



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 05.01.2021

REF No.: IC/001/21

Country: Uzbekistan

Description of the assignment: Project Logistics Assistant

Project name: Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan

Period of assignment/services (if applicable): 252 days upon signing a contract by both sides

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of Procurement Notice **no later than end of January 14, 2021** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to application at the UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=96171 (cut and paste into browser address bar if the link does not work).

Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link http://procurement-notices.undp.org/view_notice.cfm?notice_id=74280. (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (January 14, 2021) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org
UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor 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.

1. BACKGROUND

"Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan" is a joint project conducted by the Ministry of Justice of the Republic of Uzbekistan and the United Nations Development Programme (UNDP) funded by the European Union. The overall goal of the project is to improve the quality of life of vulnerable sectors of the population in rural areas – such as women, youth and children, the elderly and people with disabilities – by enhancing their access to public services, and the quality of their provision. Equally, the project aims to strengthen citizen participation in the decision-making processes at the local level and increase their access to information, effectively increasing the transparency of the local governance system.

It also delineates a series of activities aiming at strengthening the capacity of local governments and citizens to monitor and provide feedback to Public Services Agency (PSA) for improving the performance of the Public Service Centers (PSCs) in public service delivery; effectively creating a quality control mechanism at the local level.

In addition, taking into account the Government's recent legislative initiative that expands the powers of local authorities in formulating their budgets, this proposal also includes several activities intended to enable local governments to plan and manage their budgets effectively. It is expected that these activities will encourage wider local community engagement in the budget formulation process by systematically identifying local community needs and prioritizing local government interventions based on the environmental, social and economic concerns of local citizens.

Under direct supervision of the Project Manager, the Project Logistics Assistant is fully responsible for the implementation of designated tasks.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1 – Terms of Reference for Project Logistics Assistant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Business Administration, Management, Economics, Finance and other related areas.

II. Years of experience:

- At least 4 years of relevant work experience in the field of administration and finance;
- Experience of work in UNDP is an asset;
- Good analytical skills.

III. Competencies:

- Fundamental knowledge of processes, methods and procedures;
- Understanding the main processes and methods of work regarding to the position;
- Possessing basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Demonstrating good knowledge of information technology and applies it in work assignments;
- Presenting information on best practices in organizational change;
- Demonstrating the ability to identify problems and propose solutions.
- Creating synergies through self-control.

IV. Language requirements:

- Proficiency in English and Uzbek. Knowledge of Russian will be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed **a Personal History Form (P11 form)** before contract issuance

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

The total duration of the assignment will be 12 months (or at least 252 working days) that will cover the

period of January – December 2021. This is contract based on a daily fee and the payment will be supported by a duly completed time sheet.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will specify a single daily fee. The daily fee in the financial proposal must be all-inclusive and take into account various expenses the candidate expects to incur during the contract.

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 IC 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

6. EVALUATION

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 points]*

** Financial Criteria weight; [30 points]*

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

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none"> • <i>University degree in Business Administration, Management, Economics, Finance and other related areas:</i> <ul style="list-style-type: none"> - <i>University degree in required field - 10;</i> 	10%	10
<ul style="list-style-type: none"> • <i>At least 4 years of relevant work experience in the field of administration and finance:</i> <ul style="list-style-type: none"> - <i>4 years - 20;</i> - <i>5 years – 25;</i> - <i>5 and more years – 30</i> 	30%	30
<ul style="list-style-type: none"> • <i>Proficiency in English and Uzbek. Knowledge of Russian will be an asset.</i> <ul style="list-style-type: none"> - <i>English and Uzbek - 20;</i> 	30%	30

- <i>English, Uzbek and Russian – 30;</i>			
<u>Financial</u>	30%	30	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default)

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)