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| Project Assistant- Consultant |
| **Location:** | Luanda, Angola  |
| **Application Deadline:** | 4-June-2020 |
| **Type of Contract:** | Individual Contract |
| **Post Level:** | National Consultant |
| **Languages Required:** | Portuguese and English    |
| **Starting Date:**(date when the selected candidate is expected to start) |  10-June -2020 |
| **Duration of Initial Contract:** | 180 working days  |
| **Expected Duration of Assignment:** | 10 June 2020- 30 November 2020 |

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 As Angola is undergoing political reforms and addressing major economic challenges, the National Development Plan (NDP 2018-2022) and the UNDP Country Programme (CPD 2020-2020), are putting significant emphasis on achieving SDGs, sustainable human development and supporting employment programmes to address poverty. The UNDP Country Programme is based on the premise of ‘leaving no one behind’ and ‘reaching those furthest behind first’. The programme includes integrated solutions to complex and interconnected development challenges. The Inclusive Growth and Sustainable Development Cluster in UNDP Angola is responsible for enhancing the national platforms and supporting dialogue and technical advice to develop more effective policies and programs. UNDP’s support to achieve inclusive and sustainable growth helps people to contribute to and benefit from economic growth with minimal impact on the environment. UNDP Angola believes that creating enabling conditions for inclusive growth helps bridge economic, social and environmental gaps for sustainable development. UNDP is also working extensively with other UN agencies, and development actors including IFIs, the private sector and civil society, to support and assist the country as it pursues inclusive and sustainable growth strategies. The three broad policy priorities that frame UNDP’s support to achieve inclusive and sustainable growth tailored to the development needs of country are:* Integrated planning for inclusive and sustainable growth - this includes establishing evidence-based analysis for national plans, promoting economic diversification and sustainable growth.
* Supporting vocational training, employment and entrepreneurship programmes to address poverty and inequality.
* Mobilizing and scaling up financing for enabling transition to inclusive and sustainable growth - this includes promoting domestic resource mobilization and the adoption of innovative financing mechanisms.

To meet the objectives of the Inclusive Growth and Sustainable Development Cluster, UNDP seeks a national consultant to serve as Project Assistant (PA) with minimum experience in project management. The PA will be based at UNDP Angola office in Luanda and will provide support services to the Inclusive Growth and Sustainable Development and Governance Teams, including liaison with network of the UNDP key stakeholders, travel companies. In addition, the PA will provide support for the organization of events such as convening workshops and monitoring expenditure for workshops. The duration of work will be for 6 months and the payment of consultancy fees will be on monthly basis after consultancy performance assessment.

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| **Duties and Responsibilities** |
| **Objective**The Project Assistant will work to increase the efficiency of the Inclusive Growth and Sustainable Development and Governance Clusters through provision of timely operational and programme support.**Scope of Work*** Prepare project budget revisions in the web-based management system, ATLAS based on inputs from the project managers;
* Review expenditure and disbursement requests, and process payments in ATLAS.
* Process procurement requirements in online procurement planning tool, PROMPT and ATLAS for Inclusive Growth and Sustainable Development and Governance Clusters;
* Liaise with travel company to arrange travel for Inclusive Growth and Sustainable Development and Governance Clusters Staff;
* Prepare travel authorizations for signature by UNDP management;
* Maintain work attendance monitoring records for Inclusive Growth and Sustainable Development and Governance Clusters staff;
* Assist in arranging workshops and meetings;
* Participate in and draft minutes of meetings between Inclusive Growth and Sustainable Development and Governance Clusters staff and counterparts;
* Liaise with communication and RBM Division to update news releases and other data;
* Liaison with UNDP Financial Unit for staff travel arrangements and other related mandatories;
* Oversee routine office business processes.

**Institutional Arrangement**The Project Assistant will report to the head of Inclusive Growth and Sustainable Development or any delegated staff member in his absence.* The PA will be expected to report to work daily at the UNDP Office in Luanda.
* The PA will interact mostly with other administrative and financial staff from UNDP.
* UN Office will provide workstation, and desktop/PC for work.

**Duration of the Work**1 June 2020 – 30 November 2020. **Duty Station**Luanda, Angola |
| **Competencies** |
| * Strong communication, administrative managerial, reporting and writing skills.
* Ability to plan, organize, implement, and report on work.
* Ability to work under pressure and tight deadlines.
* Strong willingness to master new web-based management tools. Prior experience with ATLAS is preferable.
* Proficiency in the use of office IT applications and internet in conducting related work.
* Positive and constructive attitude to work.
* Demonstrate integrity and ethical standards.
* Display sensitivity and adaptability towards workplace cultural diversity.
* A self-starter with a lot of initiative.
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| **Required Skills and Experience** |
| **Educational Qualifications*** Diploma required in any Business administration, Management and or Social sciences.

**Experience*** Prior experience in development organization including bilateral institutions, UN experience an added advantage.
* 1 year of total work experience in international development organization, public or private sector.
* Experience in organizing events and meetings and office support.

**Language requirements*** Fluency in English and Portuguese languages with very good written skills required.

**Price Proposal and Schedule of Payments**Candidate must send a financial proposal based on **monthly Fee.** Candidate shall quote an all-inclusive monthly Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the candidate in completing the assignment are already factored into the monthly 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 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.**Evaluation Method and Criteria**Individual consultants will be evaluated based on the following methodology. 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 (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.Financial evaluation - Total 30% (30 points)The following formula will be used to evaluate financial proposal:* p = y (µ/z), where
* p = points for the financial proposal being evaluated
* y = maximum number of points for the financial proposal
* µ = price of the lowest priced proposal
* z = price of the proposal being evaluated
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