



# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

*(National Competition)*

**ONLY OPEN TO NATIONALS OF BARBADOS and the OECS RESIDING in BARBADOS**

Date: April 21, 2021

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**REF NO.:** BBRSO138458

**Job Title:** Programme Assistant

**Country:** Barbados

UNDP Barbados and the Eastern Caribbean – **Barbados**

**Description of the assignment:** The Programme Assistant will support the Programme Unit, and will work in close collaboration with the operations, finance, and programme staff in the MCO and the 10 programme countries supported by UNDP Barbados as well as UNDP HQs to resolve complex finance-related issues and support the implementation

**Project name:** United Nations Development Programme – Management Project

**Period of assignment/services (if applicable):** 1st June to 31st December 2021

## A. ADMINISTRATION

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted\*\***: -

UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=98585](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=98585) (cut and paste into browser address bar if the link does not work)

**\* PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

**NOTE:** *The Financial Proposal should not be uploaded to "UNDP Jobs"\*\*.*

### <IMPORTANT>

**\*\***Please email the **password-protected Financial Proposal** to [procurement.bb@undp.org](mailto:procurement.bb@undp.org). The subject line of your email must contain the following: **"BBRSO##### Financial Proposal – Your Name"**

**If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.**

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) **no later than four (4) days prior to the deadline of submission**, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses\*\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=77732](http://procurement-notices.undp.org/view_notice.cfm?notice_id=77732) (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.**

**\*\*\*** *UNDP shall endeavour 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*

## B. BACKGROUND

The Multi-Count Office (MCO) of the United Nations Development Programme (UNDP) for Barbados and the Eastern Caribbean States formulated its Sub-Regional Programme Document (SPD) for the period 2017-2021, with extensive in-country consultations, which was approved by the Executive Board on September 2016. The SPD outcomes directly reference the UN Multi-Country Sustainable Development Framework (MSDF) outcomes, which outlines the strategic approach for all UN agencies (resident and non-resident) working in the Caribbean, which are both also aligned to the globally-agreed Sustainable Development Goals (SDGs).

UNDP, in collaboration with Government and other development partners, plays a key role in implementing the SPD, providing overall policy direction and in coordinating and monitoring progress towards expected results. In order to facilitate effective coordination, implementation, monitoring of SPD

and linked programming and UN System joint programming, the Programme Assistant will support the Programme Unit, and will work in close collaboration with the operations, finance, and programme staff in the MCO and the 10 programme countries supported by UNDP Barbados as well as UNDP HQs to resolve complex finance-related issues and support the implementation.

### **C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Letter of Offeror- Personal CV including past experience in similar projects and at least 3 references
2. Financial proposal
3. Copy of Caricom skills certificate, if not National of Barbados

### **D. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

### **E. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

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:

responsive/compliant/acceptable, and

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%]; \* Financial Criteria weight; [30%]

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

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	<b>70</b>	<b>70</b>
<ul style="list-style-type: none"> <li><b>Working Experience</b></li> </ul> <p><b>Points will be awarded as follows:</b></p> <p>Candidates with 5 to 6 years of experience in Programme/Project Finance and administration (10 points)</p> <p>Candidates with more than 6 years of experience in Programme/Project Finance and administration (20 points)</p> <ul style="list-style-type: none"> <li><b>Organisational Experience</b></li> </ul> <p>Candidates with experience working at a National or Governmental Organisation (10 points)</p> <p>Candidates with experience working at a Regional and/ or International Organisation (20 Points)</p>	<p>21.84</p> <p>21.84</p>	<p>20</p> <p>20</p>
<ul style="list-style-type: none"> <li>Finance/Accounting Certification</li> </ul>	5.46	5
<ul style="list-style-type: none"> <li>Project Management Certification</li> </ul>	5.46	5
<ul style="list-style-type: none"> <li>Interview</li> </ul>	15.4	20
<u>Financial</u>	<b>30</b>	<b>30</b>

## **F. ANNEXES**

ANNEX I – TERMS OF REFERENCES (TOR) – **N/A** - separate TOR only provided for complex procurement; otherwise, see above

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

## **G. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **Financial Administration, and Document management**

- Perform duties in full compliance with UN financial regulations and rules, policies and standard operating procedures, including internal controls;

- Review and verify financial transactions, activities, and documentation; taking corrective actions as needed and reporting any unusual activities;
- Monitor financial exceptions reports for unusual activities or transaction, investigate anomalies and report to the Cluster Manager conclusions and/or present recommendations for actions/decisions;
- Ensure all project files and financial documentation are uploaded to the intranet and Atlas repositories, and financial records, in line with UNDP rules and regulations, as relevant
- Update work plans and budgets in UNDP's corporate financial system (Atlas)
- Administer the corporate quality review process
- Administer project budget revision when necessary
- Support the preparation, organisation and distribution as relevant of all project-related documents, inclusive of correspondence, contracts, financial statements and other documents
- Formulate the budget, control allotments, monitor expenditures, and prepare budget revisions according to the needs of the projects under the Cluster
- Monitor the proper functioning of the financial resources management system and programmatic budgets and resources;
- Review with Budget owners and Project Managers, in line with Quarterly Closure Checklist, the Project Delivery Status Reports and investigate any overspend

#### **Project implementation and financial management**

- Support the Cluster Manager to ensure timely preparation and endorsement of Annual Work Plans
- Assist in the financial management tasks under the responsibility of the Cluster Manager, including preparation of timely requests for financial advances and direct payments, processing approved payments with all supporting documentation
- Provide coordination support to consultations and capacity building activities in-country and regionally, including logistics and travel
- Support the Cluster Manager in procurement, and contract management
- Coordinate and provide logistics support for field visits and project-related missions
- Maintain comprehensive project records, assets and inventory in line with Government and UNDP processes, as relevant
- Ensure full compliance of cluster operations with UNDP rules and regulation.
- Work closely with cluster lead to ensure an issues free dashboard

#### **Monitoring and reporting**

- Support Cluster Manager in budget planning and monitoring of ongoing activities against the project's Results and Resources Framework, in conjunction with the participating Country Offices and Responsible Parties
- Monitor and analyse project delivery for corporate and donor reporting
- Support Cluster Manager in using Atlas and the Corporate Reporting Platform to update project progress, achievement of targets, risk logs, etc. on a quarterly basis

- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports and oversees the overall financial processes for the project in collaboration with the Project Manager
- Coordinate Project Board meetings, including logistics and document management
- Monitor financial resources for effective and transparent utilization of available resources, in collaboration with the Project Manager
- Support preparation of quarterly and annual progress reports and other stipulated reports for UNDP, Donors and Project Boards as relevant, with input from the participating Country Offices
- Coordinate logistics and prepare documentation and reports for periodic project evaluations and audits, supporting the Cluster Manager and M&E Analyst

### **Teamwork and Partnership Building**

- Support the Cluster manager in developing and maintaining relationships with main counterparts within country in line with the stakeholder engagement plan (e.g. with government departments, NGOs, community leaders) to ensure buy-in and successful implementation
- Conduct training and/or help organize training events and activities;
- Support other teams as needed.

## **H. DELIVERABLES**

Expected deliverables and deadlines

<b>Deliverable</b>	<b>Due Date</b>	<b>Amount in BBD</b>
Provides administrative support to key functions/activities – June 2021	25 <sup>th</sup> June 2021	
Provides administrative support to key functions/activities – July 2021	25 <sup>th</sup> July 2021	
Provides administrative support to key functions/activities – August 2021	25 <sup>th</sup> August 2021	
Provides administrative support to key functions/activities – September 2021	25 <sup>th</sup> September 2021	
Provides administrative support to key functions/activities – October 2021	25 <sup>th</sup> October 2021	
Provides administrative support to key functions/activities – November 2021	25 <sup>th</sup> November 2021	
Provides administrative support to key functions/activities – December 2021	19 <sup>th</sup> December 2021	

## **Time and manner of Payment**

Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

## **I. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

### **I. Years of experience:**

Minimum requirement is 5 years of progressively responsible administrative or programme Finance experience is required at the national, regional or international level. Experience in the usage of computers, and office software packages (Microsoft suite etc.) and advanced knowledge of spreadsheet and database packages.

### **II. Competencies:**

#### Operational Effectiveness

- Ability to perform a variety of specialised tasks related to UNDP Results Based Management systems, including support to design, planning and implementation of programme, managing programme data and reporting.
- Good knowledge of the UNDP Programme and Operations Policies and Procedures (POPP)

#### Leadership and Self-Management

- Focuses on results for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Excellent oral and written communication skills in English;
- Self-motivated with strong inter-personal skills and the ability to work well independently or as part of a team;
- Demonstrated ability to exercise good judgement;

## **J. QUALIFICATIONS**

### **III. Academic Qualifications:**

- **Minimum requirement** - University Degree in Business Administration, Management, Finance or Accounting, Public Administration, or Economics
- Finance/Accounting Certification
- Project Management Certification