

Terms of reference

GENERAL INFORMATION

Title: LTA for supporting administration of travel arrangement for meeting participants

Project Name: N/A

Reports to: Administration Associate

Duty Station: Homebase

Expected Places of Travel (if applicable): No

Duration of Assignment: 120 working days, starting 01 November 2019 – 31 December 2020

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
2	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
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV
x	Copy of education certificate
x	Completed financial proposal
	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☒ partial (explain): The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for any meeting request by the supervisor.

☐ intermittent (explain):

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name>

I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.” UNDP Indonesia’s mission is to be an agent for change in the human and

social development of Indonesia. Working in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, UNDP overarching aim is reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

While performing its core programme, UNDP also providing wide areas of operation services to other UN agencies who works in development area. One of the services provided is managing travel management services for events. The need of events is coming from numbers of institution and the nature are seasoning, while anticipating risk of workload balancing UNDP is looking for part-time support consultant to manage the request during high seasons. The support consultant is expected to be able to provide excellent support under tight deadline. Individual Contract for Framework Agreement (Long Term Agreement) will be established for the accomplishment of the duties and engagement of the support consultant. The consultant is expecting to send financial proposal in daily rate. For every event the consultant will be asked for the availability and number of days required to perform the task. Assignment to perform the task will be given upon receiving UNDP Purchase Order.

UNDP at its own discretion showed interest to enter into a non-binding Framework/Long Term Agreement (LTA) as a result of this Individual Contract process under the following conditions:

- a) The supplier/contractor shall provide the types of services quoted
- b) UNDP does not warrant that any quantity of Services will be purchased during the term of this arrangement.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant is expected to provide Travel Management Services including but not limited to air, land and sea travel reservation, ticketing, hotel reservations, allowance calculation, submitting the request using UNDP applicable tools in supporting the event. **Under the direct supervision of the Administrative Associate, the consultant will:**

1. The consultant shall provide support and equipment, and services necessary to support meeting as defined herein.

Travel reservation

- (a) The consultant will comply with all aspects of the UN’s travel policy as defined at the following link: <https://info.undp.org/global/popp/hrm/Pages/duty.aspx> when arranging travel for participant to attend the meeting.
- (b) The consultant will liaise with LTA travel agent to book all reservations for Official Travel at the lowest fares and rates that are consistent within the entitlement of the applicable travel policy including negotiated rates, with UN’s preferred suppliers.
- (c) The consultant will verify all itinerary data, class service and airfare amounts prior to releasing travel documents to the participants.

Hotel reservation

Assist with booking hotels (local and Int’l /overseas) and conference facilities within Indonesia. Assist, as and when required reservation of car, minivan and bus rentals at established and proven competitive rates. The consultant will support the searching and evaluation of potential supplier to be used.

System reservation

The consultant will be given access to ATLAS system. The system will be used to update traveler profile, vendor profile and requesting draft of travel approval.

Expected Outputs and deliverables

All documents must be submitted in English and Bahasa.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Percentage
Submission of final report on the event.	Depend on the size of the event	2 days after the event	100%

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will perform its work under the supervision and report directly to the Administration Associate, UNDP Indonesia.

Duration of the Work

120 working days, starting 01 November 2019 – 31 December 2020

Duty Station

The consultant will be homebased during his/her consultancy. No requirement to attend daily to the office, however to be available for meeting requests by the supervisor.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic and Work Qualifications:

- Bachelor's degree in any discipline.
- Minimum 2 years experiences working as supporting function.

Competencies and special skills requirement:

- Demonstrated ability to work with persons of different ethnicity and cultural background.
- Ability to work under pressure.
- Proficient in English and Bahasa languages, spoken and written.
- Ability to operate MS-Office.
- Ability to work in a team.
- Effective planning and organising skills.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation.

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Point</i>
<u><i>Technical</i></u>		<i>100</i>
<i>Criteria A: qualification requirements as per TOR:</i>	<i>70</i>	<i>70</i>
1. Bachelor's degree		<i>40</i>
2. Minimum 2 years experiences working as supporting function.		<i>30</i>
<i>Criteria B: Financial Score</i>	<i>30</i>	<i>30</i>