

**IC Procurement Notice**  
**Consultancy – Administrative Support Consultant, BMS/OFRM**

Date: September 23, 2016

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| <b>Location:</b>                        | <b>Office Based, UNDP HQ, New York</b>                 |
| <b>Application deadline:</b>            | <b>October 7<sup>th</sup>, 2016</b>                    |
| <b>Type of contract:</b>                | <b>Individual Contract</b>                             |
| <b>Post level:</b>                      | <b>National Consultant</b>                             |
| <b>Languages required:</b>              | <b>English</b>   |
| <b>Expected start date:</b>             | <b>November 2016</b>                                   |
| <b>Expected Duration of Assignment:</b> | <b>12 months</b>                                       |
| <b>Requesting Unit:</b>                 | <b>UNDP, Bureau for Management Services (BMS)/OFRM</b> |

**Objective:**

The purpose of this procurement exercise is to contract an individual consultant to provide administrative and secretarial support for the Deputy Chief Financial Officer and the unit.

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**1. Background**

To meet its current demands and business necessity, the Office of Financial Resources and more specifically the Office of the Deputy Chief Finance Officer (D/CFO) are in need of assistance to provide quality and value-added secretarial and administrative/office support, at the highest level.

**2. Duties and responsibilities**

Under the direct supervision of the Deputy Chief Finance Officer (D/CFO) the consultant is to provide administrative and secretarial support for the D/CFO and the unit.

The consultant will perform administrative support activities and on small special projects as may be required within the Unit.

The consultant will support the response of telephone queries and will assemble highly confidential and sensitive information as required by the D/CFO.

The consultant will deal with a diverse group of important external callers as well as internal contacts at all levels.

The Consultant will be required to perform the following support activities:

- a) Acts as liaison between the external Accountancy and Finance Testing Firm, EPSI, Country Offices and HQ staff to facilitate smooth scheduling of the UNDP Accountancy and Finance Test (UNDP/AFT), as well as the Advanced Accountancy and Finance Test (UNDP/AAFT), providing advice as necessary;

- b) Oversees the AFT functioning by the external vendor EPSI to ensure compliance with the OFRM procedures and policies of the AFT and AAFT;
- c) Responds to telephone and email AFT and AAFT queries from Country Offices and HQ staff on scheduling and smooth functioning of the AFT or AAFT, advising as necessary;
- d) Responds to email queries on the Finance Training and Certification Programme (FTCP), an aspect of which inter-relates with the UNDP AFT/AAFT;
- e) The consultant must be able to work independently and must be responsible for accuracy and clarity of information provided to both UNDP COs and HQ staff, especially on the UNDP Accountancy and Finance Test, as well as the Advanced Test and including on the Finance Training and Certification Programme, which is critical in maintaining steady and satisfied clientele.
- f) The consultant is to review/verify accounting certificates as submitted by country offices and HQ HR focal points, to ensure 'exemption from AFT' eligibility, prior to presenting to D/CFO for **exemption sign-off** from UNDP AFT/AAFT.
- g) Provide secretarial support and follow up on daily activities; schedule appointments and meetings as required and receive visitors;
- h) Make travel arrangements for Deputy CFO;
- i) Render timely and high-quality communications support with full confidentiality, having a broad understanding and ability to implement protocol procedures;
- j) Ability to use applicable office systems to meet work needs for effective functioning of the Office of D/CFO, including safe-keeping of confidential materials as required;
- k) Render support to UNDP staff on recruitment processes as may be required;

**Expected outputs and deliverables:**

The consultant will prepare quarterly activity reports on the progress of the activities executed above.

### 3. Competencies

***Competencies***

- Ability to manage multiple conflicting priorities without loss of composure
- Effectively manage the workspace
- Personal Effectiveness/Credibility
- Thoroughness
- Collaboration Skills
- Communication Proficiency
- Flexibility
- Eye for detail

#### 4. Required Skills and Experience

##### Academic qualifications:

- Completed Secondary Education, preferably supplemented by administration and/or specialized secretarial studies

##### Years of experience:

- 5 years of progressively responsible secretarial, administrative, operational experience is required at the international level.
- At least 3 years of high level executive assistance experience
- Experience in the usage of office equipment and office software packages (MS Word, Excel, etc.) and in handling of web-based management systems.
- Experience with UN is considered an asset.

##### Language:

- Fluency in English
- Proven and tested knowledge of another UN language is an asset.

##### **Application Procedure**

The application package containing the following **(to be uploaded as one file)**:

- Online application with brief description of why the Offer considers her/himself the most suitable for the assignment; and
- Personal CV or P11, indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references.

**Note: The above documents need to be scanned in one file and uploaded to the online application as one document.**

Shortlisted candidates (**ONLY**) will be requested to submit a **Financial Proposal**.

- The financial proposal should specify an all-inclusive daily fee (based on a 7 hour working day - lunch time is not included - and estimated 21.75 days per month).
- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: the daily professional fee; cost of travel from the home base to the duty station and vice versa, where required; living allowances at the duty station; communications, utilities and consumables; life, health and any other insurance; risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable; and any other relevant expenses related to the performance of services under the contract.
- In the case of unforeseeable travel requested by UNDP, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed. In general, UNDP should not accept travel costs exceeding

those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

- If the Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under a Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

The Financial Proposal is to be emailed as per the instruction in the separate email that will be sent to shortlisted candidates.

### **Evaluation process**

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being 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 where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%.

Mandatory requirements:

- Secondary education;
- 5 years of progressively responsible secretarial, administrative, operational experience is required at the international level
- Fluency in English

### **Technical evaluation - Total 70% (700 points):**

| <i><b>Criteria</b></i>  | <i><b>Weight</b></i> | <i><b>Max. Point</b></i> |
|---|----------------------|--------------------------|
| <b><u>Technical</u></b>   |                      |                          |
| 5 years of progressively responsible secretarial, administrative, operational experience is required at the national or international level. 6 years = 100 points. 50 points per additional year. | 70%                  | 200                      |
| At least 3 years of high level executive assistance experience.   |                      | 200                      |
| Experience in the usage of office equipment and office software packages (MS Word, Excel, etc.) and in handling of web-based management systems.  |                      | 200                      |
| Experience with UN is considered an asset.  |                      | 100                      |
| <b><u>Financial</u></b>   |                      |                          |

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| (Lowest offer / Offer evaluated) x 300  | 30% | 300 |
| <b><i>Total Score = [(Technical Score/700) x 70] + [(Financial Score/300) x 30]</i></b>   |     |     |
| <p>Candidates obtaining a minimum of 70% (490 points) of the maximum obtainable points for the technical criteria (700 points) shall be considered for the financial evaluation.</p> <p><b>Financial evaluation - Total 30% (300 points)</b></p> <p>The following formula will be used to evaluate financial proposal:</p> <p><math>p = y (\mu/z)</math>, where</p> <p>p = points for the financial proposal being evaluated</p> <p>y = maximum number of points for the financial proposal</p> <p><math>\mu</math> = price of the lowest priced proposal</p> <p>z = price of the proposal being evaluated</p> <p><b>Contract Award</b></p> <p>Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.</p> <p><b>Institutional arrangement</b></p> <ul style="list-style-type: none"> <li>a) The Contractor will directly report to the Deputy Chief Finance Officer on all matters</li> <li>b) The Contractor will work with other staff in OFRM, BMS, and regional Bureaux, as well as staff from the vendor that provides the AFT/AAFT.</li> <li>c) The Contractor will work on-site, and be provided with office facilities.</li> </ul> <p><b>Payment modality</b></p> <ul style="list-style-type: none"> <li>▪ Payment to the Individual Contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the manager.</li> <li>▪ The work week will be based on 40 hours, i.e. on an 8 hour working day, with core hours being between 9h00 and 18h00 daily.</li> </ul> |     |     |

## **Annexes**

**Annex 1 - UNDP P-11 Form for ICs**

**Annex 2 - IC Contract Template**

**Annex 3 – IC General Terms and Conditions**

**Annex 4 – RLA Template**

Any request for clarification must be sent by email to [cpu.bids@undp.org](mailto:cpu.bids@undp.org)

The UNDP Central Procurement Unit will respond by email and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.