



Terms of Reference (TOR) for Programme Administrative Assistant (IC)



Reference	PN/FJI/50/20
Location	Suva, Fiji
Type of Contract	Individual Contractor (IC)
Post Level	National Consultant
Title	Administrative Assistant (DRM)
Languages required:	English
Duration of Contract:	8 months (till 31 December 2020)

BACKGROUND

The Disaster Resilience in the Pacific (RESPAC) is a 3-year project funded by the Government of Russia that commenced in mid-2016 and expected to be completed by 2019, however was granted a full one year extension till December 2020. With the overall objective of improving capacity of 14 Pacific Small Islands States (P-SIDs) in the area of climate change adaptation (CCA) and disaster risk reduction+mitigation (DRR&M), the RESPAC project has 3 main components: **i)** Strengthened early warning systems and climate monitoring capacity in selected PICS; **ii)** Preparedness and planning mechanisms and tools to manage disaster recovery processes strengthened at regional, national and local level; and **iii)** Increased use of financial instruments to manage and share disaster related risk and fund post disaster recovery efforts.

Within the UNDP Pacific Office, the RESPAC project is set up as an “**umbrella project**” which is simply to say that within its core focus areas of climate mitigation and disaster preparedness, RESPAC is a parent or primary project to several other smaller projects; some of whom are funded by UNDP resources or by other external donors.

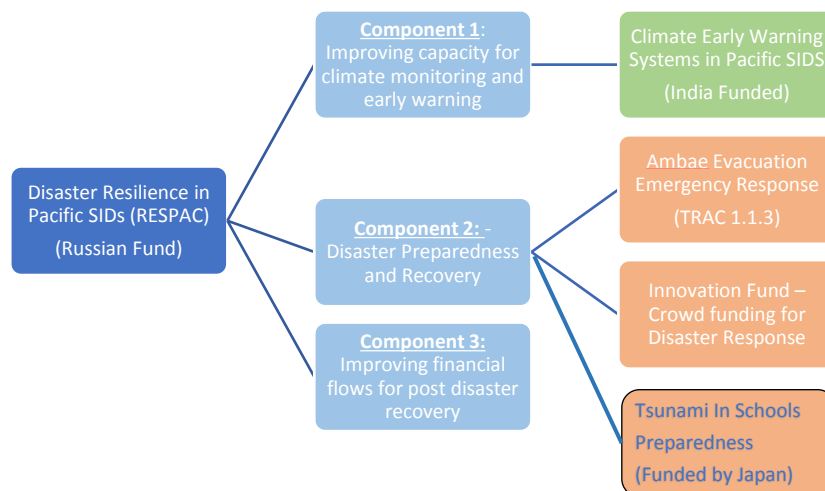
These projects are closely linked with the original 3 components of the RESPAC.

Refer Figure 1.

The primary focus under RESPAC Component 1 is to improve capacities for

Climate Early Warning at both national and regional levels. Early warning is an integral part of disaster risk reduction and helps in preventing loss of life as well as reducing the material and economic impact of a disaster. The importance of early warning is manifested through the timely provision of disaster risk information, allowing guidance on how to act upon warnings, ensuring a constant state of preparedness. According to the UNISDR terminology (UNISDR, 2009), an Early Warning System (EWS) is “the set of capacities needed to generate and disseminate timely and meaningful warning

Figure 1: RESPAC and Associated Projects under its umbrella





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information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss". An effective EWS is comprised of risk knowledge, monitoring and warning service, dissemination and response capacity. Timely warning regarding climate-related hazards is extremely important, making the provision of meteorological and climate services a key component for DRR. The RESPAC team works primarily with National Meteorology and Hydrology Services (NMHS). On the meteorological side, the RESPAC team supports the Meteorology Offices in the Region and works with the Secretariat of the Pacific Regional Environment Programme and the Pacific Meteorological Council (PMC) including the University of the South Pacific. On the Hydrological side, through funding from the Indian Government, which has provided a grant of USD1million, RESPAC is supporting South-South Cooperation and strengthening Climate & Hydrology Early Warning systems in seven selected PICs. This sub-project aims to enhance Pacific Island's adaptive capacities for disaster preparedness response and recovery with a specific focus on hydrology and access to clean and drinkable water whilst building hydrological capacity.

In the Pacific, one of its major development challenges lies with the ineffective disaster preparedness, response and recovery due to its geographical vulnerability to the frequency climate related disasters. In this vein, RESPAC Component 2 has stepped in to provide support to Government and Disaster Management Officers to effectively prepare for disasters and to work collaboratively with NMHS to anticipate and take response actions particularly for Climate and Hydrology related disasters such as Tropical Cyclones, Heavy Rainfall leading to flooding and dry weather spells that precede the onset of drought. NDMOs also need to coordinate for geographical and seismology related disasters particularly the undersea earthquakes that generate tsunami wave and therefore threaten the coastlines of many small Pacific Island states and the people residing there. UNDP's approach has been supporting pre disaster preparedness through supporting the UNOCHA led Country Preparedness Packages. In post disaster situations, UNDP has supported early recovery efforts through Post Disaster Needs Assessment (PDNA) and preparing Disaster Recovery Frameworks (DRF).

The current situation with the CORVID-19 pandemic has also shed new light on the role of Disaster Managers as the control of the virus infections cannot simply be interpreted as a medical or health responsibility but to deter and to halt its spread, a collective national effort including the entire population, the Government, NGOs and the donor agencies. The onset of the virus also heralded a new era in global pandemics where threats to humanity from a disaster management perspective is not only through the natural formation of disasters but also man-made environmental related threats such as the CORVID-19 situation exposed.

Under Component 3, UNDP through its sister agency UNCDF and with funding from RESPAC Component 3 funding has allowed low income Pacific Islanders particularly in Fiji to access affordable bundled insurance to help medical and funeral expenses. In terms of innovative financing to support disaster needs, UNDP through RESPAC also rolled out the Pacific Early Recovery Fund to allow affected population access critical funding to repair and operationalize public infrastructure affected by the disaster. A project in Vanuatu following the Ambae Island volcano eruptions is now in place supporting affected populations to rehabilitate their lives on the island of Santo.



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DUTIES AND RESPONSIBILITIES

Scope of Work

The Individual Consultant is required to support the Associate Project Manager for Component 2 under RESPAC to fulfill the tasks particularly those related to accelerating delivery and meeting the obligations made to the Government of Russia (as the principal donor) and partners in the recently completed 5th Project Board Meeting. The level of support is hereby summarized into 3 major outputs and then further refined in terms of expected deliverables under each output:

1. Support to strengthening CORVID-19 response as recognition of the call made by the National Disaster Managers to strengthen regional solidarity and support for CORVID-19 response in the Pacific Region.
2. Support in terms of ATLAS related entry particularly for the Travel and Expense Module, Accounts Payable Module (using the GSSU portal) and the E-Procurement Module.
3. Strengthen financial capacity of RESPAC staff to respond to ad hoc requests particularly in light of the upcoming office audit and provide other necessary advice on finance and budgetary issues.
4. Any other support or tasks as directed by the Associate Manager or the RESPAC Project Manager in fulfilment of the Annual Workplan under the RESPAC 2020 AWP.

Expected Outputs and Deliverables

Expected Outputs	Activities	Deliverables	Delivery Date	Review/Certify deliverable
1. Support to strengthening CORVID-19 response as recognition of the call made by the National Disaster Managers to strengthen regional solidarity and support for CORVID-19 response in the Pacific Region.	Support Associate Manager to draft all RFQs and RFPs to procure good and services required for CORVID-19 response and coordinate with procurement office.	# of RFQs and RFP's drafted. # of procurement actions completed within a given timeframe	All RFQs and RFPS completed within a month.	Associate Manager/Procurement Team Leader
	Draft proposals including PERF to support countries access funding to boost their CORVID-19 capacities	PERF proposals drafted and submitted to RESPAC Team for approval.	PERF endorsement obtained within 2 weeks.	Associate Manager/Procurement Team Leader



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	Finalize LOAs for country allocations and submit to IRMU for clearance.	LOA process completed within 1 week of the PERF endorsement.	LOA funds transferred within 4 weeks of submission of proposal.	Associate Manager/Procurement Team Leader
	For direct procurement of goods for countries i.e those without LOAs, discuss with procurement and take appropriate action.	All procurement actions, whether Direct or following e-tendering to be completed within 2 weeks.	Procurement Actions recorded in PROMPT and followed up. 100% successful closure.	Associate Manager/Procurement Team Leader
	Maintain database of supplier and contractors with whom RESPAC have entered contracts for monitoring of deliverables and scheduling of payments	Summarized report of procurement actions presented in weekly RESPAC meeting.	Weekly report presented to RESPAC team.	RESPAC Project Manager
2. Support in terms of ATLAS related entry particularly for the Travel and Expense Module, Accounts Payable Module (using the GSSU portal) and the E-Procurement Module.	Entry of all travelers in the T&E profile including preparation of travel and DSA allowance.	100% of travelers entered in the T&E module and travel processed within a week. Follow up on F10 and settlement of balance within 2 weeks of travel.	All travel entitlements completed within 2 weeks on completion of travel.	Associate Project Manager
	Entry of payment vouchers for all PO and non-related payments.	All vouchers and PO based payments processed within a week upon receipt of	Suppliers and contractors send confirmation within a week upon payment	Associate Project Manager



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		goods and services		
	Entering of purchasing requests through the e-procurement module.	E-Requisition process completed within a day upon request.	Follow up with Procurement on issuance of PO.	Associate Project Manager
3. Strengthen financial capacity of RESPAC staff to respond to ad hoc requests and the upcoming office audit and provide other necessary advice on finance and budgetary issues.	Arrangement of payment records both current and historical and organize manual and electronic filing systems.	Proposal for filing system endorsed by Project Manager	All goods delivered to site within 2 months	Associate Project Manager
	Support RESPAC team and Manager to generate reports particularly on delivery by component and management of OFA advances.	Generate Project Budget Balance Report on weekly basis, and provide summary to team members. Summary on outstanding advances every 2 weeks	Local shipping agents selected and contracted.	Associate Project Manager
	Draft communications to Implementing Partners to follow up on outstanding advances and provide guidance to expedite acquittal.	All new advances to be acquitted within a 6-month time frame.	All outstanding FACE Forms cleared by end of April.	Associate Project Manager
	Follow up on implementing partners to provide list of equipment/assets as per LOA provisions	Asset Roster for RESPAC updated on monthly basis	Asset transfer to Implementing Partners completed by October 2020.	Associate Project Manager
4. Any other support or	Provide support services as	RESPAC Managers	Within a day	RESPAC Project Manager



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tasks as directed by the Associate Manager or the RESPAC Project Manager in fulfilment of the Annual Workplan under the RESPAC 2020 AWP.	requested by RESPAC Project Manager.	request complied with.		
	Draft letters and invites for RESPAC meetings.	Within 2 days upon requests	Submitted for signature within 3 days	Associate Project Manager
	Take minutes and follow up on action items on behalf of the Associate Manager.	Within 3 days	Minutes circulated within	Associate Project Manager

Institutional Arrangement

The RESPAC Associate Project Manager for DRR will directly supervise the IC, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output and work performed over a defined period.

The IC is expected to provide monthly reports of his/her deliverables. In addition, he/she is expected to provide updates during the weekly RESPAC project team meetings. The IC is expected to liaise with the project focal points based in country, i.e., the respective UNDP country focal points, and Government Agencies and update them on the progress of project deliverables and specifically the movement of goods and supplies that are essential to the completion of work under component 1. The RESPAC project team through the Project Manager will provide overall oversight in the management/implementation of the contract as the approving authority and will support the Associate Managers in the evaluation of performance of IC.

There are 10 countries that are allocated specific budgets under RESPAC component 1. The IC will coordinate with UNDP country offices and government counterparts in the implementation of project activities. Budget includes consultancy, travel, workshops and consultations, printing of knowledge management materials.

Duration of the Work

The expected duration of the contract is 8 months. The target start date is May 2020 and the expected completion date is 31 December 2020.

Duty Station

The IC's duty station will be based with the RESPAC project team at the UNDP Pacific Office in Fiji, Level 7, Kadavu House, Suva during the official UNDP working hours. With the current situation revolving around CORVID-19, the consultant will be required to perform work from home and will be duly supervised by the Associate Manager. He/She may be expected to travel to any of the 10 countries once the CORVID-19 situation has normalized and is expected to maintain a good health.

COMPETENCIES



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1. An action-oriented approach and strong drive for results
2. Work with teams of diverse capacities;
3. Strong interpersonal and communication skills;
4. Strong analytical, reporting and writing abilities skills;
5. Openness to change and ability to receive/integrate feedback;
6. Ability to plan, organize, implement and report on work;
7. Ability to work under pressure and tight deadlines;
8. Comprehensiveness knowledge of disaster preparedness and planning mechanisms as well as government coordination machinery;
9. Proficiency in the use of office IT applications and internet in conducting research;
10. Outstanding communication, project management and organizational skills;
11. Excellent presentation and facilitation skills;
12. Demonstrates integrity and ethical standards;
13. Positive, constructive attitude to work;
14. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Atleast diploma or equivalent in procurement and financial/project management or other relevant disciplines in administration and programme management disciplines.

Experience

- At least 5 years of experience in project planning and management and working with development partners, government agencies, including experience engaging and managing consultants and managing small budgets;
- Experience in working with multi-stakeholders
- Understanding of disaster risk management issues, preferably in the Pacific;
- Working understanding of working cultures and norms in the Pacific;
- Experience planning workshops and events, organizing logistics;
- Knowledge/experience of logistics and shipment
- Experience in conducting consultations / meetings for different level stakeholders;
- Excellent writing skills

Language requirements

Fluency of English language is required;

Knowledge of local non-verbal communication styles would be an asset.

Daily Fee and Schedule of Payments

The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a



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Time Sheet indicating the days worked in the period.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. All other official travel undertaken during the course of the assignment will be arranged and paid by UNDP.

Note: The selected consultant will be required to sign a statement of Good Health and present valid medical insurance coverage for the duration of assignment before commencement of work. The cost of medical insurance can be included in the financial proposal and shall be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology...

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%) financial score (30%) 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 : Relevance of Education – Max 10 points

Criteria 2 : Special skills, Language, etc.- Max 10 Points

Criteria 3 : Relevance of experience to the required area of specialization (i.e, Finance and Office Administration (15points, Procurement Support, Client Management and Reporting- 15points)– Max 30 points

Criteria 4 : Broader understanding, practical experience, and appreciation of the challenges involved in the shipment of goods and services from urban centers to remote islands in the Pacific Island context (must show track record in dealing and coordination with private and government shipping agencies, local and regional suppliers, value chains, contractors and business houses) – Max 20 points

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

Shortlisted candidates maybe 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.

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;



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- **Personal CV**, indicating all past experience from similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Letter of Confirmation of Interest, Availability and submission of financial proposal** using the template provided in Annex II.

Incomplete and late proposals may not be considered and only bidders with 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](#)

Complete proposals should be sent to etenderbox.pacific@undp.org by or before 03rd May 2020 (Fiji Time)

For any clarification regarding this assignment please write to procurement.fj@undp.org