

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05 Nov 2020

<b>Post Title:</b>	Administrative Assistant
<b>Starting date</b>	20 Nov 2020
<b>National or International Consultants:</b>	National Consultant
<b>Duration:</b>	66 working days for over period of 3 Months
<b>Location:</b>	Amman, Jordan
<b>Project:</b>	UNV- ROAS
<b>Requisition Number:</b>	R4710- 0000XX
<b>Is this a LTA (yes/no)</b>	No

### CONTEXT/BACKGROUND

The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized for UN Agencies, Funds, and Programmes focused on peace, development and humanitarian needs. Furthermore, the Regional Offices represent, and strategically position, UNV and bring UNV's services and solutions closer to its partners from governments, UN entities, civil society and private sector. The Regional Offices also lead in scoping and delivering UNV's advisory service offer on volunteer infrastructure.

### SCOPE OF WORK

#### Provision of administrative and logistical support services

- Provide administrative and operational support services to the Regional Office;
- Prepare routine correspondence and reports in accordance with standard internal procedures;
- Support the Regional Manager in the preparation, oversight, and maintenance of the RO's budget, including allocations to Field Units (FU) such as Programme Officer Empowerment Mechanism (POEM) and Field Unit Monitoring Travel (FUMT);
- Maintain administrative control records such as commitments and expenditures. Prepare system-driven reports as required;
- Compile basic documentation, such as statistical data on volunteer mobilization, for the region as an input into corporate exercises;

- Support with protocol matters, registration of staff, coordination with local authorities, space management for special events and other administrative and logistical matters;
- Maintain and classify general office files and keep information and reference material in a manner that allows easy reference and retrieval. Collect and distribute incoming and outgoing mail and maintain accurate tracking;
- Act as leave monitor for the RO personnel;

#### **Support to procurement, assets management and event activities**

- Perform Atlas role required for contracting and procurement functions;
- Assist in procurement processes by preparing requisitions and checking their completeness and authorization/documentary support to ensure that specifications, budget provisions and all other requirements are in order;
- Coordinate assets management in the Regional Office and ensure timely preparation and submission of periodic inventory reports, including physical verification of inventory items;
- Act as administrative and logistical focal point for the organization of RO-led workshops, retreats and other events including financial budgeting, identification of procurement needs and initiates procurement action.

#### **Travel management processes**

- Process travel requests, as per relevant procedures, including in Atlas. Ensure availability of budget according to Chart of Account as well as competitive price from travel provider;
- Provide information to staff on travel, including entitlements, travel route and hotel arrangement. Support arrangements for security clearance when required;
- Process travel authorization and travel claims in line with travel entitlements for staff, consultants, participants to RO events, etc., ensuring that travel arrangements adhere to established regulations and rules and related procurement policies;
- Process requests for visas for all UNV travelers, as well as hotel reservations and requests for Resident Permit and Diplomatic Identification Card for international staff. Process application and renewal of UN Laissez-Passer for UNV staff.

#### **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNV-AS during the number of working days specified in the contract;
- S/He shall perform tasks under the general guidance and direct supervision of the UNV Regional Manager, Arab states. The supervision of the Regional Manager will include approvals/acceptance of the outputs as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other UN colleagues;
- The individual is required to maintain close communication with UNV-AS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNV deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## **DURATION OF THE WORK**

The duration of the work is expected to be 3 Months from contract signature date.

## **DUTY STATION**

Amman-Jordan

## **PAYMENT TERMS**

Payment to consultant will be proceed based on number of working days upon submitting required time sheet and certificate of Payment (COP) **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### I. Academic Qualification:

- Bachelor's degree in Administration, Accounting or any related field.

### II. Experience:

- At least two years of relevant experience in administration support services;
- Proficiency in the use of computers and office software packages (ERP, MS Word, Excel, PowerPoint, etc.);
- Knowledge of web-based management systems is highly desirable.
- Previous experience with UN or international organization

### III. Language Requirements

- Fluency in English and in the official UN language of the Regional Office;
- Proficiency in another official UN language is an asset

## **Key Competencies:**

- Innovation
- Ability to make new and useful ideas work
- Leadership
- Ability to persuade others to follow
- People Management
- Ability to improve performance and satisfaction
- Communication
- Ability to listen, adapt, persuade and transform
- Delivery
- Ability to get things done while exercising good judgement
- Technical/Functional
- Office Administration
- Ability to manage day-to-day office activities (including but not limited to travel management, facilities and asset management, policy and procedures maintenance) to meet operational needs
- Operational Efficiency
- Ability to identify and execute opportunities to improve operational efficiency
- Procurement
- Ability to acquire goods, services or works from an outside external source

## **RECOMMENDED PRESENTATION OF OFFER**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit above documents to: [proc.contract.rscjo@undp.org](mailto:proc.contract.rscjo@undp.org) not later than 10<sup>th</sup> November 2020.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

**Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive**

Individual consultants will be evaluated based on the following methodology:

### **Step I: Screening and desk review:**

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- Bachelor's degree in Administration, Accounting or any related field;
- At least two years of relevant experience in administration support services;
- Fluency and working proficiency in written and spoken English.

### **Technical evaluation Criteria** max 100 points

- Bachelor's degree in Politics and Philosophy or any related field;(20 points)
- At least two years of relevant experience in administration support services; (30 points)
- Proficiency in the use of computers and office software packages (ERP, MS Word, Excel, PowerPoint, etc.); (10 points)
- Previous experience with UN or international organization (20 points)

- Knowledge of web-based management systems is highly desirable. (10 points)
- Fluency in English and in the official UN language of the Regional Office; (10 points)

### **Financial Criteria**

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

### **Step II: Final evaluation**

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: 70%

Financial Criteria weight: 30%

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.