|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TERMS OF REFERENCE**

|  |
| --- |
| 1. **Title: Framework agreement for 3 Consultants– Interview Report Writing**
2. **Duty station– Astana, Kazakhstan**
3. **Type of Contract- Individual Contract as Framework Agreement**
4. **Background and Description:**
 |
| Recruitment and hiring of staff is the single most important human resource management activity.  Each recruitment process and decision represents a major investment of organizational resources, constitutes a long term liability and is a direct reflection on the organization’s reputation.  Each appointment affects the performance of offices and defines UNDP’S credibility with stakeholders.Competency based interviewing is one of the ways UNDP assesses staff to fill vacancies across UNDP. This procedure is designed to ensure a competitive selection process for our rotational vacancies by establishing uniform selection procedures across the organization.All recruitment and selection processes in UNDP are defined by five principles – competition, fairness, professional rigor and objectivity, transparency and accountability.As OHR handles a high volume of recruitments and conducts a series of interviews, the HR representative requires extra support with the report writing. |
| 1. **Scope of Work/Responsibilities:**
 |
| * Takes objective and clear notes for up to 5 interviews per week at max identifying strengths and weakness of candidates as measured against articulated competencies.
* In consultation with the HR unit representative on the interview panel, drafts the interview report in a concise and fluent manner.
* Prepares the interview report on a standard template the same day, when possible and then circulates to panel members for comments.
* Coordinate edits/changes to the interview report; submits final report to HR unit representative.
* Other duties as assigned.
1. **Expected Outputs and Deliverables:**

• Produces interview report at end of each interview session.• Takes objective and clear notes, identifying strengths and weakness of candidates as measured against articulated competencies.• In consultation with the HR unit representative on the interview panel, drafts the interview report in a concise and fluent manner.• Prepares the interview report on a standard template the same day, when possible, then for circulation to panel members for comments.• Coordinates edits/changes to the interview report. |
| 1. **Institutional Arrangement:**
* The overall objective of this Framework Agreement is to facilitate and expedite the process by which UNDP can hire the services of a Consultant – Interview Report Writing once there are specific assignments over the next 23 months;
* Estimated level of effort: approximately 3-5 days each month/ per consultant. Maximum working days over 23 months period would be 100 working days per consultant;
* UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
* The Framework Agreement to be signed will be for a fixed all-inclusive daily fee;
* Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP would contact the Consultant by email informing him/her of the specific deliverables and timeline;
* The consultant must advise within 24 hours whether s/he is available to deliver the requested service;
* Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
* IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
* The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
* The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
* The Consultant will work in close consultation with the HR Associate/ Head of HR unit or the designated authority. The deliverables will be closely monitored to ensure timeline and strategy plan remain on schedule. Payment will be made based on the number of days worked, as per a daily rate, and in accordance with each report produced for interviews taking place within the same day with up to 7 candidates (for panel interviews) and up to 7 candidates (for desk reviews) and upon confirmation from UNDP on the satisfactory delivery of expected result by the Consultant/Contractor according to agreed deliverables/outputs.
* Report writers must disclose any perceived or actual conflict of interest on any panel they are assisting with.
* Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered.
1. **Duration of the Work and Duty Station:**
* Framework agreement for a period of 23 months (up to 100 working days) with possible extension up to 36 months (up to 200 working days) dependent on demand for services and performance, with the location being Astana, Kazakhstan.
1. **Competencies:**
 |
| * Plans, prioritizes, coordinates and delivers tasks on time
* Remains impartial and fully confidential at all times
* Displays cultural and gender sensitivity
* Remains calm, in control and good humored even under pressure
* Demonstrates openness to change and adaptability
* Responds positively to feedback
 |
| 1. **Qualifications:**
 |
| * Bachelor’s Degree or equivalent in Human Resource Management, Public Administration, or related field; (max 15 points)
* At least 2 years of working experience preferably in human resources management and administration field; (max 15 points)
* Fluency in written and spoken English and Russian. Knowledge of Kazakh an asset; (max 10 points)
* Excellent listening and writing skills; Blind typing is an asset – (max 10 points);
* Ability to draft concisely and accurately discussions during the interview;
* Familiarity with UN competency-based interviewing desirable;
* Understanding of the UN context a distinct advantage;
* Full working knowledge of Microsoft word.
* Knowledgeable on the policy, procedures and processes of UNDP, particularly in the area of Interview Report Writing/Note Taker with relevant experience to ensure continuity of how the processes are implemented, which is crucial in this assignment. Moreover, the assignment will involve high-level interactions with senior management and the handling of sensitive issues, both of which make it important for the recruitment of a mature, seasoned individual.
 |
|  |

1. Evaluation method:

• Only those applications which are responsive and compliant will be evaluated; • Offers will be evaluated according to the Combined Scoring method – where the qualifications will be weighted at 70% and the financial offer (based on a quoted all-inclusive daily fee) will be weighted at 30%; • The technical criteria (education, experience, language [max. 50 points], writing test (max 25 points) and interview [max. 25 points]) will be based on a maximum 100 points;• Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP; • The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment); • Top three applicants receiving the Highest Combined Score and that has accepted UNDP’s General Terms and Conditions will be awarded the Framework Agreement.1. **Documents to be included when submitting the proposals** (the proposals should be sent by e-mail to: procurement.kz@undp.org with indication of **Ref.2018-0036** in the e-mail subject line not later than 30 September 2018)**:**
* Applicants must submit a CV shall including Education/Qualification, Processional Certification, Employment Records /Experience or UNDP P11;
* Applicants must submit a duly completed and signed Annex II Offeror´s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment (financial proposal);
* References, recommendation letters;
* Other documents confirming the work experience, knowledge and skills.

**Annexes to the TOR:*** General Conditions of Contract for the ICs
* Offeror´s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment
* P11
 |

**Approval**

**This TOR is approved by**:

Supervisor  **Elvira Sheikhova, HR Associate, UNDP**

Head of Department **Dana Amanova, Operations manager, UNDP**

Date of Signing