

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title of consultancy: Individual National Contractor to ensure administrative and logistics support to the office.	Funding Code BMM 4360/A0/06/800/002/002, non-grant	Type of engagement <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duty Station: Ashgabat, Turkmenistan
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Boris Ter-Semyonov, Ops Manager	Start Date: 20 September 2022	End Date: 20 March 2023	Number of Days (working) Monthly

Background:

In view of the current recruitment processes for two Temporary Appointments to cover the long absence of staff members in Operations section (HR Associate – promoted to IP position with the lien of the post and Admin Associate – SLWOP with the lien of the post) as well as the current L3 Emergency in the region and number of staff approved for surge deployments from the Country office, the need for an additional support for six months was identified.

The incumbent will support Operations section and the Office of the Representative as per the below scope of work.

Objective of the Assignment

Under the supervision of the Operations Manager, the Individual contractor will be accountable for a wide range of logistics, communications and administrative support services to enhance the smooth running of the Operations section and Office of the Representative (on needs basis).

Scope of Work

Summary of key functions:

Provide effective support in administrative services to the office

Provide effective support in logistical services

Provide the back up to some functions of the Executive Assistant, when and if required

Specific Responsibilities:

1) Ensure administrative support, focusing on achievement of the following:

- Support proper documentation of required processes,
- Support in compile and update of required records,
- Support in preparation of tables and graphs to be used for monitoring purposes.

2) Provide effective logistical services:

- In coordination with the Operations Manager and representative to draft and compile necessary documentation such as agenda, compilation of list of participants, etc
- Make logistical arrangements for different events, including translation/interpretation services, arrangement of printing handouts materials, etc;

3) Provide the back up to some functions of the Executive Assistant, as needed:

- Support quality assurance and signature of NV and Letters,
- Support proper registration of all incoming and outgoing documentation,
- Support with required translation,
- Perform other related duties as required

Provide other support, if any, as directed by Operations Manager and Representative upon request. The contract duration is 6 months, covering the period of 20 September – 20 March 2023. The contractor is expected to work full day, 5 working days a week during the specified period.

Performance indicators for evaluation of results

Evaluation of performance will be based on the following indicators:

Technical and professional competence (will be measured by quality of work, as well as feedback from UNICEF's staff members);

Quality of work (timely implementation of the relevant tasks);

Quantity of work (completing the assignments as indicated in parts 2 and 3);

In addition, such indicators as work relations, responsibility and communication will be considered during the evaluation of the consultant's work;

KPIs reached as per established strategy and plan.

Such indicators as work relations, responsibility and communication will be also considered during evaluation of the incumbent work.

Payment schedule

The payment will be processed monthly. All tasks must be delivered on time and to the satisfaction of UNICEF Turkmenistan.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

Work arrangements

Day to day supervision will be provided by the Operations Manager of the UNICEF Turkmenistan Country Office. Additional guidance and lead will be provided by the Representative.

No travel is required for this consultancy.

General Terms and Conditions

UNICEF's general terms and conditions will apply to the contract awarded to the vendor. Please note that, in the evaluation of the technical merits of each proposal, UNICEF will take into consideration any proposed amendments to the UNICEF General Terms and Conditions. Proposed amendments to the UNICEF general terms and conditions may negatively affect the evaluation of the technical merits of the proposal.

UNICEF retains the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, products or works arising specifically from the implementation of the project in cooperation with UNICEF. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case. Consultant should always refer to UNICEF Turkmenistan support in developing the materials when publishing the results of the research conducted while in Turkmenistan in academic journals, books and websites.

In the event of unsatisfactory performance, UNICEF reserves the right to terminate the Agreement. In case of partially satisfactory performance, such as serious delays causing the negative impact on meeting the programme objectives, low quality or insufficient depth and/or scope of the assignment completion, UNICEF is entitled to decrease the payment by the range from 30% to 50% of the contract value as decided jointly by the Contract Supervisor and Operations Manager.

Minimum Qualifications required: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Other Completion of secondary education, preferably supplemented by technical or university courses in the area related to the field of work	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Completion of secondary education is required, preferably supplemented by technical or university courses in the area related to the field of work; • A minimum of 4 years of relevant administrative or clerical work experience; • Excellent communication and interpersonal skills; • Ability to deal patiently and tactfully with visitors; • Ability to work independently and respond to feedback in a timely and professional manner; • Excellent organization skills, attention to detail, and ability to contribute to a team; • Experience using MS Word, Excel, PowerPoint; • Fluency in English and strong writing skills in English. Knowledge of Russian and/or Turkmen is an advantage. 																
Technical Proposal	The technical proposal should include <ul style="list-style-type: none"> - A cover letter, including <ul style="list-style-type: none"> o Assessment of suitability vis-à-vis the requirements of this ToR; o A summary of experience in similar assignments; - CV of the candidate (including qualifications and experience) - References 																
Financial Proposal	Candidates are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following: <table border="1" data-bbox="594 1650 1419 1885"> <thead> <tr> <th>Items</th> <th>Quantity</th> <th>Unit cost</th> <th>Total in USD</th> </tr> </thead> <tbody> <tr> <td>Monthly fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other: <i>Specify</i></td> <td>N/a</td> <td></td> <td></td> </tr> <tr> <td>Total in USD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Items	Quantity	Unit cost	Total in USD	Monthly fee				Other: <i>Specify</i>	N/a			Total in USD			
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Evaluation criteria	<p>Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects to ensure best value for money. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant candidates. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.</p> <p>A cumulative analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:</p> <p>75 % Technical</p> <p>25 % Financial</p> <p>100 % Total</p>
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Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.