



## TERMS OF REFERENCE

### **Afrodescendant Project Administrative Assistant - Project Leaving No One Behind: Reduction of Adolescent Pregnancy in the Afro-descendant, Creole, Garifuna and Miskito communities in selected municipalities of Costa Rica**

#### **Background information**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022- 2025), focuses on three transformative results: end unmet need for family planning; to end preventable maternal deaths; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

People of African descent continue to face racism and marginalization as part of the legacy of slavery and colonialism. In the case of Central America, it is estimated that around 10% of the total population self-identifies as Afro-descendant. According to their socioeconomic and demographic profile, Afro-descendants face significant inequalities and equity gaps that impact their development (ECLAC/UNFPA, 2020a).

Some socioeconomic indicators and data from censuses and national statistics show that this situation tends to be even more complex for Afro-descendant communities and peoples in rural areas. Also, across the region, women, adolescents, and youth, especially from these left-behind groups- Afro-descendants, Creole, Garifuna, and Miskito-, face critical constraints to the exercising of their sexual and reproductive health and reproductive rights and the right to live a life free from violence, linked to a lack of bodily autonomy. Adolescent pregnancy is still a challenge in Central America, and particularly affected adolescents and girls who belong to most left behind population groups. While the adolescent fertility rate regional average is estimated at 60.7 per 1,000 women aged 15-19 years, the fertility rate in adolescents who belong to Afro-descendants, Creole, Garifuna, and Miskito communities exceeds the regional average.

In this regard, the Government of the Grand Duchy of Luxembourg and the United Nations Population Fund (UNFPA) are joining efforts to implement the Regional Project "Leaving No One Behind: Reduction of Adolescent Pregnancy in the Afro-descendant, Creole, Garifuna and Miskito communities in selected municipalities of the Central America Caribbean Coast". This initiative aims to reduce adolescent

	<p>pregnancy by empowering women and youth from Afro-descendants' tribal people, Creole, Garifuna, and Miskito communities in selected municipalities of the Central America Caribbean Coast. The proposal seeks to address the core problem of racism and ethnic discrimination, as a driver of adolescent pregnancy.</p> <p>The main outcome of the project is to contribute to the reduction of adolescent pregnancy in selected municipalities of Central America Coasts, particularly rural areas in the following countries: Panama, Costa Rica, Nicaragua, Honduras, Belize, and Guatemala, and where the adolescent pregnancy and pregnancies in girls under the age of 15 are still a great challenge.</p> <p>As a result, this initiative will contribute to the Sustainable Development Goals and the full implementation of the ICPD Programme of Action, and will also contribute to UNFPA's three transformative results: ending preventable maternal deaths, ending unmet need for family planning, and ending gender-based violence against women and girls, particularly Afro- descendant's population In addition with a specific territory focus where Afro-descendants, Creole, Garifuna, and Miskito populations are settled the project is framed around International human rights standards and will also contribute to the programme of activities of the international decade for people of African descent.</p> <p>For the implementation of this project, a working team has been identified, made up of UNFPA LACRO and the country offices of Panama, Costa Rica, Nicaragua, Honduras, Guatemala and Belize. The need for territorial officers in each of the countries was also identified, particularly an administrative project assistant responsible for provide administrative, financial and logistical support at national level to the project</p> <p><b>This contract is exclusive for people of African descent.</b></p>
<p><b><u>Job Purpose and key expected activities:</u></b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Under the overall supervision of the UNFPA Head of Office of Costa Rica, the Project Administrative Assistant will work on the following tasks:</p> <ul style="list-style-type: none"> <li>• Issues contracts, agreements and memorandum of understanding as well as related documentation to planning, execution and monitoring of Work Plans signed with UNFPA Implementing Partners (IPs)</li> <li>• Participates in the preparation of the budget details of the Work Plans (WPs) signed with UNFPA Implementing Partners (IPs) and follow-up of implementation.</li> <li>• Supports monitoring the delivery of plans and reports linked to the implementation of project funds.</li> <li>• Revises financial reports jointly with the implementing partners, Program Analysts and Finance Associate of UNFPA.</li> <li>• Assists and strengthens the capacities of IPs in the procedures and accountability.</li> <li>• Coordinates and prepares travel and payment of national and international consultants, coordination team, event participants, as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in the preparation and follow-up of recommendations provided by technical assistance missions, audits and national consultants.</li> <li>• Revises and update the agenda of project activities and meetings in close collaboration with the UNFPA Head of Office of Costa Rica; UNFPA focal point for the project in the country office and the National Project Coordinator.</li> <li>• Work in close communication with the Regional Administrative Assistant to ensure the effective implementation of the administrative project objectives in the country.</li> <li>• Takes notes/minutes during meetings.</li> <li>• Ensures and updates hard copy and electronic files of the area.</li> <li>• Provides logistical support for the organization of workshops, conferences, meetings and other events, keeping and safeguarding the supporting documentation for proper payments.</li> <li>• Supports the project team in the preparation of procurement process of goods and services below the lower threshold and within the approved of the Project WPs.</li> <li>• Creates requisition and generate financial and implementation reports in Quantum (ERP UNFPA platform) and to donors as needed.</li> <li>• Updates the quarterly financial planning and monitoring information in coordination with the UNFPA Head of Office, National Project Coordinator and Finance, and UNFPA focal point for the project in the country office.</li> <li>• Monitor and report on project funds disbursement and implementation and provide liaison with project staff on budget modifications if required;</li> <li>• Calculate budget estimates and reconcile expenditure against budgetary allocations under work plans, displaying attention to detail in verifying financial data.</li> <li>• Ensure operating arrangements for financial tracking and accountability meet the required standards, including ensuring all supporting documents are duly maintained on file;</li> <li>• Review incoming correspondence, collect and prepare necessary information for reply / action, and draft and finalize response;</li> <li>• Develop the tasks assigned in compliance with the ethics standards and regulations of UNFPA and UN, for which the hired person must accomplish virtual courses related to those topics.</li> <li>• Any other tasks assigned by the Deputy Regional Director to achieve the project results. Any other activity assigned to him/her and related to the nature of the position.</li> </ul>
<b><u>Expected Duration of Assignment :</u></b>	July-December 2023 (with possibility to extension according to evaluation results)
<b><u>Location</u></b>	The activities will be implemented in the province of Limón. The person hired will have to mobilize around the six cantons of Limón.
<b><u>Deliverables:</u></b>	<ol style="list-style-type: none"> <li>1. Initial report that establishes the detailed timetable for the implementation of the Contract and specifies in detail the tasks and</li> </ol>

	<p>activities to be implemented. This product must be delivered no later than July 31, 2023. (20%)</p> <ol style="list-style-type: none"> <li>2. Activities report summarizing the main tasks developed in the framework of the consultancy. This product must be delivered no later than September 15, 2023. (20%)</li> <li>3. Activities report summarizing the main tasks developed in the framework of the consultancy. This product must be delivered no later than October 31, 2023. (30%)</li> <li>4. Activities report summarizing the main tasks developed in the framework of the consultancy. This product must be delivered no later than December 15, 2023. (30%)</li> </ol>
<b><u>Supervision:</u></b>	The person hired will be under the supervision of the Gender and Sexual and Reproductive Health Analyst of UNFPA Costa Rica.
<b><u>Travel:</u></b>	UNFPA will pay travel expenses as previously agreed with the contracted person
<b><u>Experience required:</u></b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>● Technical, university or similar degree in the field of administration, accounting or related.</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>● 5 years of relevant experience in administrative project management.</li> <li>● Previous experience in development assistance or related work for donor organization, NGO, or UN Agency is a very strong advantage;</li> <li>● Strong interpersonal and organizational skills;</li> <li>● Strong computer skills, including advanced knowledge of various Microsoft Office applications (Excel, Word, Power Point, etc.) and Google(Drive, Gmail, Gsuite) , as well as knowledge in the use of the Internet and web applications; familiarity with database management and office equipment.</li> <li>● Good knowledge of Atlas / PeopleSoft or other ERP system;</li> <li>● Good writing and communication skills.</li> <li>● Demonstrated ability to work in a team environment and with diverse stakeholders;</li> <li>● Others: Immediate availability.</li> </ul> <p><b>Required Values/ 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> <li>● The consultant must not have negative performance evaluations in previous recruitment processes by UNFPA or other UN Agencies.</li> </ul> <p><b>Competencies:</b></p>

	<ul style="list-style-type: none"> <li>• Being accountable to achieving results</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> <li>• Providing strategic focus</li> <li>• Engage internal/external partners</li> <li>• Leading, developing, and empowering people</li> <li>• Create a culture of performance.</li> </ul> <p><b>Functional Skill Set:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programmes</li> <li>• Internal and external communication and advocacy for results mobilization</li> <li>• Strategically positioning UNFPA Programme</li> <li>• Providing a technical support system</li> <li>• Availability to travel in the territories of implementation, according to the development of their functions.</li> </ul> <p><b>Other requirements:</b>  Fluency in Spanish and English is required.  B1 driver's license up to date.</p> <p><b>Disclaimer</b>  UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <a href="http://www.unfpa.org/help/hotline.cfm">http://www.unfpa.org/help/hotline.cfm</a> In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.</p>
<b>Evaluation Criteria</b>	<p>Applications will be evaluated based on the Cumulative analysis.</p> <ul style="list-style-type: none"> <li>• Curriculum analysis (100 points) weight; [70%]</li> <li>• Financial Proposal (100 points) weight; [30%]</li> </ul> <p>A two-stage procedure is utilized in evaluating the proposals, with evaluation of the curriculum according to the Job requirements being analyzed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70%, will be evaluated for the financial assessment. The three proposals with the higher evaluation score will be invited for the next step of the process (interview and knowledge test).</p>
<b>Application Submission</b>	<p>Interested candidates are invited to submit the following documents/information to demonstrate their relevant qualifications and experience:</p>

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|  | <ul style="list-style-type: none"><li>• Statement of Interests</li><li>• Updated Curriculum Vitae showing clearly the relevant work experience related to the position and contact information of 3 references.</li><li>• Financial proposal</li></ul> <p>Applications should be sent via email to: <a href="mailto:contrataciones@unfpa.org">contrataciones@unfpa.org</a> no later than <b>July 5<sup>th</sup>, 2023</b></p> |
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Date: 16/06/2023