

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** Senior Field Assistant  
**Project:** Venezuela/2025/01  
**Duty station:** Carúpano, Venezuela  
**Section/Unit:** Field  
**ICA Level:** LICA  
**Corresponding level:** 5  
**Duration:** **from** 01/01/2025 **to** 31/12/2025  
**Supervisor:** Field Associate

### **1. General Background**

The UNHCR Representation in Venezuela is comprised of the Country Office in Caracas, two Field Offices located on the border with Colombia (San Cristobal and Maracaibo), as well as three Field Units, one in Caracas, the capital district; Carupano (Sucre) in the border with Trinidad and Tobago and Guyana; and Santa Elena de Uairen in the border with Brazil.

The operational context in Venezuela remains challenging, affecting both refugees and asylum seekers and the Venezuelan population in humanitarian crisis, including displaced persons, returnees, and people on-the-move. Since the first quarter of 2022, an increase in returns and a high need for protection has been observed.

The Senior Field Assistant is normally supervised by the Field Associate and performs a variety of functions related to Field activities within the office. The supervisor defines work processes and provides regular advice and guidance.

The incumbent keeps frequent internal contacts with staff members in the same duty station to exchange information and with the external contacts generally with officials of national and international institutions, leaders of the refugee community, local population and/or Implementing Partners (IPs) on routine subject matters under the direction of the supervisor.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate

conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

## **2. Purpose and Scope of Assignment**

- Assist in monitoring the implementation of UNHCR programme including the delivery of all assistance items and monitoring of infrastructure.
- Technical support to strengthen the capacities of multipurpose community spaces, safe spaces and emergency shelters in priority municipalities, as well as emergency response.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel, administrative support with procurement planning, and assisting them during field missions.
- Monitor Standard Operating Procedures (SOPs) for procurement in UNCHR Venezuela.
- Monitor Standard Operating Procedures (SOPs) for shelter and infrastructure construction Implementation.
- Support, strengthen and provide technical assistance to implementing and operational partners, to ensure the implementation of shelter and infrastructure construction under the shelter strategy.
- Act as interpreter in the exchange of routine information, contribute to related liaison activities and respond directly to routine queries.
- Collect data and other information relevant to UNHCR and report to the supervisor accordingly.
- Keep regular contacts with local authorities and implementing partners as requested by supervisor.
- In coordination with implementing partners, assist in the reception, registration and provision of assistance to persons of concern to UNHCR.
- Strengthen capacity and support local authorities to assist them meet communities' energy needs, including provision of solar panels and street lighting.
- Follow up, on a regular basis, the overall situation of persons of concern in camps and other areas where they have been accommodated and report accordingly.
- Liaise with local authority counterparts, partners and populations of concern.
- Direct incidents and problems to the supervisor when they cannot be resolved at their level.
- Perform other related duties as required.

## **3. Monitoring and Progress Controls**

A workplan will be prepared at the beginning of the contract between the incumbent and the supervisor to define key activities and project timelines to ensure an efficient delivery of expected outputs and products. Weekly meetings will be organized between the supervisor and the consultant to discuss advances, track progress, and discuss how to overcome potential challenges.

#### **4. Qualifications and Experience**

**a. Education** (Level and area of required and/or preferred education)

A university degree in social sciences, business administration, engineering, international relations, political science or a related field.

**b. Work Experience**

**Years of Experience / Degree Level**

2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.

***Essential:***

- Relevant Field experience.
- Shelter and infrastructure construction and AEE experience.
- Ability to live and work in the difficult and harsh conditions of developing countries.
- Excellent writing skills in Spanish.
- Office Package (excellent knowledge of Word and Excel, good knowledge Power Point) and Internet browsing.

***Desirable:***

- Administrative support experience.
- Supply planning experience.
- Completion of UNHCR learning programmes or specific training relevant to functions of the position.
- Experience working in the UN or other international development organization.
- Professional experience at the national and/or international level, or other relevant programmes with NGOs.

**c. Key Competencies**

**Core Competencies**

Accountability  
Communication  
Organizational Awareness  
Teamwork & Collaboration  
Commitment to Continuous Learning  
Client & Result Orientation

**Cross-Functional Competencies**

Stakeholder Management

Planning and Organizing  
Political Awareness

**d. Language requirements**

- Spanish Level: Fluent, Required.
- English Level: Working Knowledge, Desirable.

**e. Functional Skills**

\*IT- Computer Literacy

AD-Office supplies management

SC-Supply planning

\*SP- Monitoring shelter and infrastructure construction

MS-Drafting, Documentation, Data Presentation

CL-Multi-stakeholder Communications with Partners

(Functional Skills marked with an asterisk\* are essential)

**f. Travel requirements**

Contractor may be required to travel 20% of the time to locations other than their assigned work location.

Project Authority (Name/Title):	Contract holder (Name/Title):
Signature _____ Date _____	Signature _____ Date _____