

TERMS OF REFERENCE

Reference	PN/FJ/103/20
Location	Resilience Sustainable Development (RSD) Unit, UNDP Pacific Office, Suva, Fiji
Application deadline	17 th October 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Administrative Support
Languages required:	English
Duration of Initial Contract:	152 days (Between Oct 2020- 15 May 2021)

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm?cur_rgn_id_c=RAS) no later than 23rd October 2020 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered

NOTE:

1. *Daily rate to be inclusive of Medical insurance cost for the duration of the contract*
2. *Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract*
3. *If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.*

BACKGROUND

Under the overall guidance and direct supervision of the Team Leader and Deputy Team Leader (RSD), Administrative Support will perform administrative and office support activities for the RSD Unit in relation to the vertical family of funds including the Green Climate Fund (GCF), Global Environment Facility (GEF) and others.

The position supports all team members of the RSD Unit. The Admin Assistant will be required to perform a variety of administrative tasks in accordance with the finance policies and procedures of UNDP Pacific Office. He/She will also be required to assist with basic financial management as per advised by the Deputy Team Leader, Programme Analysts and Programme Associates.

DUTIES AND RESPONSIBILITIES

Scope of Work

Provide administrative support in implementing the RSD Unit activities focusing on Operations, Travel and Management coordination and achievement of the following results:

Expected Outputs and Deliverables;

- Provide efficient day to day administrative support to the RSD Unit in relation to vertical family of funds.
- Assist with efficient administrative, travel and logistics support to the RSD Unit, Innovation Unit and Project teams in country.
- Assist with timely and efficient management of financial and payment processes; for budget monitoring, procurement, and any financial reporting as requested by the Coordinator and the Finance Administrative Assistant.

Implements Administration and HR services focusing on achievement of the following results:

- Provide assistance in secretariat work, administrative, logistics support to activities, seminars, meetings, conferences and regular activities of the office including the preparation of meeting summary reports.
- Provides assistance in the running of the unit through sound administration and maintenance of a dual physical and electronic “filing system” of rules, regulations, administrative instructions, correspondences, publications and other related documentation, and manage a comprehensive contacts database that supports all correspondence.
- Provide assistance in the facilitation of GEF, GCF, DFAT funded Program activities in Fiji with the guidance of the Programme Analysts and Programme Associates.
- Assist with the preparation and follow-up on administrative arrangements and forms related to the official travel of the Coordinator, national representatives, consultants and others; including travel plans, e-travel requests and security clearances.
- Perform other related administrative duties, as required by the Deputy Team Leader.
- Assist with the submission of new staff and consultants, including the preparation and submission of TORs, Job Descriptions, and Contracts to HR and Procurement. Assist with monitoring and follow-up of contracts and amendments, as well as payment documents.

- Work with HR in association of positions to chart fields (COAs), update of COA information, setting up vendor performing the functions of Admin.HR, Position Administrator and Absence Processor in Atlas.
- Maintenance of the RSD staffing list
- Monitor staff attendance and leave balance and prepare relevant statistical data/charts

Supports knowledge building and knowledge sharing within the RSD Unit focusing on achievement of the following results:

- Participation in the trainings for the operations/projects staff on HR, Finance, Programmes, Operations and Procurement.
- Contribution to knowledge networks and communities
- Any other matters requested by the Deputy Team Leader

Finance and Payment:

- Assist with the preparation of the operation programme activities.
- Assist with maintaining of up-to-date financial records for the account of the GCF Programme, of allotments and expenditures under each budget line, prepare regular financial reports, including annual reports.
- Prepare purchase order and service requests ensuring correct objects of expenditure and availability of funds.
- Inspect goods and services provided by selected vendors and ensure payment of bills for one-off and recurrent expenses

Institutional Arrangement

- The Administrative support is expected to report directly to the RSD Unit Deputy Team leader.
- Office space and Laptop will be provided to the consultant

Duration of the Work

- The assignment will be carried out for **seven months** with the expected start date on **15th Oct 2020 and ends 15th May 2021.**

Duty Station

- The Consultant is expected to be based in the RSD Unit for the **seven months** to have access to all forms of communications and to ensure smooth planning and implementation of tasks

COMPETENCIES

- Professionalism: Ability to perform a “broad range of administrative functions e.g budget/work programme, human resources, data base management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. Experience and knowledge in technical cooperation programme implementation.
- Strong interpersonal and communication skills;
- Openness to change and ability to receive/integrate feedback;
- 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:

- Minimum Diploma in Business Management studies or relevant field.

Experience & skills

- Minimum of 5 years of progressively administrative responsible work, finance and logistics and programme work
- Project support within the development sector
- Experience with international /regional organization
- Experience in providing a streamlined financial service role to a project management team, including experience in developing and delivering financial reports
- Demonstrate initiative in carrying out his/her duties and ability to work independently to tight deadlines
- Experience and ability to operate standard office equipment, usage of computers and office software packages (MS Word, Excel etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

Other Competencies

Corporate 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
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth 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

Development and Operational Effectiveness

- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Language requirements and Computer skills

- Fluency of English language
- Proven experience in the use of office IT applications, incl. MS Office packages;

Price Proposal and Schedule of Payments

The IC shall quote an **all-inclusive daily fee** for this consultancy work. The term “all-inclusive” implies that all costs (professional fees and Medical insurance cots.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal for a total of 152 days . If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments

Payments shall be done monthly and based on actual days worked, and upon verification of completion of deliverables and approval by the IC’s supervisor of a time sheet indicating the days worked in the period.

- Deliverable 1: Report outlining the tasks undertaken in Oct.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 2: Report outlining the tasks undertaken in Nov.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 3: Report outlining the tasks undertaken in Dec.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 4: Report outlining the tasks undertaken in Jan.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 5: Report outlining the tasks undertaken in February.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 6: Report outlining the tasks undertaken in March.
Payment is based on number of days worked and submission and approval by UNDP of monthly

report indicating all administration, HR, Programme and Finance work assigned.

- Deliverable 7: Report outlining the tasks undertaken in April.
- Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.
- Deliverable 8: Report outlining the tasks undertaken in May.
Payment is based on number of days worked and submission and approval by UNDP of monthly report indicating all administration, HR, Programme and Finance work assigned.

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)

- Minimum Diploma in Business Management studies or relevant field. - 15%

Experience & skills

- Minimum of 5 years of progressively administrative responsible work, finance and logistics and programme work 20%
- Project support within the development sector 5%
- Experience with international /regional organization 10%
- Experience in providing a streamlined financial service role to a project management team, including experience in developing and delivering financial reports 10%
- Experience and ability to operate standard office equipment, usage of computers and office software packages (MS Word, Excel etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.5%
- Fluency in English Language 5%

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

Shortlisted candidates shall be 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;

- CV including names/contacts of at least 3 referees.
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
- Completed template for confirmation of Interest and Submission of Financial Proposal.

Consultancy proposal should be sent via email to

(https://jobs.undp.org/cj_view_jobs.cfm?cur_rgn_id_c=RAS no later than 23rd October 2020 (Fiji Time) clearly stating the title of consultancy applied for.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee(Daily fees to include IC's medical insurance costs), travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

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.

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