TERMS OF REFERENCE

KEN/IC/006/2021 - National Individual Consultant(IC) - UN Operations Associate
(Open to Kenyan Nationals only)

- **Location:** Nairobi, Kenya
- **Division:** UN Resident Coordinator’s Office
- **Application Deadline:** Friday, 12 March 2021; 5.00 P.M
- **Type of Contract:** Individual Contract
- **Post Level:** SB3 - Entry Level
- **Languages Required:** English
- **Starting Date:** Immediate on contract signature
- **Duration of Initial Contract:** 6 months

**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

1. Ensures effective and efficient provision of administrative, financial, and logistical support services and assets management in the RCO, focusing on achievement of the following results:

   • Provide support for initiatives for pooled funding in the UNCT under the supervision of the Partnership and Resource Mobilization Officer including concept notes and other supporting documents for payment from funds for UNCT activities as well as tracking and reporting on mobilized resources for UNDAF implementation and related processes such as Multi Partner Trust Fund.

   • Support the planning, implementation and evaluation of processes related to operations and UN reform for the UNCT and RCO, such as being the focal point for BOS 2.0, and provide support to the Common Back Office (CBO) and Management Accountability Framework (MAF) as need be.

   • Process and keep track of procurement and invoices for the RCO with UNON and UNDP, track and maintain a record of RCO expenditure, check financial reports, conformity of activities and expenditure against work plans, and reconcile records of payments in close collaboration with the Executive Associate.

   • Support and facilitate the RCO budget group, including agenda, documentation, action points and scheduling among other things.

   • Assist in providing substantive administrative support (such as draft correspondence, compile meeting briefs, support on communication and follow up on requests for information) to manage priorities and work flow as needs arise, as well as coordinating and monitoring diverse activities and work processes for the RCO, including unit meetings and RCO retreats etc.

   • Proper assets management and management of operations of the Office of the UN Resident Coordinator in line with rules and regulations.

   • Organization of workshops, conferences, retreats, special events, UN commemorations. This includes preparing and dispatching invitation lists, organizing related services with service providers, procurement, overseeing the execution of the functions and account of the facilities and related travel requirements. It also includes all follow up for these processes.

   • Provision on technical and logistical advice/support to incoming missions

   • Management of leave records, alternate lists, warden and contingency planning, and of processes related to human resources in RCO.
• Maintain and further develop the filling systems and information databases and use of office management systems for the effective functioning of the RC office.

• Be alternate to the Executive Assistant to the RC and in general work in close collaboration with that function.

2. Supports preparation and implementation of the UNCT/RCO Work Plan and other reports/requests and activities for the UNCT and facilitate these processes focusing on the achievement of the following results:

• Compilation and preparing of reports and of data and other input and follow up to the UNCT/RCO Work Plan.

• Facilitate annual performance appraisal processes of RC and UNCT

• Secretarial and logistical support for UNCT including regular UNCT processes and meetings, UNCT retreats, assistance to inter-agency working groups and committees and work streams and other UNCT meetings, missions and activities.

• Support to the development and implementation of the UN Communications and Advocacy Strategy, Resource Mobilization Strategy and other initiatives.

3. 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.

• Synthesis of lessons learnt/best practices, and sound contributions to knowledge networks.

Competencies

Core:

Innovation

• Ability to make new and useful ideas work; Execute & Learn (Perform defined tasks).

Leadership

• Ability to persuade others to follow; Execute & Learn (Perform defined tasks).
People Management

• Ability to improve performance and satisfaction; Execute & Learn (Perform defined tasks)

Communication

• Ability to listen, adapt, persuade and transform; Apply & Adapt (Recognized contributor with demonstrated ability)

Delivery

• Ability to get things done; Apply & Adapt (Recognized contributor with demonstrated ability)

**Technical/Functional:**

Primary:

UN System

• Knowledge of the UN System and ability to apply to strategic and/or practical situations; Apply & Adapt (Recognized contributor with demonstrated ability)

Operational Efficiency

• Ability to identify and execute opportunities to improve operational efficiency; Apply & Adapt (Recognized contributor with demonstrated ability)

Procurement

• Ability to acquire goods, services or works from an outside external source; Apply & Adapt (Recognized contributor with demonstrated ability)

Financial Management

• Ability to create a process to achieve financial goals; Execute & Learn (Perform defined tasks)

Financial Planning and Budgeting

• Ability to create and manage processes to achieve UNDP's long and short-term financial goals; Execute & Learn (Perform defined tasks)
Results-based Management and project implementation

• Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results; Apply & Adapt (Recognized contributor with demonstrated ability)

Secondary:

Knowledge Management

• Ability to efficiently handle and share information and knowledge.

Quality Assurance

• Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled; Apply & Adapt (Recognized contributor with demonstrated ability)

Required Skills and Experience

Education:

University Degree or equivalent in Business Administration/Management or Operations including financial management. 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.
Evaluation Criteria – Minimum 70% to qualify

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<tr>
<th>Key Area of Desired Expertise</th>
<th>Maximum Score</th>
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<tbody>
<tr>
<td>University Degree or equivalent in Business Administration/Management or Operations including financial management</td>
<td>25</td>
</tr>
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<tr>
<td>TOTAL</td>
<td>100</td>
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Language Requirements:

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

Administrative Support

The consultant is expected to work mostly remotely but would be expected to work from the UN Complex in Gigiri on re opening

The consultant will be provided with working space and a laptop

Contract award

Award of contract will be to the lowest evaluated offer of technically qualified candidate.
Other

UNDP Kenya treats job candidates and staff equally, which includes equal access to employment, training and opportunities for promotion. This is regardless of any personal attribute, including but not limited to nationality, national or ethnic origin, race, gender, sexual orientation, gender identity and expression, domestic circumstances, marital status, health status, bodily diversity, pregnancy, trade union membership, religion or belief, age and disability.

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.

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