



TERMS OF REFERENCE

Job ID/Title :	Finance Specialist (Consultant) /National Consultant
Duty Station :	Caracas, Venezuela
Category :	HIV, Health and Development
Additional Category :	Health
Brand :	UNDP
Post Level :	
Type of Contract :	Individual Contract
Category (eligible applicants):	External
Application Deadline :	

Languages Required:	Arabic	<input type="checkbox"/>	English	<input checked="" type="checkbox"/>	French	<input type="checkbox"/>	Russian	<input type="checkbox"/>
	Spanish	<input checked="" type="checkbox"/>	Chinese	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

Starting Date:	15 August 2020
Duration of Contract:	80 days
Expected Duration of Assignment:	15 August to 31 January 2021

Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance and supports the results of UNDP's 2014-2017 Strategic Plan, focusing on seven outcomes including, strengthening institutions to progressively deliver universal access to basic services (Outcome 3). The HIV, Health and Development Group (HHD Group), within BPPS, is helping to contribute towards this outcome. The HIV, Health and Development Strategy 2016-2021: 'Connecting the Dots' elaborates UNDP's work on HIV and health in the context of the 2030 Agenda for Sustainable Development.

UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations. This is done through UNDP's core work in reducing inequalities and social exclusion that drive HIV and poor health, promoting effective and inclusive governance for health, and building resilient and sustainable systems for health. UNDP also contributes through its coordinating and convening role in bringing together multiple partners and resources at national and local levels.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health programmes while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as interim Principal Recipient (PR) in these settings, working with national partners and The Global Fund (GF) to improve management, implementation and oversight, while simultaneously developing national capacity for governments or local entities to be able to assume the PR role over time. Within the HHD Group the Global Fund – Health Implementation Support Team (GF-HIST) is a dedicated team providing support to UNDP Country Offices throughout the grant lifecycle. The support includes, programme management, monitoring and evaluation, financial management, capacity development and/or transition and sustainability planning and support to strategic policies and plans and funding proposals.

UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. The grant seeks to address the significant malaria resurgence in recent years in Venezuela, with the overall goal of reducing malaria mortality in the municipalities most affected by *P. Facliparum*. Reducing morbidity and mortality in due to severe malaria in pregnant women is also a main objective of the grant.

Under the overall supervision of the Programme Manager, Venezuela, the Finance Specialist will support development of Finance related documents for the GF programme in Venezuela.

Duties and Responsibilities:

Key duties and responsibilities include:

- Coordinates the capacity assessments of the Sub-recipients (SRs) being completed by audit firms
- Coordinates with the PSM Consultant to complete the value for money assessments
- Finalise the contracting process for the Sub-recipients for the malaria grants
- Establish the Atlas set-up for the projects
- Finalise the malaria programme budget in close coordination with programme specialist and PSM specialist in line with Global Fund requirements
- Establish Sub-recipient financial reporting systems, tools drawing on experience from other UNDP Country Offices acting as Principal Recipients
- Coordinates SR training and leads on the financial management component
- Support the recruitment of the PMU
- Train and mentor the PMU team on Global Fund budgeting and reporting guidelines
- Establish procedures for the correct recording and posting in Atlas of various transactions such as expenses, assets (PP&E), prepayments, inventory, advances, revenue and other receipts in compliance with IPSAS and UNDP policies and procedures.
- Any other tasks as assigned by the Interim Programme Manager

Deliverables:

- SR Assessments
- SRs Contracts
- Malaria Programme Budget
- SR Financial Management Manual
- Detailed and summary budgets for the malaria Global Fund programmes
- SR Training Agenda and associated material
- Templates for monitoring and reporting on the utilization of the grant budgets

Reporting:

The Consultant will report to the interim Programme Manager, Venezuela.

Travel:

No travel is envisioned for this assignment.

Timeframe:

The consultant's 80-day assignment will be based in Caracas, Venezuela and conducted over the period 15 August to 31 January 2021.

Payment

The consultant will be paid monthly based on the daily rate submitted, and payment will be subject to satisfactory progress made on the above deliverables as determined by the interim Programme Manager, Venezuela.

A. Competencies

Organizational Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional:

- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products

Project and Resource Management:

- Strong organizational skills
- Ability to work independently, produce high quality outputs
- Sound judgment, strategic thinking and the ability to manage competing priorities

Partnership building and team work:

- Excellent negotiating and networking skills
- Demonstrated ability to work in a multi-cultural environment

Communications and Advocacy:

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly
- Strong presentation skills in meetings with the ability to adapt for different audiences
- Strong analytical, research and writing skills with demonstrated ability to think strategically

Qualifications**Education:**

- Advanced University degree in Business or Public Administration, Economics or Finance

Experience:

- Minimum of 7 years of finance experience is required at the national or international level
- Knowledge of UN and/or UNDP procedures, grant applications and program implementation is highly desirable

- Knowledge of Global Fund policies and procedures is highly desirable
- Experience in the usage of computers and office software packages (MS Word, Excel, ERP etc) and advance knowledge of spreadsheet and database packages
- Experience in Venezuela or the region desirable

Language Requirements:

- Fluent written and oral English and Spanish

TECHNICAL EVALUATION (ET) - 100%	MAXIMUN SCORE
Academic Education	
Advanced University degree in Business or Public Administration, Economics or Finance. 25 puntos	25
Professional experience	
A minimum of 7 years experience in finance at national or international level is required -7 years of experience: 30 -More than 7 years of experience: 35	35
--Experience and/or knowledge of UN and/or UNDP procedures, grant applications and programme implementation is highly desirable	15
-Experience and/or knowledge of Global Fund policies and procedures is highly desirable	10
-Fluency in English and Spanish	15
Technical proposal. Methodology, suggestions for the development of the consultancy and innovative aspects Unsatisfactory: 0 point Moderately satisfactory: 7 points Highly satisfactory: 10 points	10
Total score	100
Minimum score for technical qualification	70