

Individual Consultant

International Consultant(s) Framework Agreement for Job Design and Classification Services, BMS/OHR

Location:	Home-Based
Application deadline:	20/09/2019
Type of contract:	Individual Contract (Framework Agreement)
Post level:	International Consultant
Languages required:	English
Expected start date:	01/12/2019
Duration of initial assignment:	3 years (On-call basis)
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Requesting Unit:	UNDP, BMS/OHR

1. Background

The United Nations Global Centre for Human Resources Services (OneHR) is a network of UN organizations, which provides centralized delivery of select HR services on behalf of participating Organizations of the United Nations Common System and other organizations. OneHR has its central office location in Bonn, Germany with affiliated locations in multiple UN system offices.

2. Objective of the assignment

The purpose of this procurement exercise is to contract individual consultants on Long Term Agreement who will provide job design, classification services and/or organizational design services for ongoing casework managed by OneHR.

3. Duties and responsibilities - Job Design and Classification Services

Under the direct supervision of the Centre Manager for OneHR, the consultants will provide job design, classification services, organizational design and/or auxiliary classification recommendations.

The review will include an evaluation of functional responsibilities, work interrelationships, and organizational congruence, utilizing the [International Civil Service Commission \(ICSC\)](#) classification standards, and UN guidelines for generic job profiles, as follows:

1. The new General Service standard (Master Standard and Grade Descriptors) for classification of General Service position
2. Job classification system (Master Standard and Grade Descriptors) for classification of professional and higher categories positions
3. Guidelines for classifying positions utilizing UN Generic Job Profiles (GJPs)
4. Organizational design based on established standards

Lot 1 Review on-demand post classification and make grading recommendations (for single job description as well as a category of job descriptions)

Detailed definition: Provision of technical advice on position levels, with completed ICSC scoring/ GJP review and issuance of classification recommendation with the Common Classification of Occupational Groups (CCOG code) and functional title

Estimated duration to complete: Grading recommendation received within 24 hours; Maximum case load: **6 cases/day**

Lot 2 On-demand drafting of job descriptions

Detailed definition: Writing tailored job descriptions to ICSC standards / GJP references, based on client needs and sound organization design principles (CCOG code and functional title to be applied).

Estimated duration to complete: 24-48 hours. Maximum case load: **3 cases/day**

Lot 3 Job/Organizational Design

Detailed definition: Developing a hierarchical structure of an organizational unit based on a comprehensive design process.

Estimated duration to complete: Upon request, between 2-3 weeks based on volume.

NOTE:

Lot 1. Total number of estimated cases during the LTA duration (3 years) is **4,650 cases per consultant.**

Lot 2. Total number of estimated cases during the LTA duration (3 years) is **2,300 cases per consultant.**

Lot 3. Total number of estimated days during the LTA duration (3 years) is **12 days per consultant.**

These numbers will be distributed following SOP among LTA holders. Please note that this is an estimate for financial proposal preparation only. It does not constitute a binding quantity/entitlement. The actual number of cases (for Lot 1 and Lot 2) and the actual working days (for Lot3) will be indicated in the Terms of Reference for specific assignments each time there is a call for assignment. Call for assignments will be issued by the OneHR manager in response to the needs of the Centre.

On preparing financial proposals, consultants should estimate their fees per case (Lot 1 and Lot 2) and per day (Lot 3). The consultants may submit a bid for one or more lots.

4. Management and organizational arrangements

- The consultants will be given access to relevant information necessary for execution of the deliverables under this assignment;
- The consultants will work from home with limited mission travel
- The consultants will be responsible for providing their own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;

- Given the global consultations to be undertaken during this assignment, the consultants are expected to be reasonably flexible with their availability for such consultations taking into consideration different time zones;
- The consultants will work under the guidance and direct supervision of OneHR' Manager and will be responsible for the fulfilment of the deliverables as specified above.
- Payments are based upon output, i.e. upon delivery of the services specified above and deliverables accepted and upon certification of satisfactory completion by the One HR's Manager.

5. Duration of the work

The total duration of the Long-Term Agreement will be a maximum three (3) year period.

6. Duty Station

This is remote assignment, no travel to join duty station is envisaged. However, the consultants may need to travel for missions as decided by OneHR.

7. Travel arrangements

The assignment may exceptionally involve mission travels to Bonn, Germany.

- Any necessary travel must be approved in advance by OneHR's Manager
- The consultant is responsible for obtaining any visas and security clearances needed to travel, with the necessary support from OneHR;
- The consultant is also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- All related travel expenses will be supported by OneHR and will be arranged as per UNDP rules and regulations for consultants.

8. Competencies

- Strong written and verbal communication skills in English, with an excellent understanding of structure and form of official UN documentation;
- Skills in client orientation;
- Excellent organizational skills and proven ability to deliver projects within assigned deadlines;
- Excellent interpersonal skills and objectivity;
- Experience working collaboratively in a team structure in a multicultural environment.
- Ability to manage multiple tasks simultaneously
- Sound judgement and decision making

9. Required Skills and Experience

Academic qualifications:

- Advanced University degree in the Social Sciences or Bachelor's degree with two extra years of relevant professional experience. Relevant fields of study and professional work include: Business Administration, Public Administration, Organization Psychology, Psychology, Sociology, Economics, International Relations, Human Resources Management or Organization Development.

Experience:

- At least five years relevant experience in human resources management, administration or related field required.
- At least two years of experience in the field of Organizational Design and Classification required.
- Experience in international organizations/corporation or public administration is desirable.
- Knowledge/experience with ICSC job classification standards for and their application across the UN common system is an asset.

Language:

- Excellent writing, editing, and oral communication skills in English is required;
- Knowledge of official UN languages is desirable, including: French, Arabic, Spanish, Russian and Chinese.

10. Evaluation process

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Only those applicants who meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review and an interview with shortlisted candidates.

Technical evaluation - Total 100 points

- Advanced University degree in the Social Sciences or bachelor's degree with two extra years of relevant professional experience. Relevant fields of study and professional work include: Business Administration, Public Administration, Organization Psychology, Psychology, Sociology, Economics, International Relations, Human Resources Management or Organization Development. (Maximum **10** points).
- At least five years relevant experience in human resources management, management, administration or related field (Maximum **10** points).
- At least 2 years of experience in the field of Organizational Design and classification. (Maximum **20** points).

- Knowledge/experience with ICSC job classification standards, or in globally applicable job classification standards. (Maximum **20** points).
- Interview (Maximum **40** Points). Lots 1 and 2 will entail an evaluation of professionalism, technical awareness and planning and organizing. Lot 3 will entail the evaluation of professionalism, technical awareness and client orientation.

After desk review (first three criteria), candidates scoring a minimum of 42 points out of 60 will be invited for interview. Candidates obtaining a minimum of 70% (70 points out of total 100) between desk review and interview shall be considered for the financial evaluation.

Criteria for the selection of the best offer: Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

11. Application procedure

Interested individual consultants must apply on the e-tendering system: <https://etendering.partneragencies.org> and they should submit the following documents/information to demonstrate their qualification

- **Motivation/Cover Letter:** Brief description of why the Offeror considers her/himself the most suitable for the assignment; The letter should also clearly indicate for which position/lot the offeror is applying
- **Personal CV,** indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of supervisors and at least three professional references.
- **Financial Proposal;** The applicants are instructed to submit their financial proposals in US Dollars for this consultancy, using the financial proposal template “Confirmation of Interest”. The financial proposal should specify for Lot 1 and Lot 2 an all-inclusive fee per case and for Lot 3 an all-inclusive daily fee. The term ‘all-inclusive’ implies that all costs (fee per case / daily rate of professional fees, communications, utilities, consumables, life, health and any other insurance, and any other relevant expenses related to the performance of services under the contract etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.
- In the case of unforeseeable travel requested by OneHR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNV and Individual Consultant, prior to travel and will be reimbursed. In general, UNV should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class they should do so using their own resources.
- If the Offeror is employed by an organization/company/institution, and they expect their employer to charge a management fee in the process of releasing them to UNV 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 UNV.
- The financial proposal (Confirmation of Interest) and the technical proposal files (Motivation Letter, CV) **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “Motivation Letter/CV” or “Financial Proposal”, as appropriate. Each document shall include the Proposers’ name and address. **The file with the “Financial Proposal” must be**

encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

12. Framework Agreement:

UNV on behalf of OneHR plans to enter into the Long-Term Agreement (LTA) with three TOP ranked successful Individual Contractors for each Lot to assure resources availability at the required time frame and/or increased demand for services requested. One same Individual Contractor can be awarded several lots.

Please note that the LTA does not form a financial obligation or commitment from UNV at the time the LTA contract is signed, and that such an agreement is non-exclusive. When a specific need arises, the successful Individual Contractors will be approached and be provided with a specific TOR and deliverables (and time frame) but still within the scope of the responsibilities stated in the LTA. The successful Individual Contractor/s is expected to provide Confirmation of Interest on the specific services required. Financial commitments will only be established each time a Purchase Order for the specific services/TOR for Individual Contractor is committed and based on the agreed LTA Fee per case /Daily Rate Consultancy Fee.

This LTA has a cumulative ceiling amount that may accrue to the individual contractor during the life of the LTA, but said amount shall remain as an upper limit, and must not and cannot be interpreted nor understood as neither a financial commitment nor guarantee of business volume.