



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: May 16, 2017

Country: Amman-Jordan

Description of the assignment:

Under the supervision of the Policy & Crisis Coordination Specialist and in coordination with Operational Support Officer, the Administrative Support consultant will produce a number of deliverables including products and services to support the work of the UNDP-UNHCR Joint Secretariat (JS) in the sub-region.

(1) Support the financial management of projects implemented by the UNDP-UNHCR Joint Secretariat and other emerging partnership (2) Provide administrative and operational assistance to the Operational support officer.

Post Title:	Administrative Support Consultant (National)
Starting Date:	15 June 2017
Location:	Amman-Jordan
Duration	113 working days for over period of 6 months Until 31 December 2017
Project:	UNDP-UNHCR Regional Joint Secretariat (Syria Related Crisis)

CONTEXT/BACKGROUND

Background

Seven Years of crisis have left the region in dire need. Since 2011, over 250,000 people have lost their lives in Syria, and millions have been forced to find refuge wherever they can inside Syria and in neighboring countries. Vital infrastructure has been destroyed, leaving millions without water, electricity or sanitation. Schools have become makeshift shelters and health facilities and health workers have become targets. The Syrian economy is in a tailspin – having lost an estimated \$150 billion in four years; neighboring countries and host communities are struggling to cope with the massive flow of refugees.

The Syria crisis is not only a humanitarian crisis – it is also a human development crisis. We have already seen Syria fall from a middle-income country to one with 83 percent poverty. It is estimated that two-thirds of Syrians are living in extreme poverty and most livelihoods have been disrupted. Vulnerable in their own respect, neighboring countries are severely strained, with development imperiled, unemployment on the rise and in-creasing competition for scarce resources including water and access to school and health services.

The scale and protracted nature of the crisis is challenging the ability of the international community to meet the continuing need for essential, life-saving humanitarian aid while strengthen social cohesion and builds resilience of people. The Regional Refugee and Resilience Plan (3RP) represents a strategic shift in the response to the Syria crisis. It bridges humanitarian efforts and development approach to build the resilience of individuals, households, communities and institutions in affected communities. Along with the implementation of the 3RP, UNDP and UNHCR signed a regional MOU in order to consolidate the cooperation between the two organizations, and to draw on the comparative advantages of humanitarian and development organizations in order to address the range of needs on a timely basis and at an appropriate scale. One of the key elements of this partnership is the establishment of a UNDP-UNHCR Joint Secretariat that will support Country Offices and provide the required operational framework, and analytical and programmatic tools.

It is an innovative approach that effectively harnesses the capacities, knowledge and resources of humanitarian and development partners to create a durable and multi-faceted resilience-based response to the Syria crisis. Though it represents a collective effort from the international community, NGOs and UN agencies, UNHCR and UNDP have taken a leading role in co-chairing this initiative in an unprecedented UN integrated response for countries affected by the crisis.

Given the nature and magnitude of the 3RP, there is a critical need to build a strong knowledge platform for the effective response to the crisis, by conducting key evidence-based research, socioeconomic assessments and developing appropriate programming tools and frameworks to better inform the decisions, improve coordination and facilitate programme implementation.

The Joint Secretariat is hosted in the UNDP Sub-Regional Response Facility to the Syria Crisis.

Project Description

- There is a critical need to build a strong knowledge platform for the effective response to the crisis, by conducting key evidence-based research, socioeconomic assessments and developing appropriate programming tools and frameworks to better inform the decisions, improve coordination and facilitate programme implementation.

Scope of work and deliverables:

the Administrative Support Consultant will be responsible to:

- (1) Support the financial management of projects implemented by the UNDP-UNHCR Joint Secretariat and other emerging partnership
- (2) Provide administrative and operational assistance to the Operational support officer

Deliverables and results:

Under the Supervision of the Policy and Crisis Coordination Specialist, the Administrative Support consultant will assist in managing the day-to-day human, financial and administrative resources of the office, preparing updates on the administrative budgets of the office, ensuring that contracting and disbursements of various projects are in accordance with the administrative budget and UNDP's Financial Rules.

Assignment I:

Support the financial management of the project which includes:

- In coordination with the relevant UNDP Operation staff, support Operations Support officer in preparation of documents, vouchers, POS for the project (including the process of vender creation and settling of travel claims).
- Preparation of financial reports of the Joint Secretariat in coordination with the Operations Support Officer.
- Follow up payments of contracts and bringing to notice of the PCCS all issues needing attention;

Assignment II:

Provide administrative and operational assistance support for the following function:

- Organizing workshops, seminars, Steering Committee meetings and any other required event.
- Admin support to the project by compiling and preparing contract documents and ensuring submission and follow-up with the relevant UNDP Operations Staff
- Manage processes for the recruitment of consultants and facilitate their logistical needs
- Support the PCCS in following up with project partners on financial and progress reports;
- Manage the Joint Secretariat calendar

Results Expected:

JS Programmes implemented in timely manner with human, financial and administrative issues up to date.

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
<ul style="list-style-type: none"> • Admin support to the project by compiling and preparing contract documents and ensuring submission and follow-up with the relevant UNDP Operations Staff • Preparation of documents, vouchers, POS for the project. • Support PCCS and Operational Support officer in completing monthly administrative tasks (ie payment) according to regulations. • Support the PCCS in following up with project partners on financial and progress reports; 	113 working days over period of 6 months (until 31 December 2017)	Michael Moroz, Policy & Crisis Coordination Specialist

<ul style="list-style-type: none"> • Liaise with operational team of the regional hub on protocol matters, procurement, visas, travel and other administrative matters. • Support Operations Support officer in filling relevant documents and update the folders. • Support in organizing workshops, seminars, meetings and any other required event ensuring that the substantive and logistical planning for the events are well-managed and complementary, leading to the orderly and successful events • Assisting in preparation of Programme Financial Reports (PFR) of the Joint Secretariat as per UNHCR rules and regulations. • Support preparation of a completion report and asset recovery for UNHCR. 		
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- Bachelor degree in accounting, economics, office administration or any other relevant field.

Experience

- Minimum of 3 years of relevant experience in administration or project support services (travel, budget, event planning, logistics, protocol, etc.) is required.
- Previous experience within the UN System,
- Familiarity with UN finance, operations policies and guidelines is strong asset
- Experience in the usage of computers and office software packages (MS Word, Excel etc and advanced knowledge of spreadsheets and database packages)

Language:

- Fluency in English and Arabic required

COMPETENCIES

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Maintain effective relationships with project stakeholders;
- Work goal-oriented based on minimum supervision;

- Organise and prioritise work to meet client needs and deadlines;
- Prepare timely inputs;
- Report to internal and external clients in a timely and appropriate fashion;
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients; and
- Responds to client needs promptly.

Skills:

- Excellent communications, organizational & interpersonal skills.
- High-level of IT/computing skills (minimum Microsoft Outlook, Word, Excel, Power point).
- User skills in ERP based financial management.
- Good drafting and writing skills in English
- Ability to work independently to fulfill assigned tasks.

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member; Informed and transparent decision making.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to website: Proc.contract.rscjo@undp.org : not later than **07th June 2017** the following documents:

- **CV/P11 with 3 references**
- **Confirm availability and financial proposal**

FINANCIAL PROPOSAL

The financial proposal will specify monthly fees (all inclusive), and payments are made to the Individual Consultant based on a duly completed time sheet on monthly basis.

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- ☐ Bachelor degree in accounting, economics, office administration or any other relevant field.
- ☐ Minimum of 3 years of relevant experience in administration or project support services (travel, budget, event planning, logistics, protocol, etc.).
- ☐ Previous experience within the UN System.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

Evaluation Grid	Score (100 Points)
<ul style="list-style-type: none">Bachelor degree in accounting, economics, office administration or any other relevant field.	20%
<ul style="list-style-type: none">Minimum of 3 years of relevant experience in administration or project support services (travel, budget, event planning, logistics, protocol, etc.)	30%
<ul style="list-style-type: none">Familiarity with UN/ finance and operations policies and guidelines	20%
<ul style="list-style-type: none">Fluency in English and Arabic required	15%
<ul style="list-style-type: none">Experience in the usage of computers and office software packages	15%

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Technical proposal: 70%;
- ☐ Financial proposal: 30%