



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## Terms of Reference

### Insurance Expert – Individual Contractor

### UNHCR Division of Human Resources

**Title:** Insurance Expert

**Duty Station:** Home based

**Duration:** One month – with possibility of extension

**Contract Type:** UNHCR Individual Contractor

**Closing date:** 1 July 2022

**Start date:** ASAP

### Organizational context

UNHCR has benefitted significantly from the use of the affiliate workforce, increasing its capacity to protect people of concern with the assistance of an additional, agile workforce, complementing the Organization's human resources. UNHCR has issued its Administrative Instruction on Managing Affiliate Workforce and its Annexes (UNHCR/AI/2020/7) in late 2020, and as such, created an administrative framework unique in the UN system. Under the umbrella of this AI and organizational commitment towards its duty of care and enhanced employee experience, UNHCR decided to change the current practice in terms of health insurance requirements for its personnel working under individual contracts (individual contractors and consultants) and replace the current self-obtained insurance requirement with one or more options offered at a corporate level by the Organization.

### The assignment

UNHCR engages an Expert to assess the costs and the feasibility of ensuring health insurance to directly hired individual contract holders, and to design the Terms of Reference of a global tender engaging service providers. The Expert will also design the Implementation Plan taking into consideration the existing packages available for individual contract holders (such as Malicious Acts Insurance and Appendix D), change management and cost-benefit aspects and realistic timelines.

## Duties and responsibilities

The Expert will be expected to:

- Provide high-level analysis on insurance issues related to the health coverage of personnel under individual contracts in international organizations
- Prepare a diagnostic study of the main issues facing the organization as well as impacted personnel, including key exposure risks, and conduct studies for each category such as consultants, Fellows, contractors in the local and international levels.
- Provide recommendations to adopt international-standards in health-related coverage for the targeted population.
- The Expert will also provide reasons why each recommendation is appropriate for UNHCR.
- Prepare specific Terms of Reference for UNHCR to launch a global tender to engage the most attractive service provider(s)
- Develop an Implementation Plan focusing on feasibility, cost-benefit taking into account the current projects of UNHCR such as the Workday and ERP system change and the decentralization initiative
- Support the creation of a Request for Proposal and/or Request for Quotation for an insurance scheme for members of the affiliate workforce

## Essential minimum qualifications and professional experience required

- Completed Higher Education in the fields of Finance, Accounting, Business Administration, Economy or related area
- At least 6 years of relevant professional experience with a BA degree, 5 years with a Masters degree and 4 years with a Doctorate degree in the insurance area preferably exposure to International Civil Service environment
- Broad understanding of the issues facing the insurance sector from regulatory and industry standpoints with a background from the insurance regulator and/or insurance market.
- Strong understanding of all aspect of the insurance business.

- Familiarity with the UN financial systems and insurance landscape and strong understanding particularly of the insurance industry environment.

## Location

The successful candidate will work from home and is expected to meet with the relevant stakeholders via online meetings.

## To apply

Interested applicants who meet the above qualifications should submit their letter of motivation, Personal History Form to DHR\_APRS\_APU [hgawfu@unhcr.org](mailto:hgawfu@unhcr.org) not later than 28th June 2022, with a subject line: *“Application for Insurance Expert vacancy – NAME”*.

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity. Please note that UNHCR does not charge a fee at any stage of its recruitment process (application, interview, meeting, travelling, processing, training or any other fees).