



Empowered lives.
Resilient nations.

ETHIOPIA

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description: National Consultant for Finance Assistance Cashier
Project/Program Title: UNHCC/ UNECA
Post Title: National Consultant
Duty Station: Addis Ababa, Ethiopia
Expected Places of Travel: None
Duration: Three months
Expected Start Date: Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

a. Background and the objectives of the project

- The UN Health Care Center has the responsibility to provide both core and non-core services to all UN staff and the eligible dependents based in Ethiopia.
- This post is located in the Cashier's Office of the UNHCC, Division of Administration, at the United Nations Economic Commission for Africa, Addis Ababa, Ethiopia. The Finance Assistant/Cashier reports to Senior Finance & Budget assistant, under the general supervision of the Admin. & Finance specialist.

b. Context of the required services

- Collect daily cash sales and other collections.
- Prepare, record incoming transfers or deposits, remittances and forward the unapplied deposit documents to senior finance assistants for charging to the appropriate account.
- Deposit daily cash collection to designated bank account submit the same to senior finance & budget assistant.
- Generate cash collection reports from available information system and submit to senior finance assistant along with bank deposit slip.
- Maintain a secure custody of payment and receipts documents.
- Respond to queries from staff members and third parties.
- Carry out any other assignment as required.

c. Purpose of the work required

- The purpose of these consultancies is to provide a service in the field of Finance, mainly a cash collection.

d. Stakeholders for the project.

- The key stakeholders are the CMO and the administration of UNHCC with whom the IC deals with on a daily basis.
- The different committees of the clinic (Executive Committee, Management Support Committee and Technical Committee)

e. Project specific features

- UNHCC provides health care services to the UN staff and dependents who form a selection from a diversified cultural, religious and ethnic groups.
- The ICs must be aware of this diversity and treat each client with respect and dignity of these aspects.

II. SCOPE OF THE WORK

Major tasks expected to be undertaken by the Contractor.

- As elaborated under item "b" above, the IC should achieve results by insuring all cash payers has paid for the services provided.
- The IC will be based in the UN Health Care Center in the UN compound in Addis Ababa, where he or she will provide his/her service on a full-time basis.

III. EXPECTED OUTPUTS AND DELIVERABLES

The IC will deliver services indicated in the context of required services in section b.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The IC directly reports to the Finance and Admin specialist of UNHCC.
- Provides a cash collection report with a cash deposit slip to the senior finance and budget assistant on a daily basis.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

Office space and other related administrative support to be provided by UNHCC.

VI. DURATION OF THE WORK¹

Duration of work initial will be for three months which could be extended based on performance and availability of funds.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

High school diploma or equivalent is required. Certificate/course work/training in accounting or directly related fields is desired.

b. Experience:

A minimum of five years of progressively responsible experience in finance, budget, accounting, administrative services or related area.

c. 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.

d. Functional Competencies:

•**Professionalism:** Knowledge of the Organization's financial rules and regulations as well as accounting policies and practices. Ability to maintain accurate records, interpret and analyze a wide variety of data. Ability to identify and resolve data discrepancies and other problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

•**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.

•**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.

e. Core Competencies:

- Demonstrates integrity by modelling 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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be considered technical evaluation.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual 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:

- a. Technical Criteria weight is 70%;
- b. Financial Criteria weight is 30%;

Evaluation Criteria:

Criteria	Weight	Max. Point
Technical Competence (based on CV, Experience and interview (as required))	70%	100
Criteria (a): Educational relevance: close fit to post Minimum educational background as per the requirement in the ToR, i.e High school diploma or equivalent is required. Certificate/course work/training in accounting or directly related fields is desired		15
Criteria (b): Experience in similar assignments Minimum 5 years of work experience as cashier/finance assistant of progressively responsible experience in finance, budget, accounting, administrative services or related area		35
Criteria (c): Interview		50
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will be paid monthly in local currency based on the effective UN exchange rate (where applicable), and only after UNECA-UNHCC confirms the successful completion of the assignment at the end of each month.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose 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 UNDP.