

TERMS OF REFERENCE

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| Title: | Long Term Agreement (Individual Consultant) for multiple Interview report writers |
| Location: | Homebased with no travel required |
| Type of Contract | Individual Contractor |
| Post Level | Consultant |
| Languages required: | English |
| Duration of Initial Contract: | Long Term Agreement for 36 months |

BACKGROUND

Recruitment of staff is the single most important human resource management activity. Each recruitment process and decision represent 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 candidates to fill vacancies across UNDP. This procedure is designed to ensure a competitive selection process for 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.

Within this overall background, UNDP is seeking to enter into a Long-Term Agreement (LTA) with multiple individuals to perform the functions of Interview Report Writers.

An LTA is a mutual arrangement between UNDP and the individual to provide the required services at prescribed prices and conditions for 36 months. UNDP reserves the right to rescind the agreement during that period should performance of the consultant does not meet the requirements.

Under an LTA, UNDP does not warrant that any quantity of services shall be purchased during the term of this Agreement. Where a request for services arises, UNDP shall directly contract the consultant based on availability of the individual at short notice and/or based on time zones.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Interview Report Writer will be expected to support the UNDP Offices performing the following functions:

- Record interview sessions with interview panel and candidates documenting the discussions, strengths and weakness of candidates as measured against articulated competences;
- In consultation with the interview panel members, draft the interview report in a concise and

fluent manner;

- Prepare the interview report on a standard template within 2-business days from conclusion of the interview, and circulate to panel members for comments and endorsement;
- Coordinate edits/changes to the interview report accordingly;
- Interview Report writer must disclose any perceived or actual conflict of interest on any panel they are assisting with. Confidentiality of information, data and reports is a pre-requisite.
- Interviews and interview report, other materials shared with the Report writer are considered confidential. Under no circumstance is the report writer to share any interview related information with anyone other than the HR representative or LTA manager.

Expected Outputs and Deliverables

- Interview reports in a standard template prepared and transmitted to respective interview panels within 2 business days from conclusion of the interview. Revision of reports, if any, provided by the panel should be taken into account and provide the final report within 1 business day of receiving such edits / comments.

Institutional Arrangement

- For administrative purposes, the interview report writer would coordinate with the LTA Manager. Name, Title and contact information of the LTA manager would be shared with the successful candidates;
- HR Analysts/Specialists from offices across RBAP would call upon the interview report writer as and when required, the report writer to confirm availability for the interview within 24 hours;
- The Interview Report Writer will be supervised by HR Analyst and/or HR Specialist on each interview report delivery.

Duration of the Work

On demand – in maximum period of 36 months.

Duty Station

- Homebased. However, in specific cases, the Report Writers may be called to travel to a specific location, in cases when UNDP holds job fairs. In such instances, travel will be arranged by UNDP and will provide standard UNDP Daily Subsistence Allowances;
- 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 reliable internet connection.

Schedule of payment

Consultant will be paid a fee indicated in the contract per interview report when the total number of candidates are limited to four. If any interview report includes more than 4 candidates, additional payments will be pro-rated. For example, for an interview that has 5 candidates, where the agreed fee is US\$100, the Consultant will be paid USD\$125.

Payments will be made upon submission of a finalized interview report, and acceptance and confirmation by the HR Analyst of the hiring Office on outputs delivered.

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.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree in communications, journalism, international development, business administration or related fields.

Qualifications:

- Minimum 3 years of experience in writing reports and/or articles;
- Fluency in written and spoken English;
- Excellent writing skills;
- Familiarity with UN competency-based interviewing would be an advantage;
- Understanding of the UN context a distinct advantage;
- Full working knowledge of Microsoft word and Microsoft Excel is required.

APPLICATION PROCESS

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the LTA shall be made to candidates whose offer have been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Relevance of Education - Maximum 15 points;

- Criteria 2: Relevant Experience in writing reports, taking minutes, and editing - Maximum 30 points;
- Criteria 3: Experience within the UN system - Maximum 15 points;
- Criteria 4: Samples of written material as requested - Maximum 30 points;
- Criteria 5: Fluency in English - Maximum 10 points.

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

Price Proposal

The contract will be based on interview report.

Consultant shall quote a Fee per one interview (with maximum 4 candidates) for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the interview report fee.

If applicable, travel or daily allowance cost (if any work is to be done outside the consultant’s duty station) should be identified separately by the LTA manager.

Payments shall be done upon verification of completion of deliverables and approval by the LTA Manager within 10 business days from the submission of interview report submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided in Annex III.
- **Personal CV or P11** in Annex IV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate **and** at least three (3) professional references.
- **Report Writing Sample** : Candidates are expected to write a sample interview report using the following link as the sample interview <https://youtu.be/QpXTrlt6EI>

There is no prescribed format for this report, the candidate should ensure the report covers the context (Briefly as a title), questions asked, and responses provided. The objective of the report is not to be a transcript of the interview but a succinct and concise summary.

Incomplete proposals may not be considered. The short-listed candidates will be contacted and only the successful candidate will be notified.

Annexes

- Annex I - TOR Interview Report Writer
- Annex II - [Individual IC General Terms and Conditions](#)

- Annex III – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- Annex IV – UNDP Personal History form (P11)