

TERMS OF REFERENCE

PROGRAMME AND OPERATIONS CONSULTANT

Application Type :	External Vacancy
Job Title :	Programme and Operations Consultant
Category :	Environment and Energy
Application Deadline :	29 November 2013
Duty Station :	New York
Type of Contract :	Individual Contract
Languages Required :	English
Starting Date :	1 December 2013
Expected Duration of Assignment :	Up to 11 Months
<p>General Background and Organizational Context</p> <p>UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.</p> <p>Under the guidance and direct supervision of the Operations Specialist, the Programme and Operations Consultant will provide support staff to the Operations team. The Programme Associate works in close collaboration with the operations, programme and projects' staff in the CO and UNDP HQs as required for resolving complex finance-related issues and exchange of information, promoting a client-focused, quality and results-oriented approach within UNDP rules and regulations.</p>	
<p>Expected Outputs and Deliverables:</p> <p>Provides effective support to management of the EEG projects focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> • Research and collate information regarding EEG projects in the determination of unutilized funds, operational and financial closure of a project • Reconcile Atlas data at the project level and financial statements level including but not limited to expenditures, income and other transactions • Extract expenditures reports at project level from GLJFRS records, IMIS, PFMS, FINEX, UNEX and Atlas, coordinate with OFA colleagues and Country Offices to verify expenditures • Provision of guidance to the executing agencies on routine implementation of projects. • Creation of General Ledger Journal Entries (GLJE) when necessary • Presentation of information for audit of DEX/NEX projects, supports implementation of audit recommendations <p>Provides administrative support to the Programme Unit focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Review of DEX/NEX projects Financial Reports • Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed; transactions are correctly recorded and posted in Atlas • Follow-up with partners on outstanding contributions and coordinate with Treasury on funds application • Maintain and advise staff in the correct use of budget chart-fields, monitor chart-fields provided to country offices. • Preparation of Travel requests, checklists and Expense reports in ATLAS. • Conduct periodic review of financial exception/errors and liaise closely with budget owners to resolve issues and take appropriate corrective action. 	

Support on human resources, equipment and facilities focusing on achievement of the following results:

- Monitor current consultancies and
- Forecasts needs in the office in relation to office supplies, office equipment etc.
- Provide logistics support, ensuring that office rent is allocated and paid on time and personal telephone charges are recovered from staff.
- Provide support on the management of EEG's assets.

Competencies:

Functional Competencies:

- Good knowledge of Atlas and UNDP Finance and Accounting structure
- IT knowledge, specifically of MS Office applications such as Excel and Access
- Familiarity with web based data management system, specifically, knowledge of Atlas desirable
- Familiarity with UNDP rules and procedures as outlined in the UNDP Programme and Operations Policy and Procedures (POPP).
- Excellent organizational skills;
- Strong interpersonal and communication skills;
- Proven ability to deliver reliably within tight timelines;
- Proven ability to work independently with little supervision and responsiveness during New York working hours;
- Consistently approaches work with a positive, constructive attitude;
- Demonstrates integrity in dealing with highly sensitive information.

Corporate Competencies:

- Demonstrates integrity by modeling 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Qualifications:

Education:

- Bachelor's degree in Business, Public Administration, or Human Resources

Work experience:

- Minimum Five (5) years of relevant experience on UNDP Programme and Operations issues;
- Excellent understanding of UNDP Programme and Operational Policies;
- Experience in working with country offices on operations related transactions ;
- Proven working experience in diverse cultural working scenarios comprising different cultural and professional backgrounds.

Languages:

- Excellent knowledge of English is essential.

Duration of Work:

Short-term period of initially 4 months, with the possibility of extension of up to 11 Months from 1 December 2013 – 30 October 2014 (5 days a week observing the UN New York work hours and holiday schedule)

Scope of Price Proposal and Schedule of Payments:
<ul style="list-style-type: none"> • Financial proposals must be all inclusive and must be expressed on the basis of a daily fee¹ in USD; • Payments will be made based on the agreed upon daily rate and released upon submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor;
Criteria for Selection of Best Offer:
<p>The selection will be based on a combined Scoring method – where the qualifications will be weighted 70% (including writing sample) and combined with the price offer which will be weighted 30%. The 70% rating will be based on how well the applicant meets the minimum qualifications/competencies described above.</p> <p>The Technical evaluation will be based on the following criteria with the corresponding points (out of a total of 100 points)</p> <ul style="list-style-type: none"> • Relevance of Education/Degree (10 pts.) • Years of Relevant Experience (20 pts.) • Experience with partner organizations and UNDP Finance and Operations (40 pts.) • Adequacy of Competencies for the Assignment (30 pts.)
Application Instructions:
<p>Applicants should submit the following documents in reply to invitation to bid in order to be considered for this position:</p> <ul style="list-style-type: none"> a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP; b) Personal History Form (P11), 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;

¹ The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal