

TERMS OF REFERENCE

Reference	PN/FJ/029/20
Location	UN RC Office, Suva, Fiji
Application deadline	22 nd March 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Finance and Administrative Support
Languages required:	English
Duration of Initial Contract:	6 months (between April to September)

BACKGROUND

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN's programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the RC Office (RCO), and is based in Suva (Fiji). The RC oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilisation and fund management; and general UNCT oversight and coordination. The Multi-Country RCO is strengthening its capacity in order to fulfill these functions across the Pacific Island Countries.

Under the overall guidance and supervision of the RCO Team Leader, the Finance & Administrative consultant will provide administrative and finance support services to the RCO ensuring high quality, accuracy and consistency of work. The Finance & Administrative consultant will work in close collaboration with the UNDP Operations team and other UN Agencies, as well as other entities as required. The position supports all team members of the Multi-Country RCO in Fiji.

DUTIES AND RESPONSIBILITIES

Scope of Work

Provide administrative and financial support in implementing RCO activities focusing on Operations and Management coordination and achievement of the following results:

1. Administration:

- Provide secretariat, administrative, logistics support to activities, seminars, meetings, conferences and regular activities of the office including the preparation of meeting summary reports to UNRCO
- Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff, national representatives, consultants and others; including travel plans, e-travel requests and security clearances.
- Act as UNRCO focal point for all arrangements relating to the renting and management of premises

2. Finance and Payment:

- Assist with the preparation of budgets for the operation of the UNRCO
- Monitor budgets and continuously maintain up-to-date financial records for the account of the UNRCO
- Prepare purchase order and service requests ensuring correct objects of expenditure and availability of funds.
- Inspect goods and services provided by selected vendors and ensure payment of bills for one-off and recurrent expenses (rent, communication, office consumables, etc.).

3. Procurement:

- Prepare and regularly update the Procurement Plan for UNRCO
- Initiate procurement, replenishment and maintenance of office equipment and supplies and prepare and maintain an inventory of office property, furniture and equipment for UNRCO

Expected Outputs and Deliverables

- Ensure all administrative and finance tasks are completed in a timely manner as assigned on a monthly basis.

Institutional Arrangement

The individual is expected to report directly to the RCO Team Leader.

Duration of the Work

- The assignment will be carried out for **six months** for approximately 130 days with the expected start date on 1-Apr-20 and ends 30-Sept-20. The individual will be required to work during the normal RCO working hours from Monday to Friday and as required.

Duty Station

- The individual is expected to be based in the RC Suva office for the **six months** to have access to all forms of communications and to ensure smooth planning and implementation of tasks

COMPETENCIES

- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE**Educational Qualifications:**

- Minimum Diploma in Management, Administration or Accounting
- Additional courses in relevant field is an advantage

Experience

- Minimum of 5 years work experience in administration, finance and logistics required
- Project support within the development sector an advantage.
- Experience with UN entities an advantage

Language requirements and Computer skills

- Fluency of English language is required
- Proven experience in the use of office IT applications, incl. MS Office packages;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Monthly Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done on a monthly basis upon completion of the deliverables/outputs as assigned.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative **analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1: Educational Qualifications: 20 points

- Minimum Diploma in Management, Administration or Accounting: 15 points
- Additional courses in relevant field: 5 points

Criteria 2: Work experience: 40 points

- Minimum of 5 years work experience in admin, finance and logistics: 25 points
- Project support within the development sector preferred: 5 points
- Experience with UN entities: 10 points

Criteria 3: Language requirements and Computer skills: 10 points

- Fluency of English language: 5
- Proven experience in the use of office IT applications, incl. MS Office packages: 5

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates may be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional referee's email and phone contacts.
- **Financial proposal in FJD**, as per template provided in Annex II.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Finance and Administrative Support**) with reference (**PN/FJ/029/20**) and submitted via email on **etenderbox.pacific@undp.org** by **11pm 22nd March 2020 – Fiji time**.
- For further information concerning this, please contact UNDP Pacific Office by email: procurement.fj@undp.org

Women applicants are encouraged to apply