Terms of Reference (ToR): Admin & Logistics Associate

Item	Details
Assignment Title	Admin & Logistics Associate
Project	Promoting Energy-Related Low Carbon Urban Development (LCUD) in Bangladesh (UNDP/GEF-LDCF)
Implementing Agency	Sustainable and Renewable Energy Development Authority (SREDA), Power Division, Ministry of Power, Energy and Mineral Resources
Contract Type	Time-based individual contract
Level of Effort	36 person-months (full-time) [extendable subject to need, performance, and approval]
Duty Station	Project Management Unit (PMU), LCUD Project, SREDA, Dhaka
Supervision	Overall guidance of the Project Director, LCUD Project; direct supervision of the Project Manager

1. Background

The LCUD Project is implemented by SREDA with grant support from the Global Environment Facility (GEF-LDCF) through UNDP. It aims to promote energy-related low-carbon urban development in Bangladesh through energy efficiency and conservation (EE&C), renewable energy (RE) in buildings and industry, waste management and waste-to-energy, GHG accounting, and supporting policy, finance and capacity-building measures.

The Project Management Unit requires dedicated administrative and logistics support for smooth day-to-day operations. The Procuring Entity therefore intends to engage an Admin & Logistics Associate.

2. Objective of the Assignment

The objective is to provide efficient administrative, logistics and office management support to the PMU so that project activities, events and travel are organized smoothly and records are well maintained.

3. Scope of Services and Key Responsibilities

3.1 Office Administration

- Handle overall administration of the project, including raising requisitions, logistics arrangements and project logs, using GoB and UNDP corporate systems as applicable.
- Undertake word processing, drafting of routine letters, messages and reports, mailing, photocopying, binding and filing.

3.2 Information and Reporting

- Provide information for the UNDP project web pages and for RRMC reporting.
- Support administrative troubleshooting.

3.3 Travel, Meetings and Events

- Arrange travel and prepare itineraries for project-related travel.
- Assist in arranging workshops, seminars and training programmes, including invitations and mailing.
- Make appointments and schedule meetings.

3.4 Assets, Inventory and Transport

- Maintain all office equipment and keep inventory and records of supplies and their usage.
- Coordinate project transport (rental vehicles) and maintain vehicle logbooks.

3.5 Procurement Records

- Prepare documentation and keep records for procurement, in coordination with the Procurement Associate.

3.6 Other Duties

- Perform any other administrative duties assigned by the Project Director and/or Project Manager.

4. Deliverables

The Associate shall provide the following deliverables:

SL	Deliverable	Timeline
1	Inception note and work plan	Within 7 working days of joining
2	Monthly administrative progress report covering logistics, travel, events and pending actions	Monthly
3	Updated asset, inventory and supplies register	Quarterly
4	Vehicle logbook and transport usage summary	Monthly
5	Event and travel logistics records for workshops, seminars and trainings	Per event
6	Final assignment report summarising work completed, record status, and recommendations	At contract completion

5. Reporting Arrangement

The Associate shall work under the overall guidance of the Project Director and the direct supervision of the Project Manager. Day-to-day coordination shall be maintained with the Deputy Project Director(s) and the finance, procurement and technical personnel of the project.

6. Inputs and Facilities to be Provided by the Procuring Entity

- Access to relevant project documents, records and administrative procedures.
- Office space at the PMU, with computer, printer, internet, and office logistics, subject to project policy.
- Necessary institutional support for official communication.

7. Required Qualifications and Experience

7.1 Education

- A bachelor's degree in preferably Accounting, Finance, Commerce, Business Administration or an equivalent qualification from a recognized university.

7.2 Experience

- At least 3 years of work experience in procurement or inventory Management in national or international organization.
- Previous experience with with bank will be a definite asset.

7.3 Skills and Competencies

- Very good interpersonal skills.
- Proficiency in computer software applications, especially MS Word and MS Excel.
- Excellent language skills in English (writing, speaking and reading) and in Bangla.
- Bangla typing will be an extra advantage.

8. Contract Type and Payment Modality

The Associate shall be engaged under a time-based individual contract for 36 person-months. Consultant will mobilize necessary support staff for completing his specific task if necessary. Payment shall be made on a monthly basis upon submission of the monthly progress report and certification of satisfactory performance by the Project Director.

9. Confidentiality and Ownership of Outputs

All records, correspondence, and outputs produced under this assignment shall remain the property of the Procuring Entity. The Associate shall maintain strict confidentiality regarding all official information and shall not disclose any information without prior written approval of the competent authority.

10. Conflict of Interest

The Associate must disclose any actual or potential conflict of interest, including any relationship with suppliers or service providers engaged by the project. S/he shall comply with applicable ethics, integrity, and procurement requirements throughout the engagement.