

# **TERMS OF REFERENCE**

## **Local Individual Consultant: Facilities Assistant for the UNDP Trinidad and Tobago Country Office**

### **A. Scope of Work**

Under the overall guidance and direct supervision of the UNDP Operations Manager or her designate, the Facilities Assistant undertakes day-to-day activities associated with maintenance of the UN House premises and performs a variety of administrative processes with a focus on the area of facilities management. The Facilities Assistant promotes a client, quality and results-oriented approach.

The Facilities Assistant works in close collaboration with the Operations staff of the UNDP CO and other UN agencies staff to exchange information and ensure consistent service delivery.

### **B. Expected Outputs and Deliverables**

The Facilities Assistant (FA) with guidance from the Operations Manager will be responsible for the overall administration of the UN House facilities and will report to the Operations Manager. The FA will undertake the following key activities:

#### **Liaises with UNDP and other Agencies in the compound related to UN House facilities:**

- Serve as the focal point for UN House facilities management
- Provide assistance on all incoming requests and communicate with property owner (Maritime) during all phases of task;
- Inspect the conditions of the office and accommodation buildings and suggest areas for improvement and coordinate action as necessary
- Liaise with the cleaning service contractor on pest control, garbage collection, and cleaning services;
- Prepare and follow-up on Work Orders for Office and accommodation maintenance and related requests from personnel;
- Act as construction and renovation projects assistant focal point;

#### **Ensures adequate provision of building management services to Agencies located at UN House focusing on achievement of the following results:**

- ☐ Elaborate periodic preventive and/or corrective annual maintenance plan of the facilities, including small reforms required.
- ☐ Identification of problems or potential problems at UN House in all services provided and recommending and applying approved solutions.

- ❑ Supervision of contractors when conducting services at UN House

**Administers specified operational transactions relating to suppliers which provide services to the UN House building:**

- ❑ Obtain quotations from vendors/suppliers when necessary
- ❑ Prepare requisitions and purchase orders as necessary
- ❑ Follow up on timely submission of invoices from suppliers
- ❑ Prepare vouchers for payments to suppliers.
- ❑ Provide any other support services as seen necessary to assist in the efficient operations of the UN Huse building

**C. 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 UNDP, other UN agencies – housed at UN House, suppliers and other contractors
- d) The consultant will utilize offices at UNDP Trinidad and Tobago.

**D. Duration of the Work**

**February 2020 to February 2021 (12 months)**

**E. Qualifications, Experience, Competencies**

Education:	Successful completion of a Secondary School Education. With recognized passes in Mathematics and English Language
Experience:	<ul style="list-style-type: none"> <li>• Minimum of 2 years of progressively responsible administrative experience is required at the national or international level. Experience in facilities management and/or building maintenance will be an asset.</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, Powerpoint etc), experience in handling of web-based management systems and ERP systems, preferably PeopleSoft.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• Excellent organizational skills</li> <li>• Excellent interpersonal/communication skills;</li> </ul>

	<ul style="list-style-type: none"> <li>Highly motivated and capable of working independently and meeting tight deadlines</li> </ul>
Language Requirements:	Fluency in the oral and written English

## F. Evaluation Criteria

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

Shortlisting Criteria		Maximum points*
1	Relevance of Education	10
2	Years of Administrative Experience	20
3	Adequacy of Competencies for the Assignment (see above)	15
4	Special Skills/prior experience in:	10
	(i) Facilities Management/Building Maintenance	10
	(ii) International Organization	10
<b>Total</b>		<b>65</b>

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 they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to 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:  $p = y(\mu/z)$ , Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated