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TERMS OF REFERENCE

Grant Management Transition Consultant - Operational Support

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Rome, Italy (Remote)
DURATION OF CONTRACT	6 months

Purpose of Assignment

PFP Finance is undertaking a time-bound transition of the private sector grant management function from Geneva to Rome. The locally recruited Geneva positions supporting this function have been abolished and recruitment and onboarding of the new Rome team is being phased. This transition overlaps with year-end closure and a period of sustained grant management activity, creating a temporary operational capacity gap before the new staffing structure is fully in place and operational.

A temporary consultancy is therefore required to deliver a defined package of operational continuity, closure, process-documentation and knowledge-transfer outputs. The technical complexity of the assignment is broadly comparable to Finance Associate (GS-6) work; however, the consultancies are not intended to fill or substitute an established staff post. Although the consultants will need to work with UNICEF systems and applications, they will not exercise delegated authority, supervise staff, approve transactions or policy exceptions, or assume ongoing functional ownership. Accountability for decisions, controls, approvals and risk acceptance remains with UNICEF staff.

The assignment is specifically intended to prevent backlogs and control gaps during the transition, protect monthly and annual closure deadlines and donor commitments, preserve institutional knowledge, and ensure that newly recruited staff receive documented working instructions and a structured handover. The need is temporary and will cease as the Rome team assumes the relevant accountabilities.

Scope of Work

The consultants will provide temporary, output-based support to the PFP Finance grant management function for an assigned portfolio during the transition and closure period. Work will be performed under the oversight of UNICEF staff and will focus on the following defined outputs:

- Operational grant and contribution support: review assigned remittances and grant submissions in Salesforce and related systems; verify supporting documentation, amounts, recipient entities, programme/fund coding, donor conditions, reporting requirements and soft-credit/allocation information; and prepare items for staff review or approval where required.
- Reconciliation and closure support: maintain a clear exception and follow-up log for incomplete, inconsistent or high-risk items; support reconciliation of outstanding grant/remittance items; and prepare evidence required for monthly and annual closure within agreed timelines.
- Grant maintenance: prepare and process, within approved procedures, assigned grant amendments, extensions and related data updates; escalate cases requiring policy interpretation, risk acceptance or management decision to the responsible UNICEF staff member.
- Process documentation and control strengthening: map existing workflows and controls and prepare/update practical working instructions, checklists, process notes and reference materials, including known exceptions

and escalation points.

- Knowledge transfer and handover: conduct structured training and handover sessions for newly recruited Rome staff; maintain Q&A/issue logs; and provide a final status and outstanding-actions package to support transfer of ongoing accountabilities to staff.
- Process improvement support: identify recurring data-quality or workflow issues and propose practical improvements; support user testing or validation of grant-management system enhancements where requested.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Assigned grant/remittance portfolio review and monthly closure support.	**Deliverable 1** – Monthly portfolio completion package covering transactions due in the period, with supporting-document checks completed, exceptions recorded, follow-up actions identified and unresolved/high-risk items escalated to UNICEF staff.	5 December 2026 Also monthly, by the agreed closure deadline (Nov 2026- Apr 2027) (45 days)
Year-end closure and reconciliation support.	**Deliverable 2** – Year-end package for assigned portfolio, including reconciliation of outstanding grant/remittance items, exception log, evidence of follow-up and documented status of unresolved items for staff decision.	31 January 2027 (20 days)
Document grant-management workflows and controls.	**Deliverable 3** – Draft working-instruction package covering assigned processes, including process maps/checklists, system steps, control points, common exceptions and escalation routes.	28 February 2027 (15 days)
Document grant-management workflows and controls.	**Deliverable 4** – Finalized working-instruction package covering assigned processes, including process maps/checklists, system steps, control points, common exceptions and escalation routes.	31 March 2027 (10 days)
Knowledge transfer to newly recruited Rome staff.	**Deliverable 5** – At least three structured knowledge transfer/training sessions, with supporting materials and a consolidated Q&A/known-issues log.	15 April 2027 (15 days)

Final transition handover.	**Deliverable 6** – Final handover package summarizing portfolio status, outstanding actions, key risks, recurring issues and recommendations, with all working documentation transferred to the designated UNICEF repository.	30 April 2027 (15 days)

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- Education: Bachelor's degree in finance, accounting, business administration, economics or a related field, or an equivalent professional qualification. Relevant additional experience may be considered where permitted under the applicable consultancy requirements.
- Work Experience: At least six years of relevant experience in finance, accounting, contribution/grant management, donor revenue, accounts receivable, reconciliation, financial operations or a closely related area.
- Skills :

  - Hands-on experience reviewing or processing financial/contribution transactions and resolving discrepancies.

  - Strong reconciliation, data-quality and month-end/year-end closure skills.

  - Strong Excel skills and experience with ERP, CRM, grant management or comparable financial systems.

  - Ability to document workflows clearly and transfer knowledge to colleagues.

  - Ability to work independently within established procedures and escalate exceptions appropriately.

- Language Requirements: Fluency in English is required.
- Desirables:

  - Experience with SAP/VISION, Salesforce/CORE, FRM or comparable systems.

  - Experience with private sector contributions, donor funding or grant-management processes.

  - Experience in UNICEF, another UN organization or an international organization.