

## TERMS OF REFERENCE

<b>Reference</b>	PN/FJ/086/20
<b>Location</b>	Suva, Fiji
<b>Application deadline</b>	18 September 2020 (Fiji Time)
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Consultancy Title</b>	Temporary Finance Support
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	10 months (September 2020 to July 2021)

### BACKGROUND

- ✓ Under the guidance and supervision of the Team Leader Finance, the Individual Contractor (IC), **Finance Associate- Temp Support** ensures effective execution of financial services and processes in CO and support to programme in implementing financial transactions.
- ✓ The IC promotes a client-oriented approach consistent with UNDP rules and regulations.
- ✓ The allocation of time for the various functions will be agreed with the supervisor.
- ✓ The IC Support will be based in Suva, Fiji.

### DUTIES AND RESPONSIBILITIES

#### Scope of Work

To provide Financial transactional support services to the Finance teams;

#### Summary of Key Functions:

1. Support in reviewing the Accounts Payable (AP) vouchers and supporting documents in Atlas.
2. Assist in monthly vendor reconciliation and processing of AP voucher form for payment and follow-up on queries relating to the vendors invoices.
3. Prepare GLJEs in Atlas for year-end certifications and corrections and cost recoveries within allocated time frame.
4. Billing for common premises and provide updated reports as required.
5. Review, closure of IRIS submission and providing weekly reports.
6. Develop strategic templates for IRIS and budget/financial management reports for funds/project.

#### Expected Outputs and Deliverables

1. Finance review and clearance of AP voucher cases as per service level agreement
2. Provide list of reconciliation on vendor's outstanding invoices and reconciling any differences.
3. Development of AP voucher checklists to ensure timely payments and follow-ups with respective focal points.
4. Monthly Cost recovery and common Premises GLJEs
5. Deliver an analysis of all utility's payment and trends.
6. Provide weekly IRIS reports on ongoing and closed case with trends by services line.
7. Develop financial reports and templates for management reporting

**Contract Arrangement**

UNDP intends to hire one individual for this assignment. The successful individual will sign the UNDP Individual Consultant. The contract issuance will be subject to providing medical insurance coverage. UNDP may also decide to include the other qualified shortlisted individuals on its interim roster for operational support services to be used on need basis.

**Institutional Arrangement**

- The Temporary Finance Support will report to the Finance Team Leader as required by the specific TOR.
- The Temporary Finance Support shall report to his/her supervisor on a daily basis.
- The Temporary Finance Support is required to work during the official UNDP working days/hours in Suva, Fiji unless specified on the specific TOR for work to be carried out over the weekend.

**Duration of the Work**

The contract will be for a period of approximately 10 months with the expected start date of 23<sup>rd</sup> September 2020 and ends on 22<sup>nd</sup> July 2021.

**Duty Station**

The Temporary Finance Support will be based at UNDP Office, Kadavu House during the course of the assignment when engaged under the specific terms of reference.

**COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- 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:**

- Certification in Accounting and Finance functions. Desirable a bachelor's degree or higher qualification

**Experience**

- Familiar with Financial processes
- Experience of working with UNDP or other UN agencies will have added advantages
- Experience in handling web-based management systems
- 5 years relevant experience in Finance/administration or programme support service
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)

**Corporate Competencies**

- Shows integrity by modeling the UN's values and ethical standards

- Upholds the vision mission and strategic goals of UNDP
- Adaptable to cultural, gender, religion, race, nationality and age sensitivity
- Treats all people fairly with favoritism

#### Functional Competencies

##### Knowledge Management and Learning

- Displays a knowledge sharing and learning culture in the office
- Good knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in one or more Practice areas, acts on learning plan and applies newly acquired skills

##### **Language requirements**

- Fluency of English language is required;
- Excellent written and oral communications skills

##### **Price Proposal and Schedule of Payments**

The Individual Consultant shall submit a financial proposal based on a monthly lump sum in Fijian dollars using the financial proposal form. The payments shall be done on a monthly basis (or as agreed in the TOR) based on deliverables and actual days worked, upon verification of completion of deliverables and approval by the supervisor of a Time Sheet indicating the days worked in the period. If the individual does not have an existing insurance coverage, then this can be included in the daily fee when submitting the financial proposal. (Note Daily Fee is monthly lump sum divide by the number of working days per month excluding weekend/holidays).

##### **Note:**

The individual consultant will be required to pay for his/her taxes or Provident Fund following the completion of the assignment as required by local regulations hence UNDP will not be liable for such payment on behalf of the IC.

##### **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

- Certification in Accounting and Finance functions (10 points)
- Desirable a bachelor's degree or higher qualification (10 points)

###### Criteria 2: Work experience: 40 points

- Familiar with Financial processes, experience of working with UNDP or other UN agencies (30

points) (20 points)

- Experience in handling web-based management systems, 5 years relevant experience in Finance/administration or programme support service (20 points)

**Criteria 3: Language requirements and Computer skills: 10 points**

- Fluency of English language (5 points)
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) (5 points)

Shortlisted candidates may be called for an interview.

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

**Financial Proposal (30%)**

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

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

**Documentation required**

Interested individual consultants shall submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience as well as the contact details (email and telephone number) of at least three (3) professional references.
- **Financial proposal (daily Fee)**, as per template provided in Annex II in 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 (**Temporary Finance Support**) with reference **(PN/FJ/086/20)** and submitted via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) by **18<sup>th</sup> September 2020 – Fiji time.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [procurement.fj@undp.org](mailto:procurement.fj@undp.org)

***Women applicants are encouraged to apply***