PROCUREMENT NOTICE

Date: 05 March 2021

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: OPERATIONS ASSOCIATE - RCO

Period of assignment/services: 6 Months

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

1. BACKGROUND

Under the overall guidance of the UN Resident coordinator and direct supervision of the Head of the Resident Coordinator’s office (RCO), the UN Operations Associate provides lead support in the operations and execution of services in the UN Resident Coordinator's Office and for the UN Country Team by managing administration, resources and financial management, logistical arrangements, human resources, assets of the office and client relations as well as facilitating UN activities implementation.

The UN Operations Associate also works in close collaboration with the operations, programme and project teams of UNON, the UN Agencies and UN Development Coordination Office (UNDCO) staff and with various external partner organisations including national authorities on UN programme-related issues, information delivery and the implementation of key policies of UN Reform.

Duties and Responsibilities

- Ensures effective and efficient provision of administrative, financial, and logistical support services and assets management in the RCO

- Supports preparation and implementation of the UNCT/RCO Work Plan and other reports/requests and activities for the UNCT and facilitate these processes

- Facilitates knowledge building and knowledge sharing focusing on the achievement of the following results:
  - Knowledge building and sharing with regards to management and operations.
  - Organization of staff trainings on operations and finances.
2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education
University Degree or equivalent in Business Administration/Management or Operations including financial management. Experience

Experience

- 7 years of progressively responsible experience in operations management, business administration/management or programme/financial support required at national or international level;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advanced knowledge of spreadsheet and database packages, experience in handling web-based management systems is required.
- Experience from accounting and budget management is desirable.
- Knowledge of IPSAS and Atlas desirable as well as UNON systems is desirable;
- Previous working experience in finance and operational matters in the UN system is an advantage.

Language

- Fluency in English, both oral and written, is required.
- Working knowledge of other UN official languages is an asset.

3. TECHNICAL EVALUATION CRITERIA (Minimum 70 points)

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<tr>
<th>Key Area of Desired Expertise</th>
<th>Maximum Score</th>
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<tbody>
<tr>
<td>1 University Degree or equivalent in Business Administration/Management or Operations including financial management</td>
<td>25</td>
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<tr>
<td>2 7 years of progressively responsible experience in operations management, business administration/management or programme/financial support required at national or international level</td>
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<td>15</td>
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<td>15</td>
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<td>TOTAL</td>
<td>100</td>
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4. FINANCIAL PROPOSAL

Applicants are instructed to submit their financial proposals in KSH using the financial proposal template provided (Offerors letter to UNDP).

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.

5. EVALUATION

Cumulative analysis

The award of the contract will be made to lowest evaluated offer of technically qualified candidate. Only candidates obtaining a minimum of 70% of the total technical evaluation will be considered.

6. APPLICATION PROCESS

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

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than 5.00 P.M on Friday, 12 March 2021.

Please quote “KEN/IC/2020/006 – Operations Associate (RCO) on the subject line.

DO NOT COPY ANY OTHER RECIPIENT