

## **TERMS OF REFERENCE**

for the consultant on programme support and event management

**Contract type:** SSA, full time

**Contract duration:** The initial assignment is 3 months and subject to further extension in case of excellent performance

**Location:** Minsk, Belarus

### **Background:**

UNICEF cooperates with the Government of the Republic of Belarus in the implementation of the 5<sup>th</sup> country programme of cooperation for 2016-2020 years.

The overall goal of the country programme is to support Belarus in closing equity gaps in the realization of children's rights and applying the principle of the best interests of the child in national policy- and decision-making. The focus is made on the most disadvantaged among young children, children with disabilities, children deprived of parental care, juveniles in conflict and in contact with the law, children and women survivors of violence, and adolescents.

The programme embraces four major components: A safe, caring and supportive environment for children; Realising the rights of children with disabilities; An enabling social environment for adolescents' meaningful participation; Monitoring, knowledge generation and alliance building for child rights, and is implemented through the high level policy dialogues, fundraising activities, thematic projects modelling, strategic, advocacy, monitoring, communication and visibility and public mass events for different age groups.

To ensure effective programme implementation, delivering all planned results in time and in full and advanced UNICEF visibility and cooperation with national and international partners the consultant on programme support and event management will be hired.

### **Major duties and responsibilities:**

Under the direct supervision of UNICEF Youth and Adolescents Development (YAD) and HIV/AIDS Specialist and Communication Officer and in close collaboration with the programme and communication assistants, the consultant will participate in planning and execution of programme and communication activities:

- **Event management:**  
The consultant will provide all the necessary assistance in organization of programme and communication activities, such as campaigns, conferences, round tables, seminars and other relevant events. This will include, but will not be limited to: assistance in identifying, selecting and liaising with suppliers and contractors to produce quality communication materials; logistical arrangements; contracting and database maintenance.
- **Programme support:**  
The consultant will assist Programme and Communications sections with a variety of administrative tasks, including, but not limited to: assisting in collaboration with partners and media; preparing briefing materials; drafting letters and other relevant documents; collecting data; gathering, reviewing and sharing meeting minutes.
- **Volunteer coordination:**  
The consultant will manage and maintain UNICEF in Belarus volunteer database, as well as arrange and coordinate the work of volunteers on the ground.

## Qualifications and required experience:

Education: Higher Education (Bachelor's degree or above)

Experience:

- At least 3 years of professional experience in events management, programme and administrative assistance;
- Experience in cooperation and interaction with national and international counterparts and non-governmental organizations;
- Work experience with the UN agencies is an asset.

Language Requirements: Fluency both in written and spoken English and Russian.

Functional competences:

- Strong management and coordination skills;
- Ability to work in team and meet deadlines;
- Ability to collect, analyze and systematize received information;
- Strong communication skills (oral and written);
- Results oriented, flexible and problem solving skills;
- Ability to cope with pressure and setbacks;
- Excellent computer skills.

**UNICEF supervisors:** The work of the consultant is supervised by Victoria Lozuyk, YAD and HIV/AIDS Specialist, and Kristina Dulevich, Communication Officer versus their respective business areas.

**Terms of payments:** Payments will be carried out in US Dollars on a monthly basis through a bank transfer to the consultant's account in accordance with the fulfilled tasks and approved reports.

**Developed by:**

Victoria Lozuyk,

YAD&HIV/AIDS Specialist \_\_\_\_\_ **Date:** \_\_\_\_\_

Krystina Dulevich

Communication Officer \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:**

Rashed Mustafa Sarwar,

UNICEF Representative \_\_\_\_\_ **Date:** \_\_\_\_\_

I, \_\_\_\_\_

agree with the terms of reference, take upon myself all responsibility to pay the necessary taxes in the Republic of Belarus \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**