



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26.09.2017

Country: Azerbaijan

Description of the assignment: Business Operations Strategy (BOS) Consultancy

Project/program title: UN RC Office/ OMT

Period of assignment/services (if applicable): 25 working days

Proposal should be submitted at the following e-mail address procurement.aze@undp.org no later than 04 October, 18:00 Baku time.

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

Under the overall leadership and guidance of the United Nations Country Team (UNCT), the Operations Management Team (OMT) endeavors to facilitate the implementation of Delivery as One (DaO) by harmonizing operational practices of UN bodies, agencies, funds and programmes in Azerbaijan. Moreover, the OMT proposes and implements inter-agency initiatives to ensure the quality of support services, while utilizing resources effectively.

Within this context, the UNCT has decided to develop the Business Operations Strategy (BOS) strategy for planning, monitoring and implementation of the joint UN operational activities. The BOS will outline critical inter-agency harmonization and operations activities planned to support the new UNAPF implementation cycle. It will also regulate the OMT operational services baseline.

Together with the Resident Coordinator's Office (RCO), the OMT seek consultancy services to contribute to the overall design and development of the BOS for 2017 -2020 for all the UN agencies, fund, programmes and specialized agencies. The consultant is expected to be completed by 25 working days.

Engagement on this project will include a combination of desk work including research, meetings as well as in personal collaboration with people from different UN Agencies operating in the country. This role will support the review and refining of concepts and ideas put forward by BOS Committee, the OMT as well as the various UN agencies, funds, programmes and specialized agencies in scope of this engagement.

This Consultancy will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

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

Within the above framework, this consultancy intends to develop a finished product of the BOS for 2017-2020 period. The strategic stages within the formulation process include facilitating the BOS meetings; the data collection if needed and analysis of operational data to determine current status; cost benefits analysis and strategic prioritization of required services; determining new needs; finalizing the BOS document and annexes.

Within the Operations context, the proposed pillars of the BOS are: Common Services, Common Procurement, Finance, Human Resources, Administration and Information and Communication Technology and other similar areas.

The detailed tasks of the Consultant are as follows:

- Review challenges and lessons learned during the last UNAPF cycle on both program and operations.
- Get a clear understanding from the Agencies on the new UNAPF processes (who is doing what)
- Identify the key operations back-office support needed for the implementation of the new UNAPF
- Collection of operational data and analysis on the current service offering (both agencies specific and common service mapping)
- Identify Operational areas to be included in the BOS and Key Performance Indicators (KPIs) for the BOS implementation period and required resources
- Develop reporting and tracking mechanisms and monitoring schedules for the BOS implementation
- Draft the BOS document and present to RC and the OMT
- Facilitate the presentation of the draft BOS to the UNCT, adjust BOS based on UNCT recommendations
- Prepare Final BOS document for RC endorsement
- Review and update Operating as One for UNCT

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- University degree in Business Administration, Economics, Social Sciences or a related field
- Minimum of 3 years of experience in the field of Operations (Finance, Admin, Procurement, HR, procurement, logistics).
- Experience in developing Business Operations Strategy

- Professional training in, and experience with statistical/operational analyses, and inter-agency procurement activities involving multiple UN agencies.
 - UN experience and experience in Operations Management and Common Services work with International Organizations is desirable

III. Competencies:

Corporate Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Functional competencies:

- Full working knowledge of spoken and written in English and Azerbaijani
- Excellent computer skills, including full working knowledge of standard word processing, spreadsheet and presentation software packages.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Proposal explaining why they are the most suitable for the work;
- Offeror's letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment;
- Filled out and signed P11 Form;
- Breakdown of Costs (in USD) Supporting the Final All-Inclusive Price;

5. FINANCIAL PROPOSAL

The contract will be a lump sum contract. The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

Individual consultant will be evaluated based on the following methodology:

1. Lowest price and technically compliant offer (passing 70% for technical scoring)
- University degree in Business Administration, Economics, Social Sciences or a related field (20 points)

- Minimum of 3 years of experience in the field of Operations (Finance, Admin, Procurement, HR, procurement, logistics) (30 points)
- Experience in developing Business Operations Strategy (30 points)
- Professional training in, and experience with statistical/operational analyses, and inter-agency procurement activities involving multiple UN agencies or other similar international institutions; (20 points)

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS