

TERMS OF REFERENCE

Reference	PN/FJI/045/20
Location	UN RC Office, Suva, Fiji
Application deadline	8 th May 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Administrative and Human Resource Support
Languages required:	English
Duration of Initial Contract:	8 months (Between 13 th May 2020- 31 st Dec 2020)

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 mobilization 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 HR consultant will provide administrative and HR services to the RCO ensuring high quality, accuracy and consistency of work. The HR 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 HR support in implementing RCO activities focusing on Operations and Management coordination and achievement of the following results:

Expected Outputs and Deliverables

Ensures implementation of HR strategies focusing on achievement of the following results:

- Full compliance of HR processes and records with UN/UNDP rules, regulations, policies and strategies.

Implements HR services focusing on achievement of the following results:

- Assist with the recruitment of staff and consultants, including the preparation and submission of TORs, Job Descriptions, and Contracts. Assist with monitoring and follow-up of contracts and amendments, as well as payment documents.
- Preparation compiling matrixes, performing functions of Secretary in interview panels.
- Work with UNDP HR in creation of positions in Atlas, association of positions to chart fields (COAs), update of COA information, setting up vendor performing the functions of Admin.HR, Position Administrator and Absence Processor in Atlas. Preparation of contracts (FTA, TA & SC).
- Maintenance of the RCO staffing list
- Maintenance of proper filing system for HR records and documents on UNRCO Shared Drive
- Monitor staff attendance and leave balance and prepare relevant statistical data/charts
- Provide Support to all on-boarding UNRCO staffs

Supports knowledge building and knowledge sharing in the RCO focusing on achievement of the following results:

- Participation in the trainings for the operations/projects staff on HR.
- Contribution to knowledge networks and communities
- Any other HR matters requested by UNRCO

Institutional Arrangement

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

Duration of the Work

- The assignment will be carried out for **eight months** with the expected start date on **13th May 2020 and ends 31st December 2020.**

Duty Station

- The Consultant is expected to be based in the RC office for the **eight 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:

- Degree in HR, Economics, Management, Administration or Accounting.
- Additional courses in relevant field is an advantage

Experience

- Minimum of 5 years work experience in admin, 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 the **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 and as per below:

- Deliverable 1: Report outlining the tasks undertaken in May.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 2: Report outlining the tasks undertaken in June.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 3: Report outlining the tasks undertaken in July.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 4: Report outlining the tasks undertaken in August.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 5: Report outlining the tasks undertaken in September.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 6: Report outlining the tasks undertaken in October.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.

- Deliverable 7: Report outlining the tasks undertaken in November.
- Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and HR work assigned.
- Deliverable 8: Report outlining the tasks undertaken in December.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration and financial work 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

- Degree in HR, Economics, 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.

Shortlisted candidates shall 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. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, 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 references.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Fijian Dollars (FJD).

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 (**Administrative and Human Resource Support**) with reference **[PN/FJI/045/20]** and submitted via **UN Job shop** by **8th May 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office via email: procurement.fj@undp.org.

Women applicants are encouraged to apply