



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27/09/2021

Country: RWANDA

Description of the assignment: National Junior consultant in support to the UN Resident Coordinator Office (RCO) operational activities

Period of assignment/services: 60 working days (October 2021 to December 2021)

Proposal should be submitted by email to **offers.rw@undp.org** no later than Monday, **October 4th, 2021** at the following address:

United Nations Development Programme
KN 67 Street No 4; P.O Box 445, Kigali
Attention: Mbasa Rugigana - Head of Procurement
Email: **offers.rw@undp.org**

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.rw@undp.org.

UNDP Rwanda will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Varsha Redkar-Palepu
Deputy Resident Representative *Varsha Redkar-Palepu*

1. BACKGROUND

In Rwanda, the UN works through the UN Development Assistance Plan II 2018-2023 (soon to be revised to United Nations Cooperation Framework (CF) (to align to the CF guidance) to advance the implementation of the Agenda 2030, it outlines how the UN supports the national development agenda.

The CF is anchored on the National Strategy for Transformation (NST1 2017-2024), linked to the Agenda 2030, the African Union Agenda 2063 and the East African Community Vision 2050. It is also informed by and responds to the “leaving no one behind” principles such as diversity and inclusion, gender and human rights.

To support the operationalization of the CF, the UN Country Team (UNCT) with the support of the Operations Management Team (OMT), developed the Business Operations Strategy 2018-2023 (BOSII). The BOS is a medium-term strategic plan that is key component of the global Efficiency Agenda.

In Rwanda, the BOSII intends to optimize and build on the BOS1 successes on monetary savings and going beyond, focusing even more on the quality of the common services, as timeliness, responsiveness, flexibility and professionalism. The BOSII encompasses five pillars, namely: Pillar1: Common Procurement Services; Pillar2: Common Information and Communication Technology Services; Pillar3: Common Human Resources Services, Pillar4: Common Finance Services and Pillar5: One UN House.

The United Nations system in Rwanda comprises 22 agencies (with 13 physically present in Rwanda) The RCO encompasses Business Operations, Strategic Planning, Partnerships and Development Finance; Macro-economic Policy Analysis and Advisory Services; Data Management and Results Monitoring and Reporting; and Communication and Advocacy

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant will be responsible for the following:

1. Supports the coordination of the One UN Operations

- a. Trains the OMT members to use BOS 2.0 DCO global online platform (IRIS) annual reporting of the BOSII progress and results at country level
- b. Uploads BOSII progress report 2020-2021 and produce the report.

2. Supports common premises requirements in accordance with the BOS pillar dedicated to the One UN House

- a. Provides training on UNINFO -Common premises section to OMT members, as per DCO/ TTCP guidance and ensure that all Agencies CP focal points provide agency specific information in due time.
- b. Produces status report on training on Common Premises and share with OMT Chair and RCO Team Leader

c. One UN House project

- i. Finalizes One UN House CBA- with specifications as per the UN Task team on Common Premises (TTCP+FS)* Guidelines on and capital Master Plan (CMP) standards for office premises – Office of the United Nations Resident Coordinator in Rwanda
- ii. Follow up and ensure One UN House Participating Agencies sign letters of interest that confirmed their participation in the project

3. Effective and accurate financial management and administrative support to the RCO team

- a. Produces financial bi-monthly reports on RCO budget income and expenditure tracking and generation of financial narrative.
- b. Conducts quality assurance review of any document pertaining to financial management prior to signing and filing.
- c. Updates Quality Assurance Manual chapter on Administration and budgetary matters that captures the new budget and admin workflow
- d. Facilitates dummy audit of RCO resources and assets and produce a report.
- e. Proposes a system for RCO archiving - offline file storage for legal, audit, or historical and management through tracking and storing electronic documents and/or images of paper documents, keeping track of the different versions modified by different users.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications

Bachelor's degree in Economics, Social Science, Political Science, Public and/or Business Administration, Management and other related fields.

2. Technical Competencies/Experience

- At least a year's experience analysis financial data and operational concepts and monitoring and reporting with UN or INGOs processes.
- Good writing and communication skills in English in order to explain clearly technical concepts on topics including UN INFO planning and monitoring to a non-technical audience.
- Good judgement, interpersonal skills, initiative, high sense of responsibility, tact and discretion, ability to adapt to changes directions/thinking with sensitivity to diverse cultures.
- Computer skills, including data base IMS, UNINFO navigation and other UN portals, and various office application.
- Previous experience in UN related reporting is an advantage.

Language:

- Excellent written and oral English

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested candidates should apply by presenting the following documents:

- a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;

- b) Personal CV or P11, indicating all experience from similar evaluations, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
- d) Financial and Technical Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

5. FINANCIAL PROPOSAL

The consultancy fee instalments will be paid as Lump Sum Amounts inclusive of expenses related to the consultancy. The contract price will be fixed regardless of changes in the cost components.

The consultant shall be paid upon submission of the monthly deliverables report.

6. EVALUATION

Individual consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- ♣ 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.

In this regard, the respective weights of the proposals are:

- a. Technical criteria weight is 70%
- b. Financial criteria weight is 30%

Below is the breakdown of scores for the technical proposal on 100% basis, which will be brought to 70%:

Criteria	Weight	Max. Point
Bachelor's degree in Economics, Social Science, Political science, Public and/or Business Administration, Management and other related fields.	10 %	10
At least a year's experience analysis financial data and operational concepts and monitoring and reporting with UN or INGOs processes	20 %	20
Good writing and communication skills in English in order to explain clearly technical concepts on topics including UN INFO planning and monitoring to a non-technical audience	20 %	20
Good judgement, interpersonal skills, initiative, high sense of responsibility, tact and discretion, ability to adapt to changes directions/thinking with sensitivity to diverse cultures	20 %	20

Computer skills, including data base UNINFO navigation and other UN portals, and various office application	<i>20 %</i>	<i>20</i>
Previous experience in UN related reporting is an advantage	<i>10 %</i>	<i>10</i>
<i>TOTAL</i>	<i>100%</i>	<i>100</i>

ANNEX**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**