Date: [December 24th, 2021]

Country: Egypt

Post level: National Procurement/Accountant consultant

Estimated No. of Working Days:
The total estimated number of working days are 60 days over the duration of 20 weeks (20 January 2022 through 20 May 2022).

Description of the assignment:
The National Consultant (NC) shall manage procurement processes and provide administrative support to transparently utilize the financial resources of a project entitled “Protect human health and the environment from unintentional releases of POPs originating from incineration and open burning of healthcare and electronic waste”, as per UNDP rules and regulations, in order to achieve the deliverables described in the 2. Scope of Work.

Project name: Protect human health and the environment from unintentional releases of POPs originating from incineration and open burning of healthcare and electronic waste

Period of assignment/services (if applicable): 20 weeks

Proposal should be submitted by email to, procurementnotice.egypt@undp.org no later than 16 January 2022

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address indicated above. UNDP 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.

1. BACKGROUND

UNDP Egypt has received Rapid Financing Facility funds to support the recovery efforts in Egypt from COVID-19 pandemic. UNDP Egypt will utilize the funds to promote the utilization of non-incineration medical waste treatment facilities in Egypt and training of Healthcare Waste Management Officers in public and private hospitals. This activity will upscale the outputs of the UNDP-GEF project on Healthcare Waste Management in order to open investment opportunities in autoclave systems through available funding mechanisms and establish a cadre of Healthcare Waste Management Officers in the medical sector in Egypt.
The Finance and Administration Consultant will work in close collaboration with UNDP Country Office (CO) and Ministry of Environment to perform the following:

a. Provide services on finance, procurement and logistics, etc.
b. Manage financial matters of the project including project budgetary and project management support
c. Assist Medical Waste Technical Consultant in day-to-day administrative support for smooth operation of assigned activities for this fund
d. Assist in preparing procurement soliciting documents, TORs, periodic financial records, financial reports, and maintain delivery records
e. Review and assist all payments/claims of contractors and other service providers and ensure on time settlement of claims as per UNDP rules
f. Maintain expenditure statement and support budget processes
g. Assist Medical Waste Technical Consultant in procurement of goods/services and contract management until delivery of assets
h. Maintain inventory of procured assets and ensure proper handover to the assigned government and non-government counterparts.
i. Provide logistic support to workshops/seminars and other programme activities
j. Provide assistance to prepare periodic accounting records, maintain delivery records, make program transactions in UNDP format, prepare draft budget revisions, shadow budgets, cost sharing and other financial and accounting reports
k. Review financial statements, expenditure as stated in the reports of contracted consultants.
l. Monitor fund disbursement and adjustment of partner organization
m. Any other activities/tasks as assigned by the supervisor

The IC will provide the following deliverables as results of this assignment:

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timing &amp; Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Technical Report of first half of the Training Programme</td>
<td>Submit a report to document administrative and logistical support provided for the first half of training of Healthcare Waste Officers assigned by hospitals in 27 governorates</td>
<td>28 Feb 2022</td>
</tr>
<tr>
<td>2</td>
<td>Technical Report of second half of the Training Programme</td>
<td>Submit a report to document administrative and logistical support provided for the second half of training of Healthcare Waste Officers assigned by hospitals in 27 governorates</td>
<td>31 March 2022</td>
</tr>
<tr>
<td>3</td>
<td>Technical Report of implementation of small scale autoclave systems</td>
<td>Submit report to document the administrative process for to the implementation pilot autoclave</td>
<td>15 April 2022</td>
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</tbody>
</table>
3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- University degree in Accounting, Management or related disciplines.

II. Years of experience:
- Work experience in finance and administratative functions for at least 5 years

III. Competencies:
- Familiar with UNDP procurement rules and regulations is an asset
- Solid experience of budgeting, planning and reporting on foreign funded projects; and experience with international auditing requirements.
- Proven work experience in logistical support
- Good secretarial skills and good organizational capacity.
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), MS Power point and accounting software.
- Good English and Arabic language skills, both spoken and written.
- Excellent inter-personal skills as well as working well within a team environment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

a) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
b) CV and a Personal History Form (P11 form);
c) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
d) Financial Proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.

5. FINANCIAL PROPOSAL and TERMS OF PAYMENT

- Contracts based the all-inclusive fixed total fee
The financial proposal should indicate the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem etc) supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.
Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

- Payment will be made to the NC upon the achievement of measurable results and related deliverables as described below.
  - 25% Upon approval of the technical report after the first half of the training courses for Healthcare Waste Officers are conducted
  - 25% Upon approval of the technical report after the second half of the training courses for Healthcare Waste Officers are conducted.
  - 25% Upon approval of the technical report describing the full smooth operation for the Gharbia autoclave and completing procurement of the spare parts.
  - 25% Upon approval of the technical report describing the full implementation of pilot project for small scale autoclave system in a private hospital and associated business model is developed.

6. EVALUATION

Offers will be evaluated according to the Combined Scoring method, where the educational background and experience on similar assignments will be weighted at 70% and the financial proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP’s General Terms and Conditions will be awarded the contract.

**Combined Scoring method**

When using this weighted scoring method, the award of the contract should 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 weight; [70%]
  - Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
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<tr>
<td>• Criteria A Relevant educational background in finance/ accounting or related disciplines</td>
<td>25%</td>
<td>25</td>
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<td>• Criteria B Professional</td>
<td>30%</td>
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<tr>
<td>experience in providing and managing finance/accounting/procurement/logistics services</td>
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<td><strong>Criteria C</strong> Familiarity with working to the UNDP rules and regulations</td>
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<tr>
<td><strong>Financial</strong></td>
<td>30%</td>
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