



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 July 2021

REF No.: IC/018/21

Country: Uzbekistan

Description of the assignment: Local Administrative and Finance Consultant

Project name: UN Office of High Commissioner for Human Rights (OHCHR), Tashkent, Uzbekistan

Period of assignment/services (if applicable): 110 working days (August-December 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 27, 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=100481 (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=80769. (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 27, 2021) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. 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.

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.

1. BACKGROUND

Uzbekistan has ratified most of the UN international human rights treaties, except for the Optional Protocol to the Convention against Torture (CAT-OP), Convention on Enforced Disappearance (CED). UNCT continues to advocate for ratification of all outstanding UN human rights treaties, their optional protocols and for acceptance of individual communications procedure under relevant ratified treaties.

On 16 June 2017, shortly after the May 2017 landmark country visit of the High Commissioner for Human Rights Zeid to Tashkent, two chambers of Oliy Majlis (Parliament) adopted a Joint Resolution regarding the Action Plan on further development of cooperation with the UN Office of High Commissioner for Human Rights (OHCHR).

Continuous engagement of the UN system in the promoting human rights agenda is one of key priorities for UNCT Uzbekistan. The UNCT work on Human Rights is based on a principled approach to engagement in line with the Rights Up Front framework initiated by the United Nations Secretary General as well as UN human rights normative framework as reflected in UN Charter, UDHR and core International Human Rights Conventions. Following One UN support to the National Action Plan on UPR, the firm anchoring of UNCT human rights engagement in the UNDAF and programming, including the rule of law and judicial reforms and close cooperation with OHCHR for several years have catalyzed a number of reforms in human rights framed Government's Action Strategy for 2017-2021. The second Pillar of the Action Strategy is fully focused on human rights reform, prevention of torture, legal and judicial reforms and liberalization of criminal legislation. The current trends and developments open new entry points for more constructive collaboration in human rights protection.

OHCHR works on Uzbekistan from its Regional Office for Central Asia (ROCA) based in Bishkek since after the visit of the High Commissioner to Uzbekistan. To date, OHCHR has implemented a set of activities in line with its 2018-2021 sub-regional programme for Central Asia. All activities have been carried out in coordination with the UN Resident Coordinator's Office and in close cooperation with the UNDP Country Office in Uzbekistan and other relevant UN agencies.

As of 1 June 2019, ROCA has one national programme officer/NPO (NO-B) based in Tashkent, with the office located at the UN House.

In order to support programmatic and substantive activities of ROCA until the end of 2021, ROCA plans to recruit Administrative and Finance Consultant. The National Consultant, under direct supervision of the NPO in Tashkent and overall guidance of ROCA in Bishkek, will support implementation of ROCA programmatic activities in line with ROCA work and costs plans for 2021 and will support the NPO in relation to Uzbekistan.

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:

- University Degree in Finance, Accounting, Business or Public Administration, Economics, Law or other relevant degree.

II. Years of experience:

- 1 year of working experience in relevant field including participation in projects as a volunteer. Administrative and operational management experience is an asset.

III. Competencies:

- Responsibility;
- Communication skills;
- Computer skills;
- Ability to work under pressure and with tight deadlines, ethics and honesty;
- Ability to use information and communication technology as a tool and resource;
- Ability to handle multiple tasks simultaneously and ability to prioritize;
- Strong organizational, operational and communication skills, ability to work in a team;
- Be attentive to details and accurately make mathematical calculations.

IV. Language requirements:

- Fluency in English, Russian and Uzbek.

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

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).

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.

5. FINANCIAL PROPOSAL

Time based contracts

Payments are based upon attendance sheet upon delivery of the services specified in the TOR and acceptance by the National Programme Officer. Payment will be released on a monthly basis upon signature of Attendance sheet by the National Programme Officer.

Note: This is daily fee contract that should include costs of consultancy services and other related costs including the travels, DSAs, if any, required to produce the above deliverables.

*Important: The USD lump sum amount will be paid to plastic card in Uzbek sums by UN exchange rate on the date of payment.

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

Lowest technically responsive proposal

When using this Lowest technically responsive proposal 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) Lowest in terms of financial rate.

Only candidates obtaining a minimum of 70% for Technical evaluation would be considered for the Financial Evaluation.

Criteria	Max. Point
<u>Technical</u>	
▪ University Degree in Finance, Accounting, Business or Public Administration, Economics, Law or other relevant degree	30
1 year of working experience in relevant field including participation in projects as a volunteer. Administrative and operational management experience is an asset. <i>Work experience in years:</i> <ul style="list-style-type: none">▪ 1-3 years – 30▪ 4-6 years – 40	45

▪ 7 and more – 45		
Fluency in written and spoken Russian, Uzbek and English..	25	
▪ English and Russian - 20 ▪ English, Russian and Uzbek – 25		

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