**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 4th Dec 2018

Reference: ETH/IC/2018/092

**Country: Ethiopia**

**Description of the assignment: Temporary Team Assistant**

**Project name:** **United Nations Health Care Centre at the United Nations Economic Commission for Africa**

**Period of assignment: Twelve Months with Possibility of Extension**

The United Nations Development Programme (UNDP) on behalf of UNECA Health care Centre is currently looking for a qualified individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system <https://etendering.partneragencies.org> (search for Event ID 0000003199) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to [tigist.berhanu@undp.org](mailto:tigist.berhanu@undp.org) . UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

1. The Terms of Reference for the assignment described above;
2. The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
3. The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

* Letter of presentation highlighting main qualifications and experience relevant to this TOR;
* CV;
* Copy of education certificate;
* Completed financial proposal.

**FINANCIAL PROPOSAL**

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| * **Lump sum contracts**   The financial proposal shall specify a total lump sum amount of a monthly fee, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). |

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| Terms of reference |  |

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| GENERAL INFORMATION |
| **Title of the assignment: Temporary Team Assistant**  **Country: Ethiopia**  **Project name: United Nations Health Care Centre at the United Nations**  **Period of assignment: Twelve Months with Possibility of Extension**  REQUIRED DOCUMENTATION FROM CONTRACTOR   |  |  | | --- | --- | |  | Letter of presentation highlighting main qualifications and experience relevant to this TOR | |  | CV | |  | Copy of education certificate | |  | Completed financial proposal | |
|  |

United Nations Health Care Centre at the United Nations

**Terms of Reference**

**Temporary Team Assistant**

Organizational Setting and Reporting Relationships: This position will be located in the United Nations Health Care Centre at the United Nations Economic Commission for Africa. The incumbent reports to the UN Occupational Safety and Health (OSH) Committee Team Members, more specifically to the Chief Medical Officer of UNHCC.

**Responsibilities**: Within the delegated authority, the temporary Team Assistant will be responsible for the following duties:

Major Duties:

* Serves as focal point for administrative coordination of OSH implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions.
* Compiles, summarizes and enters data on project delivery; drafts related status reports including budget issues, identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management on Occupational Safety and Health (OSH).
* Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondences; sets up and maintains files/records; handles routine administrative tasks, etc.
* Provides general office support services to help ensure the smooth functioning of UN Occupational Safety and Health mandate.
* Arranges meetings/workshops, trainings, books venues and send invitations to committee members
* and takes meeting notes
* Prepares communication materials and surveys.
* Receives telephone calls courteously for the purpose of appointment or directives to other services
* Notifies committee members promptly of any changes of schedule well in advance.
* Passes information to and from within the committee members to UNCT as well as UN staff at large.
* Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
* Performs other duties as assigned.

**Work implies frequent interaction with the following**:

Under the direct supervision of the Chief Medical Officer of the United Nations Health Care Center and the United Nations Occupational Safety and Health Committee members.

**Results Expected:**

Provides reliable administrative coordination of OSH activities and general office support services. Processes work and requisite follow-up accomplished under some supervision, seeks advice from and/or reporting to supervisor as needed. Accurately prepares reports. Consistently applies appropriate policies, guidelines and procedures. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

**Competencies:**

* + Communication: Speaks and writes clearly and effectively in English; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
  + Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
  + Planning& Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
  + Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Qualifications:**

**Education:** High school diploma or equivalent.

**Experience:** Five years of work experience in general office support or related area is required. Experience in project and programme coordination is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

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**CRITERIA FOR SELECTING THE BEST OFFER**

Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. Only applicants who fulfil the qualifications will be shortlisted and contacted. Consultants will be evaluated based on cumulative analysis as per the following scenario: Responsive/compliant/acceptable; and Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:

Technical Criteria weight is 70%;

Financial Criteria weight is 30%;

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| Evaluation Criteria: | | | Weight | Max. Point |
| Technical Competence (based on CV, Proposal and Interview (as required)) | | | 70% | 100 |
| Criteria (a): Educational relevance: fit to post: | | |  | 20 |
| Criteria (b): Understanding the scope of work and organization of the proposal: In-depth understanding of the Scope of Work (SoW); | | |  | 45 |
| Criteria (c): Individual competencies (experience in similar assignments): A minimum of 5 years of experience | | |  | 35 |
| Financial (Lower Offer/Offer\*100) | | | 30% | 30 |
| Total Score | Technical Score \* 70% + Financial Score \* 30% | | |

# Evaluation Legend:

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| Weight per Technical Competence | |
| Weak: below 70% | The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence |
| Satisfactory: 70-75% | The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence |
| Good: 76-85% | The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence |
| Very Good: 86-95% | The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence |
| Outstanding: 96 -100% | The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence. |

Only candidates obtaining a minimum of 49 points on the Technical evaluation would be considered for the Financial Evaluation.

1. Submission of Technical & Financial Proposals

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

* Letter of presentation highlighting main qualifications and experience relevant to this TOR and motivation for application;
* CV
* Copy of education certificate;
* Completed financial proposal a lumpsum monthly fee

1. Confidentiality and Proprietary Interests

The Individual Consultant shall not either during the term or after termination of the assignment, discloses any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the Government of Ethiopia and/or UNDP.

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**Annex II**

Date

Dear Sir/Madam :

I hereby declare that :

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Temporary Team Assistant under the the United Nations Health Care Centre at the United Nations Economic Commission for Africa
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
4. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment;
5. I hereby propose to complete the services based on the following payment rate:

A total lump sum of [*state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.

1. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
2. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
3. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
4. If I am selected for this assignment, I shall *[pls. check the appropriate box]:*

* Sign an Individual Contract with UNDP;
* Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

1. I hereby confirm that *[check all that applies]*:

* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work :

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
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* I am also anticipating conclusion of the following work from UNDP and/or other entitiesfor which I have submitted a proposal :

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| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
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1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature: Date Signed :

**Annexes:**

* CV
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief summary of experience, qualifications, and skill relevant to this assignment

**BREAKDOWN OF COSTS**

**SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

1. **Breakdown of Cost by Deliverables\***

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| --- | --- | --- | --- | --- | --- |
| **No** | **Deliverables/ Outputs** | **Quantity** | **UOM** | **Price in USD** | **Total** |
| 1 | All-inclusive monthly fee | 12 | months |  |  |