



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18.06.2021

REF No.: IC/015/21

Country: Uzbekistan

Description of the assignment: International Consultant on Design and Development of Business Operations Strategy (BOS) Document

Project name: Joint UN in Uzbekistan Initiative

Period of assignment/services (if applicable): Maximum 60 working days within a 4-month contract duration (July 2021 – October 2021)

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 July 5, 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=99931 (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=79807. (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 (July 5, 2021) will not be given consideration.

For more detailed information about UN in Uzbekistan please visit our website at <https://uzbekistan.un.org/>

UN 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. 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.

1. BACKGROUND

The UN General Assembly has repeatedly called for the UN System to harmonize business operations, with the aim of reducing operational transaction costs and duplication of the operational support to programme delivery. For this purpose, the UN Development Group (UNDG) High Level Committee on Management (HLCM) was mandated to work with UNCTs to improve programme and business operations. The impact of UN programmes at the country level is directly related to the effectiveness, efficiency and cost of the operations that support them. This new iteration of the Business Operations Strategy (BOS) is a critical instrument to reinforce that link between efficient business operations supporting more effective programmes.

The Business Operations Strategy provides a framework to guide UN business operations at the country level. The BOS facilitates strategic planning, management, monitoring and reporting of the UNCT's joint support to programme and supports the development of harmonized Business Operations to achieve the following results:

- Enhanced linkages between Programme and Operations
- Reduced Costs
- Enhanced quality
- Enhanced Operational Focus and Prioritization
- Enhanced ability to monitor progress and track results

The BOS achieves its goals by improving business operations at the country-level. This can be accomplished by eliminating the duplication of processes within business operations, leveraging the common buying positions of the UN and maximizes economies of scale. Common business operations under the BOS are structured around six possible common services lines:

- 1) common procurement services;
- 2) common information and communication technology (ICT) services;

3) common human resources (HR) services;

4) common logistics services;

5) common finance services;

6) common facility services (including common premises).

The UNCT's decision for design and development of a BOS 2.0 will be accomplished through the work of the Operations Management Team (OMT). Specifically, the Operations Management Team (OMT) 2021 Workplan has been developed to include "Design and Development of a BOS 2.0".

The detailed information on BOS UNSDG Guideline can be found through the following link:

<https://unsdg.un.org/resources/business-operations-strategy-bos-20-guidance>.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced (Master's) Degree in operations, finance, auditing, logistics, procurement, management, statistics or development or any related field, preferably with specific focus on international development and operations.

II. Years of experience:

- Minimum 5 years of experience in development of strategies or tools for optimization of business processes and boost up of efficiency (cost savings);
- Experience working with Business Case Analysis and Business Process Harmonization in an international context;

III. Competencies:

- Excellent oral and written English communication skills;
- Having quantitative analysis background and strong analytical skills;
- Having documentation/report writing ability;

IV. Language requirements:

- Fluency in written and spoken English.

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
- (iii) Provide a detailed action plan on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

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

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. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

No.	Ref.	Activity	Deliverable*	Estimated days**	Payment
1	a.1	Conduct the orientation/sensitization session on BOS template and guidelines with BOS Task Force under OMT.	Kick-off Meeting	2	30%
2	a.2	Conduct data collection and analysis of processes and procedures from UN Agencies present in Turkey.	Stock-take/Baseline Analysis	8	
			Needs and Opportunities Analysis	8	

3	b.3	Conduct a workshop with OMT/BOS Task Team and Working Groups i.e. business prioritization exercise to determine strategic operational services.	Cost Benefit Analysis and Prioritization	6	10%
4	c.1	Review and finalize outputs per outcome. Identify and set baselines, targets and Key Performance Indicators (KPIs) for 2020 onwards at outcome level with required resources (budget). Include indicative resource requirements at outcome level. Propose lead agencies at the output and activities level.	BOS Results Framework/Narrative	12	20%
5	c.2	Formulate activities with related costs per output for 2020 and 2021 as per UNDG template.	Annual Work Plans for 2021 and 2022	9	15%
6	d.1	Present “BOS 2.0 Document” which includes Business Operations Results Framework, reflecting medium-term outcomes/outputs and Business Operations Governance Mechanisms, to BOS Task Force and revise as per the feedback provided.	BOS 2.0 Document	6	10%
7	d.1	Conduct a Joint UNCT and OMT “BOS 2.0 Validation Workshop” with stakeholders.	Validation Report for “BOS 2.0”	3	5%
8	d.1	Finalization of BOS 2.0.	Final UNCT Approved “BOS 2.0”	6	10%
TOTAL				60	

*The Consultant will be in close cooperation with BOS Task Force and shall meet (either physically or virtually) with the respective Task Force prior to delivery of each and every Deliverable in addition to keeping the respective Task Force up-to-date throughout the Assignment. All Deliverables shall be in accordance with UNDG Templates stipulated in the BOS Framework of which the link is provided in Article I- Background and Objective.

**The payments shall be realized upon submission of each Deliverable listed above (a, b , c and d) by the Consultant and approval by BOS Task Force. Planned due dates and estimated days are indicative; while the Consultant may invest less or more than the estimated number of days stated above for each deliverable, the total days to be invested for performance of the whole assignment cannot exceed 60 days.

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 (70%) and financial criteria (30%) specific to the solicitation.

* Technical Criteria weight; [50 points]

* Interview as a part of technical criteria weight; [20 points]

* Financial Criteria weight; [30 points]

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

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>		
Advanced (Master's) Degree in operations, finance, auditing, logistics, procurement, management, statistics or development or any related field, preferably with specific focus on international development and operations	20%	20
Minimum 5 years of experience in development of strategies or tools for optimization of business processes and boost up of efficiency (cost savings). Number of services: <ul style="list-style-type: none">▪ 7 and more years – 20▪ 5-7 years – 15▪ Less than 5 years – 0	20%	20
Experience working with Business Case Analysis and Business Process Harmonization in an international context Number of cases: <ul style="list-style-type: none">▪ 7 more cases – 20▪ 4-6 cases – 15▪ 1-3 cases - 10	20%	20
Having quantitative analysis background and strong analytical skills. Number of reports done: <ul style="list-style-type: none">▪ 3 more topics– 20▪ 2 topics – 15▪ 1 topic – 10	20%	20
Knowledge of language <ul style="list-style-type: none">▪ English: 15▪ English & Russian/Uzbek – 20	20%	20

Financial offer	30%	30	
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

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