

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17th February 2021

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| Post Title: | Individual contractor- Programme Assistant |
| Starting Date: | 1 st March 2021 |
| Duration: | 44 working days over a period of 2 months until 31 st April 2021 |
| Locations: | UNV Regional office-Amman |
| Project: | UNV Regional office for Arab States |
| National/International consultancy | National |
| Requisition Number: | |

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. The Regional Office for Arab States (ROAS), is based in Amman, Jordan.

Under the direct supervision of the Portfolio Manager and Portfolio Specialist, UNV Regional Office for Arab States, the Programme Assistant provides assistance to the Portfolio Manager/ Specialist, UNV Field Units and duty stations with no UNV field presence in Arab States, in support of partnerships, demand generation, and volunteer mobilization.

SCOPE OF WORK AND DELIVERABLES

Under the direct supervision of the Portfolio Manager and Portfolio Specialist, the National consultant will:

Assist with partnerships and demand generation

- Support the Regional Portfolio Manager/ Specialist for Arab States with outreach activities to UN entities region, for demand generation and information on UNV modalities;
- Assist in the development and finalization of Description of Assignments, and in recording them in the Volunteer Management Application Module (VMAM);

- Provide information and day-to-day advisory support to Focal Points in countries with no UNV field presence;
- Provide support with country analysis on entry points for UN Volunteer mobilization in duty stations with no UNV field presence;
- Draft routine correspondence and reports in accordance with standard internal procedures;
- Compile basic documentation and information, such as statistical data on volunteer mobilization as an input into corporate exercises.

Support to Volunteer mobilization and deployment

- Support the deployment and assignment management of all UN Volunteer modalities;
- Coordinate with UNV HQ, Field Units, UNDP/Host Entity focal points the digitalization of files of all UN Volunteers assigned to the countries of the portfolio, ensuring that all correspondence and periodic reports (online) are properly kept, and that related matters requiring action are brought to the attention of his/her supervisor;
- Monitor and keep records of the contractual status of all serving UN Volunteers and flag to his/her supervisor, follow-up actions on assignment extensions, renewals and replacements and to VSC follow-up actions;
- Maintain up to date contact records (online copies) of all serving UN Volunteers, including their recognized dependents;
- Ensure that initial contract documents, beneficiary forms and inventories of personal effects of UN Volunteers are up-to-date, and submitted to UNV headquarters, VSC (through VMAM) in a timely manner, in accordance with the relevant provisions included in the UN Security Handbook as well as in the UN Volunteer Conditions of Service and Standard Operating Procedures;
- Assist on the logistical and travel arrangements of arriving UN Volunteers and their recognized dependents;
- Ensure the necessary support provided to UN Volunteers upon their arrival and deployment;
- Provide support with emergency cases involving UN Volunteers and recognized dependents in the country, including cases of medical evacuation, security evacuations or the death of a UN Volunteer;
- Support the monitoring of UN Volunteers' satisfaction with their assignments and flag any issues to the supervisor;
- Support in identifying and interviewing potential candidates, by ensuring timely scheduling and completion of interview report forms;
- Assist UNV HQ in ensuring all conditions are met before the payment of final entitlements to UN Volunteers at their end of assignment

Administrative and logistical support to the Regional Office, Field Units and duty stations with no UNV field presence in Arab States

- Support the maintenance of inventories of all UNV-supplied, non-expendable equipment, and ensure records of all items purchased for UNV-executed projects are submitted to the ROAS office;
- Any other related tasks as may be required or assigned by the supervisor.

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate

within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Provide annual and end of assignment self- reports on UN Volunteer actions, results and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

EXPECTED OUTPUTS AND DELIVERABLES

| Deliverable | Expected number of working days | Review and Approvals |
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| <p>Deliverable 1: Assist with partnerships and demand generation:</p> <ul style="list-style-type: none"> • Support the Regional Portfolio Manager/ Specialist for Arab States with outreach activities to UN entities region, for demand generation and information on UNV modalities; • Assist in the development and finalization of Description of Assignments, and in recording them in the Volunteer Management Application Module (VMAM); • Provide information and day-to-day advisory support to Focal Points in countries with no UNV field presence; • Provide support with country analysis on entry points for UN Volunteer mobilization in duty stations with no UNV field presence; • Draft routine correspondence and reports in accordance with standard internal procedures; • Compile basic documentation and information, such as statistical data on volunteer mobilization as an input into corporate exercises. | 44 working days over a period of two months | Regional Portfolio manager/ Portfolio Specialist |

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| <p>Deliverable 2: Support to Volunteer mobilization and deployment</p> <ul style="list-style-type: none"> • Support the deployment and assignment management of all UN Volunteer modalities; • Coordinate with UNV HQ, Field Units, UNDP/Host Entity focal points the digitalization of files of all UN Volunteers assigned to the countries of the portfolio, ensuring that all correspondence and periodic reports (online) are properly kept, and that related matters requiring action are brought to the attention of his/her supervisor; • Monitor and keep records of the contractual status of all serving UN Volunteers and flag to his/her supervisor, follow-up actions on assignment extensions, renewals and replacements and to VSC follow-up actions; • Maintain up to date contact records (online copies) of all serving UN Volunteers, including their recognized dependents; • Ensure that initial contract documents, beneficiary forms and inventories of personal effects of UN Volunteers are up-to-date, and submitted to UNV headquarters, VSC (through VMAM) in a timely manner, in accordance with the relevant provisions included in the UN Security Handbook as well as in the UN Volunteer Conditions of Service and Standard Operating Procedures; • Assist on the logistical and travel arrangements of arriving UN Volunteers and their recognized dependents; • Ensure the necessary support provided to UN Volunteers upon their arrival and deployment; • Provide support with emergency cases involving UN Volunteers and recognized dependents in the country, including cases of medical evacuation, security evacuations or the death of a UN Volunteer; • Support the monitoring of UN Volunteers' satisfaction with their assignments and flag any issues to the supervisor; • Support in identifying and interviewing potential candidates, by ensuring timely scheduling and completion of interview report forms; • Assist UNV HQ in ensuring all conditions are met before the payment of final entitlements to UN Volunteers at their end of assignment | | |
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| <p>Deliverable 3 : Administrative and logistical support to the Regional Office, Field Units and duty stations with no UNV field presence in Arab States</p> <ul style="list-style-type: none"> • Support the maintenance of inventories of all UNV-supplied, non-expendable equipment, and ensure records of all items purchased for UNV-executed projects are submitted to the ROAS office; • Any other related tasks as may be required or assigned by the supervisor | | |
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INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNV-Regional office.
- S/He shall perform tasks under the general guidance of the Regional Portfolio Manager and the direct supervision of the Portfolio Specialist of the UNV regional office for Arab States project. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- S/he shall demonstrate the financial capability to conduct the study through presentation of records of financial statements of the last three years from the date of the submission of the bidding proposal.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues, as required.
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress.
- The individual is required to maintain close communication with UNV RO 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 UNV promptly so that decisions and remedial action may be taken accordingly.

Should UNDP 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

44 working days over a period of two months starting 1st March until 31st April 2021 .

DUTY STATION AND TRAVEL PLAN

UNV Regional office – Amman

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic qualification:

- Bachelor degree of Arts in Management or any related field.

II. Work Experience:

- 1 year of relevant experience in project support (programme and operation)
- Knowledge of UNV corporate priorities and operations, including UNV's mandate and services, particularly in relation to the Arab States region.
- Previous experience with UN or international organization.
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).

III. Language Requirements

- Fluency in spoken and written English and Arabic is required.

IV. Key Competencies

▪ Corporate

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

▪ Functional

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point.

▪ Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNV;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- Leadership
- Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Financial Proposals must be expressed in daily fees . This daily fees must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, , communications, consumables,etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

The contractor will be paid an all-inclusive Deliverables/Outputs based on submitted timesheet over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

| Milestone | Estimated due date | Payment |
|--------------------------------|-----------------------------|--|
| Deliverables 1, 2 and 3 | 31 st April 2021 | Payment should be proceed based on submitted timesheet according to number of working days and upon certified COP approved by RM and Portfolio Manager |

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 required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 24 February, 2021

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notice.undp.org/>

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

CRITERIA FOR SELECTION OF THE BEST OFFER

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 of Arts in Management or any related field.
- 1 year of relevant experience in project support (programme and operation)
- Fluency and working proficiency in written and spoken English and Arabic.

Technical evaluation Criteria max 100 points

- Bachelor's degree of Arts in Management or any related field. (20 points)
- 1 year of relevant experience in project support (programme and operation) (30 points)
- Fluency and working proficiency in written and spoken English and Arabic. (10 points)
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others). (10 points)
- Knowledge of UNV corporate priorities and operations, including UNV's mandate and services, particularly in relation to the Arab States region. (10 points)
- Previous experience with UN or international organization. (20 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.