

Terms of reference



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GENERAL INFORMATION

Title: **Finance Associate**

Project Name: **Challenging Stigma and Discrimination to Improve Access to and Quality of HIV Services in the Caribbean**

Reports to: **Finance Officer in Kingston, Jamaica**

Duty Station: **Kingston, Jamaica**

Expected Places of Travel (if applicable): **Kingston, Jamaica**

Duration of Assignment: **Sixty-five (65) consecutive workings days**

REQUIRED DOCUMENTATION FROM CONTRACTOR

<input checked="" type="checkbox"/>	Letter of presentation highlighting main qualifications and experience relevant to this TOR
<input checked="" type="checkbox"/>	P11 form
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal

I. BACKGROUND

UNDP is a founding co-sponsor of the Joint UN Programme on HIV and AIDS (UNAIDS), a partner of the Global Fund (GF) to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development leverages the organization's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life.

The Regional HIV Caribbean Grant entitled "Challenging Stigma and Discrimination to Improve Access to and Quality of HIV Services in the Caribbean" represents a three year project investment by the Global Fund. UNDP was selected as the Principal Recipient for this grant and works closely with the Caribbean Vulnerable Communities Coalition (CVC) and El Centro de Orientación e Investigación Integral (COIN), as responsible parties in implementing grant activities. The grant is being implemented in eight countries, Belize, Cuba, Dominican Republic, Guyana, Haiti, Jamaica, Suriname and Trinidad and Tobago. Its' overall aim is to reduce the spread of HIV across the Caribbean by focusing on the diseases

impact on key populations (KP's), including people living with HIV, men who have sex with men, transgender people, sex workers, people who use drugs, and young people belonging to any of these groups.

At the regional level the grant works closely with the Caribbean Community (CARICOM) and regional partner states such as Cuba, Haiti and the Dominican Republic to support the participation of Civil Society Groups across the region in ongoing actions to align national laws and policy with regional and international human rights commitments. This will be achieved by implementing activities that focus on documenting cases of discrimination, reducing or removing the barriers of stigma, discrimination, and providing redress for rights breaches. It will also seek to support the full integration of key populations into national HIV responses.

The project has three objectives:

1. To improve the legal and policy environment in the region to ensure that it can support the delivery of and access to health and justice services for key populations
2. To increase the capacity of health care workers to deliver stigma and discrimination free services in order to improve access to and retention in care for key populations
3. To strengthen community systems and key population networks to use effective advocacy strategies to obtain social accountability mechanisms and scale-up of best practice interventions by national programs.

Under the overall guidance of the Finance Officer, the Finance Associate will assist in the review of financial information and develop the financial skills of CVC. Specifically he/she will:

1. Review the supporting documentation submitted by CVC for completeness and accuracy following GF and UNDP Guidelines
2. Work closely with CVC staff to understand the requirements of the Global Fund to Fight Aids, TB and Malaria (Global Fund) as well as UNDP reporting requirements
3. Support CVC with the timely liquidation of disbursements
4. Liaise closely with UNDPs Finance Officer
5. Perform other related duties as required to build the capacity of CVC.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

- Provide support to the finance team at CVC in the timely liquidation of disbursements
- Complete an initial review of the finance documents submitted by CVC for clearance by UNDP
- Work closely with CVC staff to understand the requirements of the Global Fund
- Provide technical guidance to CVC to proactively identify bottlenecks to timely liquidation, and work with CVC finance team to address the bottlenecks

- Provide regular updates to the UNDP Finance Officer

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Submission on 1 st report after 5 working days, including <ul style="list-style-type: none"> • Approved monthly workplan • Number and value of transactions compliant with full checklist on first submission, • Number and value of transactions compliant with full checklist on second submission • Number and value of transactions compliant with full checklist after multiple submissions • Details of on-the-job support provided • Details of capacity development activities undertaken • Reconciliation of CVC project cash balance to Atlas 	5	TBD	Review and acceptance by Finance Officer (10% contract value)
Submission on 2 nd report after 40 working days, including <ul style="list-style-type: none"> • Approved monthly workplan • Number and value of transactions compliant with full checklist on first submission, • Number and value of transactions compliant with full checklist on second submission • Number and value of transactions compliant with full checklist after multiple submissions • Details of on-the-job support provided • Details of capacity development activities undertaken Reconciliation of CVC project cash balance to Atlas	20	TBD	Review and acceptance by Finance Officer (25% contract value)
Submission on 3 rd report after 60 working days, including <ul style="list-style-type: none"> • Approved monthly workplan • Number and value of transactions compliant with full checklist on first submission, • Number and value of transactions compliant with full checklist on second submission • Number and value of transactions compliant with full checklist after multiple submissions • Details of on-the-job support provided • Details of capacity development activities undertaken Reconciliation of CVC project cash balance to Atlas	20	TBD	Review and acceptance by Finance Officer (25% contract value)
Submission on 4 th report after 80 working days, including <ul style="list-style-type: none"> • Approved monthly workplan • Number and value of transactions compliant with full checklist on first submission, • Number and value of transactions compliant with full checklist on second submission • Number and value of transactions compliant with full checklist after multiple submissions • Details of on-the-job support provided 	20	TBD	Review and acceptance by Finance Officer (40% contract value)

	<ul style="list-style-type: none"> •Details of capacity development activities undertaken •Reconciliation of CVC project cash balance to Atlas 			
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III. WORKING ARRANGEMENTS

Institutional Arrangement

The Finance Associate will report to the Finance Officer for the Regional HIV Caribbean Grant at UNDP with overall responsibility for the assignment under the management of the Deputy Resident Representative, Jamaica, for UNDP. Under the overall guidance of the Finance Officer, the Finance Associate will assist in the review of financial information and develop the financial skills of CVC. Specifically, he/she will:

- Review the supporting documentation submitted by CVC for completeness and accuracy
- Work closely with CVC staff to understand and fulfil the requirements of the Global Fund to Fight Aids, TB and Malaria (Global Fund) as well as UNDP reporting requirements
- Support CVC with the timely liquidation of disbursements
- Liaise closely with UNDPs Finance Officer
- Perform other related duties as required to build the capacity of CVC.

Weekly updates are expected to be provided by the consultant via telephone/skype and monthly progress reports submitted to the finance office for review. The monthly report will detail the number of transactions fully compliant with the 'financial review checklist'.

The consultant will work closely with the Finance Manager at CVC, based on a weekly schedule agreed with the Finance Officer

Duration of the Work

The consultant is expected to work 5 days per week for the duration of the contract period UNDP will provide feedback on the planned weekly schedule within 1 working day, and feedback on the monthly report within 5 working days

Duty Station

The duty station will be Kingston, Jamaica with regular travel between UNDP office and CVC. Costs of transport between these locations is expected to be covered by the consultant.

Travel Plan

No travel is envisaged outside of Kingston

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

University Degree in Finance/Accounting, Business or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy.

Years of experience:

Minimum of 3 years relevant experience in providing financial management services.

Experience of working in a finance function, in a donor funded project for one year, is highly desirable.

Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages.

Competencies and special skills requirement:

Fluency in English with good verbal and written skills

V. **EVALUATION METHOD AND CRITERIA**

Evaluation Method:-

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 points will be considered for the Financial Evaluation

Evaluation Criteria:-

Criteria	Weight	Max. Points
<u>Technical</u>	70%	70
Qualification requirements as per TOR evidenced by submission of CVs:		
1. Academic Qualifications University Degree in Finance/Accounting, Business or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy.	Pass/Fail	Pass/Fail
2. Years of Relevant Experience <ul style="list-style-type: none">Minimum of 3 years relevant experience in providing financial management services.	30%	30%
• Further Assessment by Interview	40%	40

APPLICATION PROCEDURE

Qualified and interested candidates are requested to apply no later than 11 June, 2018

Please submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the work:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) (available on UNDP website) including past experience in similar projects and contact details of referees. Please also include a detailed CV.
- **Financial Proposal**- specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days and any other costs). This financial proposal should include costs to deliver the consultancy and any foreseen travel expense.

Incomplete applications will not be considered. Please make sure you have provided all requested documents.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. UNDP retains the right to contact references directly.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Approval

Name: Elsie Laurence-Chounoune
Deputy Resident Representative

Signature: _____

Date: 31 May 2018