

### Terms of Reference

<b>Reference #:</b>	<b>PN/FJI/128/22</b>
<b>Consultancy Title:</b>	Temporary Administrative Support (IC)
<b>Project Name:</b>	Multi-country Western Pacific Programme Management Unit
<b>Duty Station:</b>	Suva.
<b>Type of Contract:</b>	Individual Contractor (IC)
<b>Post Level:</b>	Local Consultant
<b>Duration of the Contract:</b>	The consultancy is required for a period of 53 Working Days
<b>Date of contracts:</b>	26 Sep - 9 Dec 2022
<b>Languages required:</b>	English

#### **Objectives:**

The objective of this assignment is to provide temporary administrative and logistical support to the Multi-Country Western Pacific Programme Management Unit.

#### **Background:**

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

As a trusted, long-term partner of The Global Fund (GF), UNDP's value proposition lies in providing an integrated package of development solutions to strengthen institutions to deliver health services. Through its contributions as interim Principal Recipient (PR) and provider of technical assistance in over 53 countries since 2003, UNDP's provision of integrated policy, implementation and capacity development support to countries has yielded significant health and development results in challenging operating environments. Proactive risk management and investing in sustainability are the cornerstones of UNDP's portfolio management approach and providing technical assistance to national counterparts during all phases of implementation, strengthening legislation, policies and regulatory frameworks, and building capacities across key functional areas, including financial management, health information systems, procurement and supply chain management.

As the interim Principal Recipient for the Multi-Country Western Pacific grants (Integrated HIV/TB Programme for 11 PICs and Malaria Programme in Vanuatu) from 1 January 2021 to 31 December 2023, UNDP is responsible for the financial and programmatic management and the procurement and supply of health products for the Global Fund HIV, TB, Malaria and COVID-19 Response Mechanism grants to 11 Pacific Islands Countries (Cook islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Tonga, Tuvalu and Vanuatu) in coordination with the 30 sub-recipients comprising of 11 Countries Ministry of Health, Civil Services Organizations national and technical partners for the achievement of programme results and the effective use of grant resources.

For the implementation of the Multi-Country Programmes, the UNDP Pacific Centre in Fiji established a Programme Management Unit (PMU) based in Suva to coordinate and oversee the implementation in 11 PIC counters and to ensure compliance with the Global Fund and UNDP rules, policies and procedures. The PMU coordinates with the PIRM CCM, PICs Governments and CSOs as well as with regional partners, the Global Fund and other key stakeholders in the health and development sector (bi-laterals, private sector) and technical assistance providers.

UNDP's management role consists in ensuring successful implementation of grant activities by sub-recipients ensuring programmatic and financial accountability and capacity building of national and international counterparts in programmatic, monitoring and evaluation (M&E) and financial management.

UNDP is planning to engage 11 sub-recipients from regional Pacific Island Countries and technical partners to participate and facilitate the Regional Workshop by the end of 2022. The regional workshop organized by UNDP and the Programme partners requires additional administrative and logistical support. Under the overall supervision of the PMU Programme Manager and daily supervision by the PMU Programme Administrative Associate, the Admin Support consultant will work directly with all the 11 PIC counters, communicate directly to counterparts in all countries, liaise directly with MOH relevant focal point to effectively organize, support and facilitate the smooth process of the event ensuring delivery of activities listed under the Scope of Work.

## **Duties and Responsibilities**

### **Scope of work/Expected Output**

Under daily guidance by the Programme Admin Associate, the Administrative Support Consultant shall provide administrative and logistic support for workshop activities and office that is required by the PMU.

Such work may include:

- Preparation of travel for the participants
- Logistics of workshop venue and accommodation
- General administrative functions when required

### **Expected Outputs and Deliverables**

To this end, the Support shall;

- Make all travel arrangements for travelling participants and participating resource persons;
- Provide assistance and liaise with respective coordinator to ensure that venues, caterers, stationeries are arranged;
- Ensure that all payments for vendors related to the activities listed above are arranged and payments are made after services have been rendered;
- Ensure that workshops preparations are taken care in terms of meeting logistical requirements prior, during and return related support.
- Ensure that at the end of each workshop, prepare a master E-folder of all the workshop documents and ensure that they are appropriately filed on the shared drive;
- Be the logistic focal points for all resource people, participants and work closely with JOC;
- Conduct any other tasks that may be assigned by the program manager during the consultancy period.

The Administrative Support Consultant is expected to submit monthly summary of activities, and accomplishment report to the UNDP Programme Admin Associate. Monthly payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report.

### **Resources Provided**

The Consultant will be given desk space, computer, provided internet and printing accesses.

### **Institutional Arrangement**

- On a day-to-day basis, the consultant will report to and work closely with the Programme Admin Associate and PMU Team;
- The consultant will be under the direct supervision of the Programme Manager
- All materials developed relating to the assignment will officially be submitted to UNDP.

## **Competencies**

- Proven track record of working in similar administrative role in Government, CSO, IGO, NGO. Prior

experience of working for the UN is a strong asset

- 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
- Has the ability to travel locally
- High level of accuracy and reliability
- An efficient worker who can work under pressure
- Fluency in the English language

### **Required Skills and Experience**

#### **Requirement for Qualifications**

University degree on Economics, Finance and or Administration relate studies combined with the proven track record on relevant work experience.

Experience

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

### **Payment Schedule:**

<i><b>Deliverable</b></i>	<i><b>No. of Days</b></i>	<i><b>Percentage</b></i>	<i><b>Due Dates</b></i>	<i><b>Supporting Documents to be submitted</b></i>
1. Progress Report outlining the progress of activities undertaken during 26-30 Sep 2022	5 Working days	9%	30 Sep 2022	Timesheet and monthly activity update
2. Progress Report outlining the progress of activities undertaken during 1-31 Oct 2022	19 working days	36%	31 Oct 2022	Timesheet and monthly activity update
3. Progress Report outlining the activities undertaken from 01 – 30 Nov 2022.	22 working days	42%	30 Nov 2022	Timesheet and monthly activity update
4. A final report outlining the activities undertaken from 01-09 Dec 2022	7 working days	13%	09 Dec 2022	Timesheet and monthly activity update

### **Evaluation Method and Criteria**

#### **Cumulative analysis**

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:

- a) responsive/compliant/acceptable, and
- b) 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%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>60</b>
University degree on Public Administration, Public relations, Project management or equivalent is required	15	
<b>Experience</b>		
Proven track record of working in similar administrative role in Government, CSO, IGO, NGO. Prior experience of working for the UN is a strong asset	15	
Proven track record in organizing public events – workshop, conferences, roadshows, public events etc	10	
Demonstrable organizational skills including working to tight deadlines and with competing priorities,	10	
Ability to prioritize effectively and organize time;	10	
<b>Competencies</b>		<b>10</b>
Familiar in the use of computers and office software packages	5	
Excellent communication skills and ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds	5	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

## Proposal Submission

The Following documents should be submitted:

- i) Duly accomplished and signed **Offeror's letter/filled-in-template to UNDP confirming interest and breakdown of cost supporting the Final All-Inclusive Price** as per Template. 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;
- ii) **Completed and Signed P11 Form or CV**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- iii) At least three (3) **professional referees**;
- iv) Copy of degree(s)/Diploma(s)

Consultant must send a financial proposal based on “**All-Inclusive**” **Daily Fee** for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. All travel and allowance related costs will be identified separately, will be covered by UNDP and will not be included in the consultancy fee. The consultant is expected to submit time sheets and a monthly progress report against the achievement of the ToR deliverables to the PMU Programme Administrative Associate and highlighting work performed with status update.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be fully borne by the programme.

### Annexes

- Annex I – [P11 Form](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)
- Annex III - [Individual IC General Terms and Conditions](#)

*The P11 form or CV and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

For any clarification regarding this assignment please write to Mrs. Luiseini Bentley on [luiseini.bentley@undp.org](mailto:luiseini.bentley@undp.org).

For submission of proposals email to [praneel.maharaj@undp.org](mailto:praneel.maharaj@undp.org)

Incomplete proposals or proposals sent to incorrect address may not be considered