



**UNITED NATIONS**  
**SWAZILAND**  
"Delivering as One"

**Terms of Reference**  
**Conference Facilities Advisor**

<b>Title:</b>	<b>Conference Facilities Advisor</b>
<b>Country of Assignment:</b>	Swaziland
<b>Type of Contract:</b>	Individual Contract National Consultant
<b>Expected Duration of Assignment:</b>	30 Days

**BACKGROUND**

The completion of the construction phase of the new UN House is almost complete and the planned move into the UN House scheduled for the first quarter of 2018. Following the support mission of the Task Team on Common Premises' recommendations, the United Nations Country Team (UNCT), identified some challenges related to establishing the overall budgetary implications for the Conference and Cafeteria facilities located on the ground floor. These include the type of furniture and equipment needed for a high standard conference facility supported by the cafeteria. There is also need for the facility to attract users of conferencing services in the country so that the facility generates revenue and is self-sustaining. In light of the above, the UNCT decided to secure the services of a highly experienced candidate with the scope of work reflected below.

**SCOPE OF WORK**

The Conference Facilities Advisor will perform the following tasks:

1. Prepare/Design a layout for all the conference spaces in the UN House;
2. Prepares specifications for the type of furniture to be procured for the conference facility;
3. Prepare specification for the electronic equipment required to support the conference facility;
4. Prepare a marketing strategy to reach out to potential users of conferencing facilities in the country; and
5. Any other tasks related to the functions of conference facilities.

**REPORTING**

The successful Consultant will work under the overall guidance and supervision of the UNCT through the Chair of Operations Management Team and in close cooperation with the Office of the Resident Coordinator.

**QUALIFICATIONS**

**Qualification**

Appropriate/Relevant Educational background with extensive experience in managing Conference Facilities.

**SUBMISSION OF APPLICATIONS**

Interested candidates are invited to submit detailed CV's and Expression of Interest marked, '**Conference Facilities Advisor**' to UNDP Offices, 5<sup>th</sup> Floor Lilunga House, and PO. Box 261, Mbabane, or email application to: registry.sz@undp.org by **1<sup>st</sup> March 2018**.

**Additional Considerations**

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.

