## Terms of Reference (TOR)

### National Individual Consultant - Project Implementation Support Consultant (HIV and AIDS)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Nairobi with possible travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline:</td>
<td>Close of business (COB) on Tuesday, 10 July 2018 (Nairobi Kenya)</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contract</td>
</tr>
<tr>
<td>Post Level</td>
<td>National Consultant</td>
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<tr>
<td>Language Required:</td>
<td>English</td>
</tr>
<tr>
<td>Starting date</td>
<td>1 August 2018</td>
</tr>
<tr>
<td>Duration of Contract</td>
<td>1 August 2018-31 January 2019</td>
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### 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. The HIV, Health and Development Strategy 2016-2021: ‘Connecting the Dots’ elaborates UNDP’s work on HIV and health in the context of the 2030 Agenda for Sustainable Development. UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations.

As a founding co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), UNDP’s work on HIV, health and development leverages the organization’s core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. In Kenya UNDP delivers three types of support to the country in HIV, health and development. The inter-related areas which are also aligned with UNDP HIV, Health and Development global strategy 2016-2021 include (I) **HIV-related law, human rights, stigma and discrimination**, strengthening of national human rights institutions and increasing access to justice for marginalized populations (II) **Promoting effective and inclusive governance for HIV and health** and (III) **Promoting gender equality and empowering women and girls**. UNDP also works to empower and include people living with HIV and marginalized populations who are disproportionately affected by HIV - also known as key populations - such as sex workers, men who have sex with men, and transgender people.

Under the overall guidance of Team Leader, Governance, Peace and Security (GPS Unit) and Project Manager (Amkeni Wakenya Project), the Project Implementation Support Consultant will be responsible for supporting project implementation and administration with focus on HIV, Health and Development Portfolio and others. He/she will be responsible to assist the Team Leader and Project Manager (Amkeni) in the project implementation, administration, financial and human resources management, efficient procurement and logistical services and to ensure consistency of operations within UNDP rules and regulations.
The Project Implementation Support Consultant will be based at UNDP Kenya Gigiri, Nairobi and will work closely with the Programme, Operations, Communications and other project teams in UNDP Kenya and UNDP HIV, Health and Development Regional Hub in Istanbul for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The consultant is also to provide day-to-day project implementation and administrative support to implement the UNAIDS Unified Budget, Results and Accountability Framework (UBRAF).

Objective and Scope of Work:

The Project Implementation Support Consultant will provide programmatic, administrative, operational and logistical support in implementing HIV project activities. The scope of work includes:

- Assisting in the coordination and organization of workshops/meetings/events according to UNDP workflows (including travel, DSA etc.)
- Providing support for the procurement of the goods and services as well as Individual Contracts in line with UNDP’s rules and regulations
- Issuing the project-related payments and ensuring that all payments are proceeded in a timely manner in line with UNDP’s financial rules and regulations.
- Creating requisitions in ATLAS for development projects, register of goods receipts in ATLAS
- Making logistical arrangements for the missions of the project team, consultants and any other relevant actors
- Participating and contributing in the Monthly UN Joint Programme meetings and activities
- Participating in technical working groups, workshops/meetings and preparing relevant minutes, when needed.
- Translating project-related documents, when needed.
- Providing other related organizational and logistical support, as required.
- Writing concept notes

Expected Outputs and Deliverables:

The consultant is expected to deliver the followings:

1. Completion of workshops/meetings/events according to project workplans
2. Completion of procurement of goods and services included Individual Contracts according to project procurement plans
3. Completion of payments in timely manner to ensure project delivery meet target according to project workplan
4. Completion of logistical arrangements for the project team according to travel and project workplan

Institutional Arrangement:
Under the overall guidance of the Team Leader, GPS, the consultant will report directly to and work closely with the Project Manager, Amkeni Wa Kenya. The consultant will work in the Country Office and will require a ground pass to access the office. Further UNDP will issue the IC with a laptop, access to telephone, work station and internet.

**Duration of the Assignment:**

1 August 2018 – 31 January 2019 (145 days worked).

**Duty Station:**

Nairobi-Based, Kenya the consultant may be required to travel to counties where project activities take place.

**Competencies**

**Corporate Competencies:**
- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality, diversity and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

**Technical Competencies:**
- Strong track record in project management, with UNDP or UN experience being an asset
- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information;
- Proven ability to support the development of high quality knowledge materials
- Proven experience in the developing country context and working in different cultural settings.

**Communication:**
- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

**Professionalism:**
- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills.

**Teamwork:**
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.
Required Skills and Experience

I. Academic Qualifications:
   • Kenya national with Bachelor’s Degree in Social Sciences, Public Health, Political Sciences, Public Administration, Economics, or a related field.

II. Years of experience:
   • Minimum 3 years of progressively responsible experience in HIV project management, administrative or office support functions in an organization.
   • Experience in Human Rights, Gender and HIV
   • Familiar with government institutions and coordination mechanism and working with CSOs, PLHIV Networks and Key Populations
   • Experience in organizing events including workshops/meetings
   • Familiarity of UNDP system, rules and procedures is an advantage.

III. Language:
   • Excellent command of English and Swahili, both spoken and written.

IV. Competencies:
   Functional Competencies:
   • Proficiency in MS Word, Excel, PowerPoint, database packages and web browsers.
   • Knowledge of UNDP ATLAS financial system would be an advantage.
   • Good organization, administrative and communication skills.
   • Good interpersonal skills and able to coordinate well with UNDP partner agencies.
   • Ability to work in a multidisciplinary and multicultural team
   • Strong motivation and ability to work and deliver under pressure and short deadlines

Evaluation Criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>I. Academic Qualifications:</td>
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<tr>
<td>• Kenya national with Bachelor’s</td>
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<tr>
<td>Degree in Social Sciences, Public</td>
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<td>Health, Political Sciences Public</td>
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<tr>
<td>Administration, Economics, or a</td>
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<tr>
<td>related field.</td>
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<td>II. Experience:</td>
<td>40</td>
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<tr>
<td>• Minimum 3 years of progressively</td>
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<tr>
<td>responsible experience in HIV</td>
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- Excellent command of English and Swahili, both spoken and written.

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**Recommended Presentation of Offer:**

The application is a two-step process. Failing to comply with the submission process may result in disqualification:

**Step 1:** Interested individual consultants must include the following documents when submitting the applications.

- **Personal History Form (P11),** indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (the template attached)

- **Brief description** of why the individual considers him/herself as the most suitable candidate for the assignment. Indicate available start date (IC proposal form attached)

**Step 2: Submission of Financial Proposal**

Applicants are instructed to submit their daily rate financial proposals in Kenya Shillings for this consultancy to consultants.ken@undp.org using the financial proposal template provided (Offerors letter to UNDP).

The proposals should be sent via email with the following subject heading: “Offerors letter to UNDP – KEN/IC/2018/016 – Project Implementation Support” by the deadline for this vacancy.

Proposals received after the deadline will be rejected. To assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.
Scope of Price Proposal and Schedule of Payments:

- Financial proposals must be all inclusive\(^i\) and must be expressed on the basis of “a daily fee” in KES.
- Payment will be made upon monthly submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

Other Considerations

UNDP may request examples of past publications from applicants as part of the evaluation process.

Criteria for Selection of the Best:

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview where applicable) will be weighted a maximum of 70 points, and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offer or meets the minimum qualifications/competencies described above.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

\[ p = y \left( \frac{\mu}{z} \right) \]

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

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\(^i\) The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

Application Procedure

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11) - template provided
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment - template provided
4. Offerors letter to UNDP template

Please submit your applications to consultants.ken@undp.org to reach us on or before close of business (COB) on Tuesday, 10 July 2018.

DO NOT COPY ANY OTHER RECIPIENT

Firms are not eligible for this consultancy assignment (open only for international individual consultants).

**Annexes**
- Annex 1 – Procurement Notice
- Annex 2. Terms of reference
- Annex 3– IC proposal form
- Annex 4– Offerors Letter to UNDP *(To be used for submitting the financial proposal)*
- Annex 5 - P11 form
- Annex 6 – IC General Terms and Conditions