



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 Nov. 2019

Country: USA

Description of the assignment: Individual Consultant to support Operations Unit, OAI, UNDP

Period of services: maximum 5 working months for the calendar period from December 2019 – May 2020.

Deadline for application: no later than 9 December 2019.

1. BACKGROUND

The Office of Audit and Investigations (OAI) reports to the Administrator and is responsible for internal audit and investigations services to UNDP and its affiliated entities. OAI provides independent, objective assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls. As part of its assurance work, OAI also supports the annual audit exercise of non-governmental/nationally implemented projects in some 150 countries where UNDP operates and reviews and analyses the resulting audit reports submitted by audit firms and government audit institutions.

OAI has a decentralized organizational structure, with the Directorate, Investigations Section, Headquarters Audit Section and Special Assignments Section located at Headquarters and five Regional Audit Centres (RAC) located in the regions covered by UNDP.

Under the supervision of the Deputy Director (Audit), the Operations Support Unit is responsible for providing operational support to senior management and all functional sections and units based in OAI offices in New York as well as selected operational services to the Regional Audit Centers. The Operations Support Unit is headed by an Operations Manager who is supported by an IT Associate and an Administrative Associate.

The Administrative Associate will be on Maternity Leave from December 2019 to May 2020. The Operations Unit is seeking to hire a consultant to ensure continuity of administrative support and processes pertaining to finance, procurement, human resources and general administrative matters.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Nature of service and Scope of work

Under the guidance and supervision of the Operations Manager, the consultant provides functional support to OAI administrative, procurement, financial and human resources systems.

The Consultant is required to provide support to the Operations Unit which includes the following:

1. Human Resource support:

- Assists the full recruitment process, including reviews the recruitment request, posts vacancy announcement into relevant websites (E-recruit, Linked-In etc.), arranges necessary technical tests and interviews; acts as ex-officio member of recruitment event, communicates with candidates during the recruitment process;
- Takes minutes at interviews and drafts interview report, when required;
- Maintains proper documentation of OAI personnel files (updated P11, Job descriptions and other personnel-related documentation) and ensures safekeeping of confidential materials;
- Updates organigram list, at minimum, on quarterly basis;
- Ensures recording and maintenance of attendance and leave reports. Coordinates the recording of travel and leave schedules of the Directorate's staff and the Chiefs;
- Monitors attendance records for the RACs' Chiefs;
- Assists in G4 visa application and UNLP application for all OAI staff; follows up with OHR and visa desk to ensure timely delivery of G4 and UNLP to the staff;
- Plays focal point in mid and end of year leave balance certification;
- Administers the OAI internship program and maintains interns' files.

2. Financial support:

- Assists in monitoring the OAI budget, a total of 10 Atlas budgetary departments: enters budgets/budget revisions in Atlas; prepares monthly expenditures reports, reviews, as the need arises, expenditure reports, etc.;
- Assists in the preparation of expenditure reports for OAI units;
- Reviews payment requests, entering Requisition/PO/vouchers in Atlas, following up on payment process; informing clients on payment process;
- Administers the OAI corporate card; accurately maintains logbook, prepares report for management's approval; proceed payment for corporate card in timely manner.

3. Procurement support:

- Assists in full procurement process for all OAI units, including reviewing procurement requests to ensure quality of supporting documents; initiates procurement procedure; supports the solicitation process; prepares purchase orders in Atlas; prepares contract; monitors the delivery of goods and services for the Operations Unit;
- Performs a Buyer's role in Atlas;
- Monitor inventory of office stationery/supplies and replenishing on regular basis.

4. Administrative support:

- Prepare Inventory (office stationery) reports;
- Ensure proper documentation: scan and file supporting documents relating to Directorate and documents relating to payments and travel requests processed by other OAI HQ units;
- Provide support to new staff: office name plates, telephone, business cards, building pass.
- Prepare and dispatch mail via couriers – FedEx, DHL (check for process on restricted countries procedure).

5. Performs other tasks as assigned by the Operations Specialist.

For detailed information please refer to Annex1-TOR.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

1. Minimum eligibility requirements:

- Completion of secondary education.
- A minimum of 6 years of relevant experience in office administration.
- Fluency in oral and written English is required.

2. Qualification to be evaluated during CV review:

- First level university degree or higher;
- Working experience in administrative areas;
- Experience in writing reports, meeting documents, briefing notes;
- Experience working with UNDP or the UN System;
- Fluency in English

3. Competencies to be assessed during interview:

Technical and Professionalism:

- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative rules and regulations.
- Ability to apply technical processes or tools such as Advanced Microsoft Office (Outlook, Word, Access, Excel, PowerPoint), electronic working paper software and tracking systems; and advanced database software applications; and ERP PeopleSoft system

Planning and Organizing:

- Ability to plan work; manage conflicting priorities and work under pressure of tight and conflicting deadlines;
- Ability to pay attention to details.

Communication:

- Excellent oral and written communication skills;
- Write and speak clearly, concisely and effectively.

Teamwork:

- Excellent interpersonal skills and ability to establish and maintain effective professional relationships in a multi-cultural environment and respects diversity;
- Positive and constructive attitude.

Client orientation:

- Focus on result for client and responds positively to feedback;
- Meet timeline for delivery of products or services to client.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Cover Letter**-Explaining why you are applying for the position and highlighting any factors that you are particularly relevant to your application;
2. **Completed P11 form or CV**- including past relevant experience and contact details of 3 referees. A blank P11 form is provided in Annex 3.
3. **Financial proposal**- indicating the proposed daily fee rate in US\$ and using the Financial Proposal form provided in Annex 4.

How to apply:

Interested candidates must apply through UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?job_id=88859

All required documents must be uploaded as followings:

1. Upload to UNDP job- site
 - Use the section for the cover letter provided in the UNDP job website;
 - Upload your P11 or CV to UNDP job-site. Please note that UNDP job-site accepts only one uploaded document.
2. Submit financial proposal to the designated email address: oai.bids@undp.org with subject **"Administrative individual consultant"**.

5. FINANCIAL PROPOSAL

The Price Proposal should be fixed and "all-inclusive". This means that all costs (professional fees and other related costs such as communication, insurance, etc., if any) are included in the daily fee.

Payment Terms

Payment will be made upon submission of monthly invoices, specifying the number of working days, which are pre-approved by the Operations Manager.

The service rendered must be assessed as satisfactory by the Operations Manager

6. EVALUATION

Selection of applicants for awarding Long Term Agreement

Individual consultants will be evaluated based on the Cumulative Analysis. The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, i.e. complete and meeting the minimum eligibility requirements, and
- b) Having received the highest score out of pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight: 70%
 - Maximum top 3 candidates who obtained a minimum of 21 out of 30 CV points will be invited for interview.

- Candidates who obtained a minimum of 49 out of 70 technical points (will be considered for the Financial Evaluation).
- Financial Criteria weight: 30%
 - The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

Criteria	Weight	Max. Point
1. <u>Technical</u>	70%	70
1.1 Assessment of CV/TOR against requirement stated in TOR (<i>Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring</i>)	30%	30
• Bachelor's degree or advanced degree in business, , public administration or another relevant field		5
• Minimum 6 years of working experience in administration, programme support services, or related area		5
• Experience in working with UNDP or the UN System		5
• Working knowledge/ experience in providing administrative support/services for UNDP or UN organization		5
• Experience in writing reports, meeting documents, briefing notes.		7
• Working knowledge in data base software applications;		3
1.2 Competency-based interview to measure competencies stated in TOR	40%	40 10 pts/competency (max 4 competencies)
2. <u>Financial (lowest offer/offer*100)</u>		
3. <u>Total Score</u>	Technical score (max. 70) + financial (max.30)	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - P11 FORM

ANNEX 4- FINANCIAL PROPOSAL