

PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: 18 August, 2021

Post Title:	Individual Contractor (IC) – Personal Assistance to UNV
Starting Date:	1st of October, 2021
Duration:	11 months
Location:	Lund-Sweden
Project:	UNV
National/International consultants:	National
Is this a LTA (yes/no):	No

CONTEXT/BACKGROUND

The purpose of this procurement exercise is to contract personal assistance services to provide adequate support and enable UNV Research Officer to perform essential tasks during working hours.

The Regional Bureau for Arab States (RBAS) is committed to inclusion of persons with disabilities in the workplace. As such, RBAS recently recruited a new UNV Research Officer to conduct research and support communications related activities.

This assignment is part of the UNDP – UNV Talent Programme for Young Professionals with Disabilities. The programme seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

Providing reasonable accommodation is essential for creating an inclusive and non-discriminatory work environment which enables personnel with disabilities. In line with the commitment to inclusion, RBAS is now seeking for a personal attendant to provide adequate support and enable UNV Research Officer to perform essential tasks during working hours.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Working closely with, and directly under the supervision of the UNV Research Officer, the personal attendant will support the delivery of outputs per these TOR.

D. Expected Outputs and Deliverables

- Adequate support provided to enable UNV Research Officer to perform essential tasks at work
- Facilitate safe and effective mobility and transportation support
- Physical health and safety of the UNV ensured

The scope of work is during working hours:

- bringing objects within reach, such as laptop, phone, and documents.
- providing support with typing notes on the computer during extensive meetings and workshops.
- helping with printing, scanning, copying, and filing documents.
- assisting with hygiene related tasks, such as bathroom visits.
- assistance with meals
- providing support during transportation outside of home and workplace, such as getting in and out of vehicles

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected number of working days for each deliverable	Review and Approvals Required
<p>The scope of work is during working hours:</p> <ul style="list-style-type: none">• bringing objects within reach, such as laptop, phone, and documents.• providing support with typing notes on the computer during extensive meetings and workshops.• helping with printing, scanning, copying, and filing documents.• assisting with hygiene related tasks, such as bathroom visits.• assistance with meals• providing support during transportation outside of home and workplace, such as getting in and out of vehicles	<p>The work will be based on 40 hours per week, i.e. on a 8- hour working day, with core hours being between 9h00 and 18h00 daily</p>	<p>Research Assistant</p>

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment 9h00 and 18h00 daily
- S/He shall perform tasks under the direct supervision of the Research Assistant
- The individual is expected to liaise and collaborate in the course of performing the work of support the research assistant 40 working hours per week for over period of 12 months

- **Duration of the Work**

- 1st October 2021 – 31st August 2021
- The work will be based on 40 hours per week, i.e. on a 8- hour working day, with core hours being between 9h00 and 18h00 daily for over period of 11 months

Location of the work

- At Research Assistant home - Lund, Sweden

TRAVEL PLAN

If unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Academic qualifications:

- a) Diploma in fitness and nutrition, occupational therapy, physiotherapy or related fields.

Experience:

- b) At least one year experience providing personal assistance services
- c) Previous experience with assistive devices, such as wheelchairs, shower chairs, or toilet lift **required**
- d) Physical strength to help transfer person from mobility device to bed, toilet or vehicle **required**
- e) Knowledge of disability and accessibility **required**
- f) Experience with physiotherapy and medical **desired**
- g) Excellent computer skills **desired**

Language:

- h) Fluency in written and spoken English is **required**
- i) Fluency in written and spoken Arabic or Swedish is **desired**

I. Competencies:

a) 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.

b) Functional

- 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;
- Experience in using statistical computer programs (STATA, SPSS, E-Views, etc..) and Excellent computer skills with MS. Office (Word, Excel, Power Point).

c) Knowledge Management and Learning

- Ability to strongly promote and build 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.

d) Judgment/Decision-Making

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

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The contractor will be paid an all-inclusive based on number of working hours per month, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder, noting that for this assignment period shouldn't exceed (11) calendar months.

Expected Outputs and Deliverables	Expected number of working days for each deliverable	Payment Schedule
<p>The scope of work is during working hours:</p> <ul style="list-style-type: none">• bringing objects within reach, such as laptop, phone, and documents.• providing support with typing notes on the computer during extensive meetings and workshops.• helping with printing, scanning, copying, and filing documents.• assisting with hygiene related tasks, such as bathroom visits.• assistance with meals• providing support during transportation outside of home and workplace, such as getting in and out of vehicles	11 months	all-inclusive based on lump sum monthly payment , subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work)

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit documents under point 1&2 to demonstrate their qualifications. 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 the contact details (email and telephone number) of the Candidate and at least three (3) professional references

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

When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, 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 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 Offeror must indicate 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 28th of August 2021

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notices.undp.org/>

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and Shortlisting:

Individual consultants will be evaluated based on the following methodology.

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

- **Criteria A:** Diploma in fitness and nutrition, occupational therapy, physiotherapy or related fields
- **Criteria B:** At least one year experience providing personal assistance services
- **Criteria C:** Language proficiency in both written and oral in English

Step II : Interview:

Technical committee will conduct interview with shortlisted candidates over phone or skype as part of evaluation

Step IV : Technical Review

Shortlisted candidates will undergo a technical evaluation and a submission of a proposal to tackle the assignment.

Technical evaluation Criteria max 100 points (Weighted 70):

- a) Diploma in fitness and nutrition, occupational therapy, physiotherapy or related fields. (20 points)
- b) At least one year experience providing personal assistance services (20 points)
- c) Previous experience with assistive devices, such as wheelchairs, shower chairs, or toilet lift (10 points)
- d) Knowledge of disability and accessibility (10 points)
- e) Excellent computer skills (10 points)
- f) Fluency in written and spoken Arabic or Swedish (5 points)
- g) **Interview scoring:** (25 points)

Financial Criteria - 30% of total evaluation

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 II: Final Evaluation

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

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.