development work, especially the mission of UNFPA; and dedication to the principles of the United Nations. <p>Languages: Fluency in oral and written English.</p> <p>Other Desirable Skills: Advanced writing skills and proficiency in current office software applications.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Not Applicable</p>
<p>Other relevant information or special conditions, if any:</p>	<p>None</p>
<p>Signature of Requesting Officer in Hiring Office: Dr. Leila Saiji Joudane, UNFPA Representative </p> <p>Date: 27 October 2020</p>	