TERMS OF REFERENCE

Events Logistics Support consultant

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/115/22</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Suva, FIJI</td>
</tr>
<tr>
<td>Application deadline</td>
<td>30 September 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>National Consultant</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>21 Nov 2022 – 6 Jan 2023 (32 days)</td>
</tr>
</tbody>
</table>

BACKGROUND


• Provides expert advice and technical assistance to different government offices and institutions, regional organizations, national human rights institutions or similar structures, academic institutions, civil society, professional associations and other stakeholders. This is done through briefings, discussions, seminars and roundtables, trainings, and direct legal and policy advice.
• Encourages and assists governments and civil society in the region to actively engage with the international human rights mechanisms: the treaty bodies, special procedures and in particular the Universal Periodic Review (UPR) process.
• Monitors, documents and reports on human rights situations and issues.
• Brings human rights into development and humanitarian work.

Highlights and promotes human rights issues and situations through advocacy and awareness raising, including through press releases, op-eds and social media

DUTIES AND RESPONSIBILITIES

Scope of work/Expected Output

Under the direct supervision of the Deputy Regional Representative and working closely with the operations team, the Administrative Assistant consultant shall provide support to all the logistics for the various upcoming events and workshops:

Such work may include:
The scope of work will include:
• Prepare all travel arrangements for travelling staff and participating resource persons for upcoming events.
• Facilitate all events travel related arrangements, including facilitation of visas and where and when its needed, for participants /delegates travelling under various budget lines
• Facilitate, coordinate and liaise directly with vendors relating to the upcoming events in regard to venues, caterers, stationeries for workshop, meetings or training purposes
• Ensure that all events payments for vendors are arranged and payments are made after services have been rendered directly after the activity.
• Ensure that F10s for each participant/delegate is settled within the time threshold given by Finance
• Ensure that workshops preparations are carried out in a timely and efficient matter and always in consultation with relevant team members
• Ensure that at the end of each event, a master folder of all the workshop documents is compiled and filed on the shared drive and a hard copy is made available to the team.
• Collate all the relevant information and documents for such activities and share with appointed Project Assistant for uploading to GSSU
• Conduct any other tasks that may be assigned by the supervisor when required.

**Expected Outputs and Deliverables:**

- Logistic support provided to the following events:
  - ✓ Assist with the organization of the 2022 International Human Rights Day, International Day of People with Disabilities and relevant office events.
  - ✓ In coordination with the Regional Representative and Deputy Regional Representative, provide assistance with the annual workplan budgeting of activities for 2023.
  - ✓ Assist with clearing all payment requests to UNDP before the 2022 yearend deadline.
  - ✓ Assist with clearing all Purchase Order requests with UNDP before the 2022 yearend deadline.
  - ✓ Assist with coordination of the 2022 Annual Report for the office with all the Programme staff members.
  - ✓ Ensure all relevant documents are scanned and saved correctly under the shared drive folders.

**Resources provided:**

- The Consultant will be given desk space, computer, provided internet, access to central drive/share point and printing access.

**Institutional Arrangement**

- On a day-to-day basis the consultant will work closely with the OHCHR Pacific Regional Office team
- The consultant will be under the direct supervision of the Deputy Regional Representative

**Duration of the Work**

- 21 Nov 2022 – 6 Jan 2023 (32days)

**Duty Station**

- OHCHR Pacific Regional Office, Suva, Fiji
COMPETENCIES

- Proven track record of working in similar administrative role in Government, CSO, IGO, NGO
- Proven track record in organizing public events – workshop, conferences, roadshows, public events etc
- Demonstrable organizational skills including working to tight deadlines and with competing priorities, ability to prioritize effectively and organize time;
- Familiar in the use of computers and office software packages
- Excellent writing, communication and organization skills
- Excellent team working skills
- Good interpersonal skills
- High level of accuracy and reliability
- An efficient worker who can work under pressure
- Fluency in the English language

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:
Successful completion of secondary education with five years relevant experience, preferably with a tertiary certificate or diploma in Management and/or Business studies. Knowledge and experience of office management and administration and accounting. Computer literate with good communication skills.

Experience
- Minimum of 5 years’ experience in programme support particularly in Administration, travel, events coordination, and finance.

Language requirements
- Fluency of English language is required.

Price Proposal and Schedule of Payments

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Dates</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Upon signing of contract and approval of draft workplan of timelines for</td>
<td>21 November 2022</td>
<td>30%</td>
</tr>
<tr>
<td>work to be carried out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report submitted/approved on the logistic support provided for duration</td>
<td>4 January 2023</td>
<td>70%</td>
</tr>
<tr>
<td>of the assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100%</td>
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Evaluation Method and Criteria
The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.
Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighted technical and financial criteria specific to the solicitation.

*Technical Criteria weighting; 70% * Financial Criteria weighting; 30%

<table>
<thead>
<tr>
<th>Technical Evaluation (70%)</th>
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<tr>
<td>Minimum Secondary school qualification (complete form 7 and above educational qualification)</td>
<td>30%</td>
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<tr>
<td>Minimum of 5 years’ experience in programme support particularly in Administration, travel, events coordination, and finance.</td>
<td>20%</td>
</tr>
<tr>
<td>Demonstrable organizational skills including working to tight deadlines and with competing priorities, ability to prioritize effectively and organize time;</td>
<td>20%</td>
</tr>
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| Financial evaluation (30%)                                      | 30%      |

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

**Letter of Confirmation of Interest and Availability** using the template provided in Annex II.

**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.

**Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment.

**Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in Local currency (FJD)

**Completed health statement form- mandatory for all ICs to submit the completed HS form with attached proof of the medical Insurance cover.**

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.
Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

**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

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.

For any clarification regarding this assignment please write to aisake.vatilliai@undp.org