



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 March 2015

Country: Suriname

Description of the assignment: International Consultant – HACT common operational guideline for UN Suriname

Project name: HACT common operational guideline for UN Suriname

Period of assignment/services (if applicable): 12 working days - in the period 15 April – 15 May 2015 (non-consecutive), with at least 05 working days in Suriname.

The applicant is requested to submit a financial proposal (quotation) accompanied by a resume (CV) and P11 history form to the following email address registry.sr@undp.org no later than **18 March 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The Procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Terms of Reference for technical support for the HACT implementation in Suriname

Background

The UN system in Suriname supports development operations in the country through the activities of UN system agencies both resident and non-resident. The current UN Development Assistance Framework (UNDAF) in Suriname regards the period 2012 – 2016.

As a result of the UN General Assembly Resolution 56/201 on the triennial policy review of operational activities for development of the United Nations system, UNDP, UNICEF, UNFPA and WFP (UNDG ExCom Agencies) adopted a common operational framework for transferring cash to government and non-government Implementing Partners, the Harmonized Approach to Cash Transfers (HACT). Its implementation will significantly reduce transaction costs and lessen the burden that the multiplicity of UN procedures and rules creates for its partners. Implementing Partners will use common forms and procedures for requesting cash and reporting on its utilization. Agencies will adopt a risk management approach and select specific procedures for transferring funds on the basis of the joint assessment of the financial management capacity of Implementing Partners. They will also agree on and coordinate activities to maintain assurance over the utilization of the provided funds. Such jointly conducted assessments and

assurance activities will further contribute to the reduction of costs. The harmonized approach allows efforts to focus more on strengthening national capacities for management and accountability, with a view to gradually shift to utilizing national systems. It will also help Agencies shape their capacity development interventions and provide support to IPs in building knowledge on the cash transfer modality. Among the agencies present in Suriname some level of implementation of HACT has already taking place, mostly on the basis of agency specific instruction and or insight.

In accordance with the Suriname UNDAF 2012 – 2016, the UN is required to conduct new micro assessments of the implementing partners. At this stage, these assessments have been completed. Based on the micro assessments, the full and UN-wide uniform implementation of the HACT needs to take place. For the effective and efficient uniform full implementation of the HACT, technical and administrative support to draft a Common Operational Guideline is needed.

Objective

The objective of this consultancy is: To develop a Common Operational Guideline for the full HACT implementation in Suriname.

Activities

1. Review per agency (UNICEF, UNDP, UNFPA) and prepare an overall assessment report capturing the current status of implementation; procedures and processes used; challenges currently experienced and those that may have an impact on the adaptation and implementation of full HACT; and best practices, with emphasis on
 - i. Cash Transfers (Direct Cash Transfers, Reimbursements & Direct Payments)
 - ii. Procurement of goods and services (Contracts/Consultancies)
 - iii. National & International travel
 - iv. Assurance activities
2. Draft a HACT Common Operational Guideline on the basis of the findings of the Assessment; the UN Corporate Guidelines on HACT, and Micro Assessment report
3. Facilitate UN internal workshops to develop the Common Operational Guideline for implementation of HACT in Suriname
4. Formulation of the UN and Government staff capacity development strategy and plans in relation to HACT, focusing on common unambiguous understanding of HACT processes and proper use the FACE form.

Deliverables

1. Assessment report
2. HACT Common Operational Guideline for UN Suriname
3. HACT capacity development strategy and plan

Qualifications of the Candidate

- An advanced university degree (Master's) in Accounting, Business Administration, Financial Management, Economics, International Development or a directly-related technical field(s) is required. A valid professional certification (CA; CPA; etc.) from an accredited chartered accountancy institution, in conjunction with a relevant first-level (Bachelor's) university degree in a directly-related technical field (as identified above), may be taken in lieu of an advanced university degree.

- A minimum of five (5) years of relevant experience, at the national and international levels, in Operations Management, Financial Management, Audit Management, Risk Management and/or Programme Management; with hands on experience in planning, undertaking and reporting on financial management assurance activities related to HACT and/or similar grant management oversight systems used by donor and funding agencies is required.
- Prior knowledge and experience in implementing and monitoring HACT is required.
- Previous experience in training professionals in the context of HACT is considered highly desirable.
- Previous hands on experience in a supervisory/managerial capacity is desirable.

Duration of the consultancy

This short term consultancy is expected to take 12 working days, with at least 5 working days in Suriname.

Management

The HACT working group will guide the process at the design, implementation and reporting stages and regularly report back to the UNCT on progress through the office of the RC.