

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

Local Consultant for digitization and categorization of country office documents  
(MDV-ToR/2021/24 dated 26 Aug 2021)

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Maldives
Purpose of consultancy:	<p>As part of the UN SG reform process, the Country Common Premises Plan (CCPP) is being pursued by 15 October 2021. In this regard space saving by digitising documents filed in paper form is vital.</p> <p>Post Covid-19, with the challenges faced working from home and additional funding resources to absorb during 2021, as well as UNFPA current country programme of assistance to the Maldives is nearing to an end; the CO needs to increase administrative support in the following area:</p> <ul style="list-style-type: none"><li>● Digitization and categorization of country office documents in order to fully archive the office documents/files in digital form and upload them to the country office archive folder to save space and access while working from home.</li></ul>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"><li>● Digitisation of relevant documents (scanning and electronic filing) approximately: 330 Box files, 150 paper files, filing cabinets 2 x 4 drawers) for UNFPA, including tagging and adding document reference numbers and saving as per UNFPA policy on Document Retention Schedule; and Filing System/Records Management guidelines.</li><li>● Shred scanned papers/documents.</li></ul>
Duration and working schedule:	Full time for 3 months
Place where services are to be delivered:	Based at the UNFPA Country Office in Malé
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Services are sought from 15 September to 14 December 2021</p> <p>The scanned, tagged and categorised documents should be saved to UNFPA digital repositories in electronic format.</p> <p>Shred all scanned papers/documents.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Finance and Administrative Associate will monitor the progress on a weekly basis
Supervisory arrangements:	Administration and Finance Associate will supervise the work
Expected travel:	None

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education:</b> Completed Secondary Level Education required. First level university degree is desirable.</p> <p><b>Knowledge and Experience:</b> Minimum two years of relevant experience in office administration or programme administration and related field Proficiency in current office software applications and corporate IT systems. Prior experience in document digitization work would be an advantage Accredited credentials of similar work would be an advantage</p> <p><b>Languages:</b> Fluency in English and Dhivehi, is desirable.</p> <p>Previous experience in working with a UN Organization/Agency would be an added advantage.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Briefing on the documents requiring scanning UNFPA will share the needed documents to be scanned, and to provide a template for digital recording.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Individual consultancy contract fee to be paid in three instalments based on number of files digitized.</p>