



TERMS OF REFERENCE

Reference #	PN/FJI/045/21
Consultancy Title	Project Implementation Support Consultant (IC LTA)
Project Name:	Effective Governance Unit
Location	Suva, Fiji
Application deadline	15 June 2021 (local time)
Type of Contract	Long Term Agreement - Individual Contractor (IC-LTA)
Post Level	Local Consultant (Suva, Fiji)
Languages required:	English
Duration of Initial Contract:	200 working days spread over 18 months (between 01 July 2021 – 31 December 2022)

BACKGROUND

The UNDP Pacific Office in Fiji Effective Governance Team assists Pacific governments in strengthening their public institutions, helping countries in their efforts to promote transparency, accountability and prevent and fight corruption, and supporting inclusive participation to ensure that no one is left behind.

Some of key engagements relevant for this assignment include:

- Supporting Pacific countries to enhance their governance processes with focus on improving transparency, accountability and strengthening anti-corruption reforms. This includes support to civic engagement focused on both strengthening civil society capacities and expanding and protecting spaces for citizen participation, with a special focus on vulnerable groups including women and youth; work with other non-state actors private sector, media and academia on initiatives to promote transparency and accountability and boost anti-corruption reforms particularly in the context of the Agenda 2030 and the SDGs;
- Promoting public service excellence through strengthening of the public service institutions to provide services in transparent, accountable and open manner;
- Strengthening of the justice systems and key justice institutions to carry out improved service delivery and contribute to improved governance and anti-corruption reforms;
- Strengthening the work of Parliaments for improved oversight role and promoting transparency, accountability, and integrity.

To support UNDP in effectively implementing ongoing and exploring new opportunities of engagement in the governance space in the Pacific, UNDP is seeking to recruit a local project implementation support consultant to assist and advise UNDP in administrative/operational implementation of project activities.

OBJECTIVES AND OUTPUTS

Under the overall guidance of the Team Leader Effective Governance and working closely with relevant Project Manager, the UNDP Pacific Office is seeking the services of a local project implementation consultant based in Suva, Fiji to support the implementation of transparency, accountability, and anti-corruption activities of UNDP's Governance Unit in the Pacific.

The outputs expected from this consultancy are as follows:

- i) Activity implementation and administrative and financial support services provided in relation to ongoing work and towards programming for future transparency, accountability and anti-corruption work in the Pacific.
- ii) Support provided to analytical and reporting work including with collection of data, documents, research, and contacts with local and regional partners across the Pacific.
- iii) Administrative support to public awareness and advocacy campaigns provided.
- iv) Organizational/administrative support to production of knowledge products provided.
- iv) Knowledge events and workshops organized.
- v) Public awareness and advocacy activities organized.

DUTIES AND RESPONSIBILITIES

Scope of Work

Working under the supervision of the Effective Governance (EG) Team Leader and working closely with the relevant Project Manager, the local project implementation support consultant shall be responsible for the following:

1. Support to administration, logistics and facilitation of project activities including on procurement, financial and other administration matters;
2. Support to organization of workshops, webinars, knowledge events and other project activities (national, sub-regional and regional);
3. Facilitation of knowledge building and knowledge sharing; support to project's monitoring and evaluation work;
4. Assistance in implementation and management of the initiatives, with specific focus on cooperation with civil society, academia, private and public sector, as well as other governance service lines.
5. Support to collection of data, undertaking research, contacts with national state and non-state partners and regional institutions to assist UNDP to progress on ongoing transparency, accountability and anti-corruption work.

Expected Outputs and Deliverables:

- National and regional knowledge events and other project activities administratively, logistically and operationally supported.
- Knowledge products supported.
- Awareness /advocacy campaigns organized.
- Data collected/Analysis/Reports/Policy Papers produced.
- Report after each assignment.

Institutional Arrangement

The Consultant will be reporting to the UNDP Effective Governance Team and will be required to work closely with the relevant Project Manager.

The Consultant is obliged to submit a final report after the finalization of the overall assignment, containing reflections on the performed tasks, deliverables, observations and recommendations for future steps. After each call-off, a short report will be required on the completion of each output.

Duration of the Work

- The consultant will be required to work up to 200 working days spread over 18 months (01 July 2021 to 31 December 2022) under a Long-Term Arrangement (LTA).
- The call-off for the LTA will be via issuance of new Terms of Reference, Contract and Purchase Order for each specific assignment as a call-off from this IC LTA.

Contract Arrangement

The successful individual will sign the UNDP Individual Consultant Long Term Agreement. The engagement will be on an intermittent basis with the stated duration based on the required services. UNDP will issue separate terms of reference and purchase order for each specific assignment as a call off from this IC LTA. The TOR will outline the expected outputs, and the number of days to be engaged. The outputs of the assignments will be reviewed by EG Team Leader and the Project Manager.

Duty Station

The Consultant will be based in Suva Fiji with required travel to selected PICs depending on the needs and requests of the specific PICs and the COVID-19 restrictions permitting.

Since travel will be requested on Ad-hoc basis, UNDP will purchase air tickets for the Consultant based on the most direct route and cost-effective route as per UNDP Travel Guideline.

UNDP will also provide Daily Subsistence Allowance (DSA) to the Consultant for the duration of his/her stay at the respective duty station at UN approved DSA rates.

The Consultant will be expected to provide reports after every assignment, as well as mission reports when performing missions in the field.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications

- Completion of Secondary Education. University Degree in Business or Public Administration, Economics, Political or Social Sciences is desirable.

Experience & Skills

- 7 years of progressively responsible relevant programme /administrative experience is required at the national or international level.
- Minimum 5 years of related working experience in the Pacific on providing operational/administrative support to implementation of governance projects in the areas of transparency, accountability and anti-corruption;
- Minimum of 5 years of demonstrated experience in organizing events/workshops/awareness campaigns with stakeholders involving Pacific institutions, civil society, private sector and media on anti-corruption/transparency and accountability issues;
- Demonstrated ability to plan, organize, implement and report on work and to work under pressure and tight deadlines.
- Experience in working with development agencies (UN experience on similar projects can be an asset).

Language requirements

- Fluency of English language is required.

COMPETENCIES

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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

Functional

- Demonstrated ability to work harmoniously in a multi-cultural environment;
- Ability to work on own initiative as well as a member of a team and to work under pressure;
- Excellent relationship management;
- Excellent communication, facilitation, presentation and reporting skills.
- Ability to plan and organize work programme and flow;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent drafting and formulation skills;
- Excellent computer skills especially Word, Excel and PowerPoint;

Knowledge Management and Learning

- Ability to support building of knowledge products;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy

advice and direction.

- Demonstrates strong oral and written communication skills

Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process.

EVALUATION

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

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)

- Criteria A: Completion of Secondary Education. University Degree in Business or Public Administration, Economics, Political or Social Sciences is desirable - 5%.
- Criteria B: Minimum 5 years of related working experience in the Pacific on providing operational/administrative support to implementation of governance projects in the areas of transparency, accountability and anti-corruption– 30%
- Criteria C: Minimum of 5 years of demonstrated experience in organizing events/workshops/awareness campaigns with stakeholders involving Pacific institutions, civil society, private sector and media on anti-corruption/transparency and accountability issues 20%
- Criteria D: Demonstrated ability to plan, organize, implement and report on work and to work under pressure and tight deadlines –. – 5%
- Criteria E: Experience in working with development agencies (UN experience on similar projects can be an asset) - 10%

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

Candidates may be called for an interview, which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. 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 shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

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.

DOCUMENT SUBMISSION

Documentation Required

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

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in Fijian Dollars (FJD)
- **Personal CV**, 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.

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

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

All required templates are available on the UNDP Procurement website: www.pacific.undp.org

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Project Implementation Support Consultant (IC LTA)**) with reference (**PN/FJI/045/21**) and **submitted via email to**

etenderbox.pacific@undp.org 11:59pm 15 June 2021 – Fiji time.

- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: sonja.trajanoska@undp.org, cc procurement.fj@undp.org

Women applicants are encouraged to apply