

INDIVIDUAL CONTRACTOR PROCUREMENT NOTICE

Date: 27 June 2021

Post Title:	Programme and Finance Associate
Starting date	01 September 2021
National or International Consultants:	International (Individual Contractor)
Duration:	132 working days for over a period of 6 months
Location:	UNODC Office for the Gulf Cooperation Council Region Abu Dhabi, UAE with possibility of working from home
Project:	AREU51 Establishment of UNODC Office for the GCC Region (OGCCR)
Requisition Number:	
Is this a LTA (yes/no)	No

CONTEXT/BACKGROUND

The UNODC Office for the Gulf Cooperation Council (GCC) Region (OGCCR) in Abu Dhabi was established in order to support the Government of the United Arab Emirates (UAE) and the other GCC countries in their efforts in the fields of drug control, crime prevention and combating transnational organized crime. The establishment of OGCCR improves the cooperation and coordination of UNODC operational activities in the GCC region in order to strengthen and enhance the effectiveness of the six Member States' agencies to prevent and combat cross-border illicit drug trafficking and organized crime. OGCCR serves as the UNODC hub coordinating the 'Strategic Partnership with the GCC Countries' and related programme framework, strategies and policies, securing funds and taking responsibility for the implementation of the drug- and crime-related programme portfolio in the GCC region. OGCCR seeks and promotes new opportunities for partnership with the Governments concerned, including resource mobilization and contribution to the overall strategic approach and outputs of the Regional Programme. It also seeks and promotes the enhanced participation of the GCC countries in UNODC global initiatives, programmes and relevant platforms and intergovernmental bodies.

SCOPE OF WORK

The purpose of this assignment is to provide support and expertise in the areas of human resources, procurement and finance to the OGCCR team to ensure effective delivery of related services for the implementation of the UNODC's Strategic Partnership with the GCC Countries and its programme framework, under the umbrella project "Establishment of UNODC Office for

the GCC Region” (AREU51). The Individual Contractor will promote a client, quality and results-oriented approach consistent with UNODC rules and regulations.

The Individual Contractor will work under the guidance and direct supervision of the Programme Management Officer and the overall supervision of the Representative. Moreover, s/he will work in close collaboration with the Operations, Programme and Projects staff in UNODC OGCCR, as well as UNODC HQ and UNDP staff as required to resolve issues relating to human resources, procurement and finance and to exchange information.

The Individual Contractor will be expected to deliver the following key outputs:

Support Human Resources processes:

- Review/preparation of ToRs;
- Conduct of recruitment processes for new staff positions, consultancies and internships under the project in coordination with relevant teams in UNODC Headquarters and/or UNDP Regional Bureau for Arab States;
- Inform and follow-up on mandatory training requirements for staff, consultants and interns in OGCCR;
- Review and follow-up on Umoja mapping requirements for OGCCR;
- Consolidation and submission of 2022 commitments for staffing and other personnel costs;
- Support and coordination with relevant authorities for the issuance of official documentation for OGCCR staff.

Support Procurement processes:

- Conduct of procurement processes for goods and services under the project by preparing requisitions and ensuring that specifications, budget provisions and all other requirements are in order;
- Preparation of the internal procurement plan for 2022.

Support Finance processes:

- Regular analysis of grant consumption and provision of budget projections under the project;
- Analysis of information relating to donors and preparation of donors’ profiles;
- Drafting of partnership and funding agreements in accordance with UNODC templates and coordination of internal clearance processes;
- Consolidation/development of internal project management tools to strengthen financial monitoring (recording of voluntary contributions, grant consumption, open commitments etc.) in order to inform timely decision-making;
- Conduct of the financial closing exercise for 2021.

Support Administration processes:

- Update of the internal filing system for human resources, procurement and finance records and documents;
- Provision and coordination of inputs to the elaboration of internal Standard Operating Procedures for human resources, procurement and finance;
- Prepare routine correspondence and reports in accordance with standard internal procedures;
- Perform other tasks as requested by the Management.

Expected outputs and deliverables	Expected duration for each deliverable	Targeted due dates	Review and approvals required
<p>Support Human Resources processes:</p> <ul style="list-style-type: none"> • Review/preparation of ToRs; • Conduct of recruitment processes for new staff positions, consultancies and internships under the project in coordination with relevant teams in UNODC Headquarters and/or UNDP Regional Bureau for Arab States; • Inform and follow-up on mandatory training requirements for staff, consultants and interns in OGCCR; • Review and follow-up on Umoja mapping requirements for OGCCR; • Consolidation and submission of 2022 commitments for staffing and other personnel costs; • Support and coordination with relevant authorities for the issuance of official documentation for OGCCR staff. <p>Support Procurement processes:</p> <ul style="list-style-type: none"> • Conduct of procurement processes for goods and services under the project by preparing requisitions and ensuring that specifications, budget provisions and all other requirements are in order; • Preparation of the internal procurement plan for 2022. <p>Support Finance processes:</p> <ul style="list-style-type: none"> • Regular analysis of grant consumption and provision of budget projections under the project; 	22 working days per month, for 6 months	Based on number of working days per month from 01 September 2021 to 28 February 2022	UNODC OGCCR

<ul style="list-style-type: none"> • Analysis of information relating to donors and preparation of donors' profiles; • Drafting of partnership and funding agreements in accordance with UNODC templates and coordination of internal clearance processes; • Consolidation/development of internal project management tools to strengthen financial monitoring (recording of voluntary contributions, grant consumption, open commitments etc.) in order to inform timely decision-making; • Conduct of the financial closing exercise for 2021. <p>Support Administration processes:</p> <ul style="list-style-type: none"> • Update of the internal filing system for human resources, procurement and finance records and documents; • Provision and coordination of inputs to the elaboration of internal Standard Operating Procedures for human resources, procurement and finance; • Prepare routine correspondence and reports in accordance with standard internal procedures; • Perform other tasks as requested by the Management. 			
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INSTITUTIONAL ARRANGEMENT

- The Individual Contractor is required to exhibit his/her commitment to this assignment with UNODC OGCCR, via the quality, appropriateness and timeliness of the expertise, advice and input s/he will provide;
- The Individual Contractor shall perform tasks under the general guidance of OGCCR Representative and the direct supervision of the OGCCR Programme Management Officer. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The Individual Contractor is expected to liaise and collaborate in the course of performing the work with other UN colleagues, consultants and project stakeholders;
- The Individual Contractor is required to maintain close communication with UNODC OGCCR on regular and needed basis throughout the assignment in order to monitor progress. In the

event of any delay, s/he will inform UNODC promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract;

- Should UNODC 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

The contract is for a duration of 6 months from 01 September 2021 until 28 February 2022.

DUTY STATION

The assignment is based in the UNODC Office for the GCC Region in Abu Dhabi, UAE.

UNODC will cover all travel expenses. Therefore, travel costs should not be included in the financial offer.

PAYMENT TERMS

Payments to the Individual Contractor will be processed on basis of a number of working days per month.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

A. Academic qualifications:

- Bachelor's degree in Business, Public Administration, Human Resources, Finance, Economics or any other related fields.

B. Professional experience:

- A minimum of six (6) years of professional experience in the field of public administration or programme management.
- Sound knowledge and professional experience in the areas of human resources, procurement and finance.
- Previous working experience with the United Nations (UN) and knowledge of UN Financial Regulations and Rules.
- Experience in the Middle East and North Africa region.

C. Language requirements:

- Proficiency in English and Arabic (spoken and written).

Key Competencies:

o *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNODC's values and ethical standards;

- Promotes the vision, mission and strategic goals of UNODC;
- 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;
 - Experience in report 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 UNODC 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 UNODC;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

RECOMMENDED PRESENTATION OF OFFER

I. FINANCIAL PROPOSAL

Interested candidates should indicate a daily fee for the delivery of requested services, with detailed breakdown. The daily fee must be “all-inclusive”. Please note that the term “all-inclusive” implies that all costs (professional fees, communications, consumables if any, etc.) that could possibly be incurred are already factored into the final amount submitted in the proposal. Also, please note that the contract price will be based on deliverables/outputs.

The individual contractor will be paid an all-inclusive amount calculated on the basis of the daily fee multiplied by the number of working days for each deliverable/output delivered during the assignment period, subject to the submission of Certification(s) of Payment (CoP) duly certified and confirmation of satisfactory performance of the work achieved (deliverables/outputs). Payments should be done in line with the schedule of payments hereunder, noting that the maximum number of working days for this assignment should not exceed 132 days:

Milestone	Estimated due date	Expected number of working days for each deliverable	Payment
<p>Support Human Resources processes:</p> <ul style="list-style-type: none"> • Review/preparation of ToRs; • Conduct of recruitment processes for new staff positions, consultancies and internships under the project in coordination with relevant teams in UNODC Headquarters and/or UNDP Regional Bureau for Arab States; • Inform and follow-up on mandatory training requirements for staff, consultants and interns in OGCCR; • Review and follow-up on Umoja mapping requirements for OGCCR; • Consolidation and submission of 2022 commitments for staffing and other personnel costs; • Support and coordination with relevant authorities for the issuance of official documentation for OGCCR staff. <p>Support Procurement processes:</p> <ul style="list-style-type: none"> • Conduct of procurement processes for goods and services under the project by preparing requisitions and ensuring that specifications, budget provisions and all other requirements are in order; • Preparation of the internal procurement plan for 2022. <p>Support Finance processes:</p> <ul style="list-style-type: none"> • Regular analysis of grant consumption and provision of budget projections under the project; • Analysis of information relating to donors and preparation of donors' profiles; 	22 working days per month, for 6 months	Based on number of working days per month from 01 September 2021 to 28 February 2022	The consultant will be paid on monthly basis, upon satisfactory completion of the required deliverable

<ul style="list-style-type: none"> • Drafting of partnership and funding agreements in accordance with UNODC templates and coordination of internal clearance processes; • Consolidation/development of internal project management tools to strengthen financial monitoring (recording of voluntary contributions, grant consumption, open commitments etc.) in order to inform timely decision-making; • Conduct of the financial closing exercise for 2021. <p>Support Administration processes:</p> <ul style="list-style-type: none"> • Update of the internal filing system for human resources, procurement and finance records and documents; • Provision and coordination of inputs to the elaboration of internal Standard Operating Procedures for human resources, procurement and finance; • Prepare routine correspondence and reports in accordance with standard internal procedures; • Perform other tasks as requested by the Management. 			
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II. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual contractors must submit documents under below points 1 & 2 to demonstrate their qualifications. For candidates that fail to submit these documents, the application will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as contact details (email and telephone number) of the Candidate and at least three (3) professional references;

3) **Financial Proposal:** *Please do not submit a financial proposal at this stage. The financial proposal shall be requested from Candidates who are considered technically responsive.*

When the financial proposal is requested, it should indicate the total contract price, based on the Deliverables/Outputs and an all-inclusive daily fee, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and s/he 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 it 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 15 July 2021.

III. **CRITERIA FOR SELECTION OF THE BEST OFFER**

Candidates will be evaluated based on the following methodology.

Step I: Screening

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Bachelor’s degree in Business, Public Administration, Human Resources, Finance, Economics or any other related fields.
- **Criteria B:** A minimum of six (6) years of professional working experience in the field of public administration or programme management.
- **Criteria C:** Proficiency in English and Arabic (spoken and written).

Step II: Desk review

Shortlisted candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation criteria (max 100 points) / Weighted 70:

- **Criteria A:** Bachelor’s degree in Business, Public Administration, Human Resources, Finance, Economics or any other related fields (20 points).
- **Criteria B:** A minimum of six (6) years of professional working experience in the field of public administration or programme management (30 points).
- **Criteria C:** Previous working experience with the United Nations (UN) (25 points).
- **Criteria D:** Experience in the Middle East and North Africa region (10 Points).
- **Criteria E:** Proficiency in English and Arabic (spoken and written) (15 points).

Financial evaluation criteria / Weighted 30:

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 III: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each.

Shortlisted candidates will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the candidate 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 candidates obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial evaluation.