

TERMS OF REFERENCE

Local Individual Consultant: Operations Assistant for the UNDP Trinidad and Tobago Country Office

A. Project Description

The UNDP Trinidad and Tobago Country Office (CO) is a multi-country office which manages programmes in Curacao, Aruba, Sint Maarten and Trinidad and Tobago. All programmes are aimed at the attainment of the respective territory's sustainable development goals. In 2020, the Office will be managing a portfolio of projects which is geared to realize an increase in delivery of 100% over the delivery levels attained in 2019. Many of these projects will have significant amounts of procurement, recruitment and financial reporting requirements, which must be executed efficiently and in accordance with agreed rules and regulations, if these projects are to succeed. To facilitate this, the capacity of the Operations team needs to be augmented to ensure effective support to the Programme Unit, the UN Agencies served by the Operations Unit, as well as the achievement of the overall targets and goals set by the country office.

B. Scope of Work

Under the guidance and supervision of the Operations Manager, the Operations Assistant provides support to the office, performing a variety of administrative processes with a focus on the areas of procurement and financial reporting. The Operations Assistant promotes a client, quality and results-oriented approach.

The Operations Assistant works in close collaboration with the Operations, Programme and Project staff in the CO and other UN agencies staff to exchange information and ensure consistent service delivery.

C. Expected Outputs and Deliverables

The Operations Assistant, with guidance from the Operations Team, has the following principal responsibilities and deliverables, as well as other related tasks that the Operations Manager may identify as necessary to the success of the Office in attaining its targeted goals:

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| 1. Ensures effective financial support , focusing on achievement of the following results: |
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<ul style="list-style-type: none"> ❑ Preparation of excel spreadsheets on a weekly basis to reflect all project expenditures recorded in UNDP’s financial system in the designated project currency. ❑ Electronic filing of all supporting documents related to expenditures inputted in excel on a weekly basis ❑ Research and retrieve statistical and quantitative data from internal and external sources; preparation of statistical charts, tables and reports. ❑ Conduct of monthly reconciliations for designated projects of excel spreadsheets and UNDP’s financial system ❑ Provision of substantive inputs to financial donor reports.
<p>2. Provides support to procurement related activities, focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Function as secretary to various committees including procurement and recruitment evaluation committees. ❑ Preparation of technical reports including evaluation reports and other operational reports ❑ Preparation of purchase orders (POs) for travel activities and non-Atlas POs for vendors. ❑ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of reports to internal and external stakeholders ❑ Provision of technical support to all units of the Operations team, with specific focus being placed on programmatic financial reporting to donors and procurement.

D. Institutional Arrangement

- a) The consultant will report to the Operations Manager
- b) All Outputs will be reviewed on a monthly basis. Upon certification by the Operations Manager, payment will be disbursed on a monthly basis.
- c) During the conduct of this support service, the successful applicant will be required to liaise closely with the Operations Unit, Programme Unit, other UN agencies, suppliers and other contractors
- d) The consultant will utilize offices at UNDP Trinidad and Tobago.

E. Duration of the Work

February 2020 to February 2021 (12 months)

F. Qualifications, Experience, Competencies

Education:	University undergraduate Degree in Business, Economics or Management.
Experience:	2 to 3 years of relevant experience in administration or operational services. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in areas of procurement and the preparation of financial reports will be considered an asset, as well as previous experience in working in an international organization.
Competencies	<ul style="list-style-type: none"> • Excellent organizational skills, especially for the preparing financial reports; • Excellent interpersonal/communication skills; • Highly motivated and capable of working independently and meeting tight deadlines
Language Requirements:	Fluency in the oral and written English

G. Evaluation Criteria

Method: Highest total score of weighted desk review and financial criteria: The price proposals of all shortlisted consultants, who have attained a minimum 70% score at the desk review stage, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Desk Review and Financial criteria as follows: 70% Interview criteria, 30% Financial criteria.

Shortlisting Criteria		Maximum points*
1	Relevance of Education/ Degree	20
2	Years of Relevant Experience	30
3	Adequacy of Competencies for the Assignment	15
4	Special Skills/prior experience in:	5
	(i) Procurement	5
	(ii) Financial Reports	5
	(iii) International Organization	5
Total		80

Once candidates have been shortlisted, i.e. they have attained a score of at least 70%, based on the requirements in the Terms of Reference, only then, would their financial proposals be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y$
(μ/z), Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated