



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 4 February 2020

Country: USA

Description of the assignment: Consultant to the Secretariat of Audit and Evaluation Advisory Committee (AEAC), Office of Audit and Investigations (OAI), UNDP

Period of services: Individual consultant for 2 years.

Deadline for application: No later than 25 February 2020.

Candidates must submit their application to UNDP Job-site below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=90050

1. BACKGROUND

The Administrator established an independent Audit and Evaluation Advisory Committee (AEAC) in June 2006. The terms of reference stipulate that the Associate Administrator will provide the Secretariat to the AEAC. Recognizing OAI's role for this initiative, the then Associate Administrator delegated the Secretariat function to OAI, specifically naming the Chief of OAI's Quality Assurance and Policy Unit (QAPU).

The AEAC currently meets three to four times a year.

OAI needs to engage a suitable skilled and experienced consultant for 2-year period to support OAI in organizing AEAC meetings.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF WORK

Nature of service and Scope of work

Under the direct supervision of the Chief, QAP, the consultant will provide the following administrative and semi-technical support, namely:

- Assist in determining the agenda items for the meeting,
- Draft the schedule for the meeting and pre-meeting briefing sessions,
- Assist in determining the appropriate resource persons and participants,
- Obtain confirmation of attendance for both meeting and pre-meeting briefing sessions,
- Coordinate with QAPU Administrative Associate to ensure that other administrative support being provided by QAPU such as hotel and transport arrangements, obtaining G4 visa and UN ground pass,

- Identify and/or obtain meeting material relevant to the meeting agenda items,
- Preparing the meeting binders; Drop Box and transmit all meeting material to all AEAC members prior to, during, and after the meeting (this includes electronic and/or physical copies, as needed).
- Attend all meeting/briefing sessions and take charge of any additional requirements of the AEAC or meeting participants.
- Create draft minutes of the formal meeting. Create the self-evaluation with the input of the members and client surveys with the input from the meeting participants and directly liaise with the AEAC Chairperson and other members as needed.

Duration

The assignment is for a period of two years from 10 March 2020 to 9 March 2022. The Consultant will be engaged on an “as need basis”. In other words, in preparation for the annual meetings of the AEAC, the Chief of QAPU will determine the number of working days necessary to fulfil OAI’s service needs. In any event, the Consultant is entitled for a maximum 81 working days annually or maximum 162 working days for a two-year period of this TOR.

The contract commences on 10 March 2020 and ends 9 March 2022. As communication with the AEAC may occur outside weekdays or office hours and interaction with UNDP participants may be done virtually, the consultant may perform his/her tasks from home. If he/she is required to be in the office, he/she will be provided a working space and a computer.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

Minimum eligibility requirements:

- Experience in organizing and handling high level meetings.
- At least one year of experience in taking meeting minutes of high-level meetings.
- Fluency in oral and written English is required.

Qualification to be evaluated during CV review:

- Experience in organizing and handling high level meetings.
- Working experience in policies and procedures used in international organizations, preferable the United Nations.
- At least one year of experience in taking meeting minutes of high-level meetings
- Knowledge and experience in communication practices among UNDP Bureaus to ensure smooth coordination and communication with the AEAC.

Competencies to be assessed during interview:

Core Values and Ethics:

- Demonstrates integrity and fairness
- Supports corporate goals
- Complies with UNDP rules, regulations and code of conduct

Relationship Building:

- Builds strong client relationship
- Focuses on client results and impacts
- Anticipates evolving client needs

Task Management Skills:

- Produces timely, quality outputs
- Exercises sound judgment/analysis

Communications:

- Writes clearly and effectively
- Speaks clearly and convincingly
- Listens actively and responds effectively

Terms of payment

Payment will be made upon submission of invoice and approval of deliverables by OAI. Invoice to be submitted shall contain dates, document deliverables for each AEAC meeting. All prices shall be quoted in US Dollars (USD)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates 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?cur_job_id=90050

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 jobsite. Please note that UNDP jobsite accepts only one uploaded document.
 - The long-listed candidates will be asked to submit financial proposal to the designated email address within the given date before the interview date.

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.

The financial proposal submitted by the applicants shall remain in effect for the period of 2 years.

Payment Terms

Payment will be made upon submission of invoice and approval of deliverables by OAI. Invoice to be submitted shall contain dates, document deliverables for each AEAC meeting. All prices shall be quoted in US Dollars (USD)

The service rendered must be assessed as satisfactory by the Chief of the Quality Assurance and Policy Unit.

6. EVALUATION

Selection of applicants

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.

1. Technical assessment weight: 70 points (70%):

CV assessment: weighting of 30 points

Candidate must obtain a minimum of 20 out of total CV 30 points to be invited to take a written test

Written test: weighting of 20 points: Candidate must obtain a minimum of 14 out of total 20 points to be invited to interview

Interview: weighting of 20 points: Maximum top 4 candidates who obtained a minimum of 35 out of 50 points for CV and written test will be invited to interview.

Candidates must obtain minimum 49 out of total 70 points of technical assessments (CV , written test and interview) to be technically qualified and considered for the Financial Evaluation.

2. Financial Criteria weight: 30 point (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 (Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring)	30%	30
<ul style="list-style-type: none">• Experience in organizing and handling high level meetings		10
<ul style="list-style-type: none">• Working experience in taking meeting minutes of high-level meetings.		7

<ul style="list-style-type: none"> Working experience in policies and procedures used in international organizations, preferable the United Nations 		7
<ul style="list-style-type: none"> Working knowledge/ experience in communication among UNDP Bureaus in order to ensure smooth coordination and communication with UNDP offices for AEAC. 		6
1.2. <i>Written test to measure writing and communication skills as stated in TOR</i>	20%	20
1.3 <i>Competency-based interview and written test to measure competencies stated in TOR</i>	20%	20 (3competencies)
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