



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Competition

Must be a National of Barbados and Residing in Barbados

Date: July 13, 2020

REF NO.: BBRSO108645

Job Title: HR Assistant

Country: Barbados

Description of the assignment: Provide support to Human Resource services in the UNDP Barbados and Eastern Caribbean Multi-Country Office ensuring high quality of work, accurate, timely and properly recorded/documented service delivery.

Project name: UNDP Office Project

Period of assignment/services (if applicable): 6 Months

A. ADMINISTRATION -

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=92700 (cut and paste into browser address bar if the link does not work)

*** PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

NOTE: The *Financial Proposal* should not be uploaded to "UNDP Jobs"**.

<IMPORTANT>

Please email the **password-protected *Financial Proposal* to procurement.bb@undp.org. The subject line of your email must contain the following: **"BBRSO108645 Financial Proposal – Your Name"**

If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notice.undp.org/view_notice.cfm?notice_id=67744 (cut and paste into browser address bar if the link does not work)

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

***** UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary**

B. BACKGROUND

The Multi-Country Office of the United Nations Development Programme (UNDP) for Barbados and the Eastern Caribbean States formulated its Sub-Regional Programme Document (SPD) for the period 2017-2021, with extensive in-country consultations, which was approved by the Executive Board on September 2016. The SPD outcomes directly reference the UN Multi-Country Sustainable Development Framework (MSDF) outcomes, which outlines the strategic approach for all UN agencies (resident and non-resident) working in the Caribbean, which are both also aligned to the globally-agreed Sustainable Development Goals (SDGs).

UNDP, in collaboration with Government and other development partners, plays a key role in implementing the SPD, providing overall policy direction and in coordinating and monitoring progress towards expected results. In order to facilitate effective coordination, implementation,

monitoring of SPD and linked programming and UN System joint programming, the Programme Assistant will support the Programme Unit, and will work in close collaboration with the operations, finance, and programme staff in the MCO and the 10 programme countries supported by UNDP Barbados as well as UNDP HQs to resolve complex finance-related issues and support the implementation.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Personal CV including past experience in similar projects and at least 3 references
2. Financial proposal

D. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

E. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the *Individual Consultant* wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

F. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- *Cumulative analysis*

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria** specific to the solicitation

** Technical Criteria weight; [70%]; * Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation –

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>	70	70
<ul style="list-style-type: none"> Education Associate Degree in Management, Human Resource Management or related field – 20pt University Degree in Management, Human Resource Management or related field – 30pt 	30	30
<ul style="list-style-type: none"> Experience Two (2) – Four (4) years of relevant experience in Human Resource administrative support services – 20pts Five (5) years or more year of relevant experience in Human Resource administrative support services – 30pts 	30	30
<ul style="list-style-type: none"> Experience HR recruitment and selection processes – 10pts 	10	10
<u>Financial</u>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT