



## GENERAL INFORMATION

Title: **Contract Management and Database Consultant**Project Name: **BRG Support Facility**Reports to: **Project Coordinator**Duty Station: **Jakarta**Expected Places of Travel (if applicable): **N/A**Duration of Assignment: **45 working days within 3 months**

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
3	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)☒ intermittent (the consultant will be presence 3-4 working days per week)☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☒ Yes ☐ NoEquipment (laptop etc): ☐ Yes ☒ NoSecretarial Services: ☐ Yes ☒ No

## I. BACKGROUND

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in two key areas of development. Governance Reform, Regional Development and Poverty Reduction, and Environment Management, with the overarching aim of improving human development in Indonesia. Besides the two priority areas, UNDP Indonesia is also engaged in a variety of cross cutting initiatives focused on SDG, climate change, gender equality and technology for development.

Under the overall guidance of Finance Analyst (Manager), the Consultant will temporarily assist during Badan Restorasi Gambut (BRG) audit by Office Audit and Investigations, UNDP HQ. The Consultant will provide services in several finance services ensuring the effective and transparent utilization of financial resources and integrity of financial services. The Consultant promotes a client oriented approach consistent with UNDP rules and regulations.

The Consultant works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO and UNDP HQ for resolving complex programme and operations – related issues. The Consultant may supervise and lead support staff as assigned by the Finance Manager, Deputy Country Director (Programme) and/or Country Director.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

- Review all contracts (Professional Service Contracts, Purchase Order, Institutional Contracts, Civil Works, and Individual Contracts) issued within the period of year 2018 for BRG Project and based on the generated issued PO within the same period
- File each type of contracts separately based on contract modality (PO, PS, INC, CW and IC) specifically for BRG
- Ensure each contracts are supported with proper document starting from requisition, solicitation, proposals/quotations, evaluation matrix, and approved CAPC/RACP/ACP (for contract with value USD 50,000 and above)
- Comply to the request from Auditor in preparing document
- Implement the procurement processes of goods, services and works which consist of solicitation process, bid opening and review of evaluation result, create draft contract of certain conditions in full compliance with UNDP rules and regulations.
- Implement the procurement process of hiring the Individual Consultant which consist from solicitation process, bid opening, contract negotiation, and creating draft contract and conducting the amendment to the Contract

### Expected Outputs and deliverables

- list of contracts under BRG are filed (hard copy and soft copy) properly including their supporting document
- List of contract for audit requirement are stored separately in hard copy and soft copy
- procurement process (including ICs, RFQs, ITBs, and RFPs) during period of 2018
- Filling system for all BRG Procurement documents
- preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant & its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures
- updated procurement plan and process under BRG Project within the period of 2018
- List of issued contracts within the period of March – May 2018

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Report on the following: <ul style="list-style-type: none"> <li>- list of contracts under BRG are filed (hard copy and soft copy) properly including their supporting document</li> <li>- List of contract for audit requirement are stored separately in hard copy and soft copy</li> </ul>	15 WDS	March 2019	Head of Procurement Unit
Report on the following: <ul style="list-style-type: none"> <li>- procurement process (including ICs, RFQs, ITBs, and RFPs) during period of 2018</li> <li>- Filing system for all BRG Procurement documents</li> <li>- preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant &amp; its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures</li> </ul>	15 WDS	April 2019	Head of Procurement Unit
Report on the followings: <ul style="list-style-type: none"> <li>- updated procurement plan and process under BRG Project within the period of 2018</li> <li>- List of issued contracts within the period of March – May 2018</li> </ul>	15 WDS	June 2019	Head of Procurement Unit

### III. WORKING ARRANGEMENTS

#### Duration of the Work

*The contract will be for 45 (forty five) working days within 3 (three) months and the consultant will only be required to attend 3-4 working days in each weeks.*

#### Duty Station

The consultant will be stationed in Jakarta, UNDP Office, Menara Thamrin Building, Jl. M. H. Thamrin Kav. 3, Jakarta

#### Travel Plan

N/A

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Bachelor Degree in any study

Years of experience:

- 3 years of working experience in preparation of planning, monitoring and evaluation process
- Experience in handling database
- Experience in preparing reports and making presentation
- Experience in working with International Organization
- Experience in administrative work

III. Competencies and special skills requirement:

- Familiar with all Microsoft Office
- Familiar with web based management system
- Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interest
- Ability to work in a team
- Strong analytical skills

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

Criteria	Weight	Maximum Point
<u>Technical</u>	100%	
• Criteria A: qualification requirements as per TOR:		
1. Bachelor Degree in any study		10
2. 3 years of working experience in preparation of planning, monitoring and evaluation process		15
3. Experience in handling database		25
4. Experience in preparing reports and making presentation		25
5. Experience in working with International Organization		10
6. Experience in administrative work		15