

Consultant - Improved operational guidance on assets disposal in the context of field entity closure

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Remote

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Contract

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Job details

Job Type

Contract

Full Job Description

Consultant - Improved operational guidance on assets disposal in the context of field entity closure

Location :

Home-Based

Application Deadline :

31-Aug-21 (Midnight New York, USA)

Time left :

13d 1h 52m

Type of Contract :

Individual Contract

Post Level :

International Consultant

Languages Required :

English

Starting Date :

(date when the selected candidate is expected to start)

04-Oct-2021

Duration of Initial Contract :

from 4th October – 31 June 2022

Expected Duration of Assignment :

8 months

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Background

UN transitions are high on the agenda as a number of UN Missions are currently planning for, or undergoing drawdown, reconfiguration and withdrawal processes that greatly affect the presence and work of the wider UN. In response to increased requests from UN field presences for transition related support, UNDP, DPO, and DPPA, complemented by DCO in 2019, initiated the joint UN Transitions Project in 2014 that seeks to ensure that UN transition processes are planned and managed in a timely, integrated and forward-looking manner, thereby supporting the sustainability of peacebuilding achievements.

The Division of Special Activities (DSA), located within the Department of Operational Support (DOS), is responsible to engage with Secretariat-supported field entities in special situations, i.e. start-up, transition and closure, crisis response and other significant changes with impact upon operational support arrangements.

In order to support field entities undertaking drawdown and closures, DSA has developed guidance including the Guide for Senior Leadership on Field Entity Closure ("Closure Guide"), that sets out the major phases and pillars of the closure process. Field entities may also refer to the 2013 liquidation manual (superseded by the Closure Guide), which provides more technical level information on administrative and operational aspects of closure.

Recent experience in closure of field missions in Darfur (UNAMID), Haiti (MINUJUSTH) and Guinea Bissau (UNIOGBIS) has revealed that while this guidance is useful for senior leadership and closure teams, operational support challenges in transitions remain including with regards to human resources, assets disposal, site co-location and handover, and environmental management. Experience has also shown that more work is needed to ensure that mission closures remain mindful of gender sensitivities and national ownership and contribute positively in this regard.

These challenges relate both to the effective planning and implementation of UN transition and closure plans, as well in maximizing the potential contribution of the Mission's closure to the Organization and host government's overarching transition goals in a country or region.?

Objective

Consultant will support DSA/DOS in its work towards achieving the following objectives:

- Improving and systematizing the way in which AFPs, as well as other stakeholders, including national partners, that are engaged in the field entity closure process, are supported both generally on operational support challenges and opportunities, and particularly? on asset disposal.
- Identify the full extent of closure team's ability to make and implement decisions that will support the UN transition process, including powers and limitations stemming from SG Management Reforms, UN Financial Rules and Regulations, delegation of authority etc. DSA/DOS ?and The UN Transition Project can participate in discussions to advise on strategic and operational considerations in transition and contribute to common understandings on these issues.
- Enhance institutional knowledge and practice on operational support aspects of transitions, including among senior staff, closure teams and AFPs, who often do not have direct previous experience of closure processes. The UN Transition Project can advise on knowledge management strategies, frameworks and tools to support this goal.

Duties and Responsibilities

Consultant will report to the Chief of the Operational Planning Service in the DOS Division for Special Activities. Consultant will be responsible to develop improved operational guidance on assets disposal, including transfers to UNCT and national and regional counterparts, as well as other operational support matters as determined by the supervisor in the context of field entity closure.

Functions / Key Results Expected

- Undertake consultation with key stakeholders, notably DMSPC/GAMPS, DOS/OSCM, and relevant UN field entities, particularly in locations where the UN has transitioned or is preparing transitions, including UN Missions, UN agencies, funds and programmes, as well as other relevant interlocutors, in order to map interaction of partners with the asset disposal process and catalogue perceived challenges in ensuring asset disposal process meets goals of
 - (i.) being effective, efficient and clean
 - (ii.) meeting needs of partner organizations identified in UN transition plans and
 - (iii.) addressing any perceived or actual conflicts of interest.
 - Consultations should also gather information on political implications of the asset disposal process (notably vis-à-vis relations with the host government, and different forms of risk? (such as reputational, conflict risk). The Transition Project and DSA/DOS can assist by advising on, and where appropriate facilitating, these consultations.
- Design process map and/or other agreed guidance materials detailing key decision points, criteria, good practices and other Senior Leadership / Closure Team considerations, including on gender and conflict sensitivity approaches , for disposal of assets (transfer to other UN entities, sale to UNCT, commercial sale, gifting to national and regional counterparts, and scrap)
- Develop FAQ fact sheets corresponding to most common queries and concerns about asset disposal during the transition and closure process, and presenting good practices from the field.
- Review opportunities to improve guidance and training materials on supporting national staff, including skills development and other types of support, in the context of transitions and field entity closure.

Deliverables

Deliverable

Timing

of working days

1

Develop methodology note, including survey/interview questions, stakeholders to be consulted etc.

31 October

10 days -8%

2

Undertake stakeholder consultations and interviews

19 November 2021

30 days -24%

3

Design process map and other agreed guidance materials for disposal of assets based on consultations

24 February 2022

44 days- 35%

4

Develop FAQ fact sheets on asset disposal ?

25 March 2022

22 days- 17%

5

Review and enhance guidance materials on support to national staff in transition settings

13 May 2022

15 days - 12%

6

Support dissemination efforts of guidance materials developed, including presenting results to HQ and field colleagues

31 June 2022

5 days - 4%

The timing of the deliverables will be discussed and further fine-tuned in consultation with the successful candidate.

Competencies

Technical criteria - Required Skills and Experience

Education: Master's degree in public administration, international relations, business or any related fields. Alternatively, A first-level university degree in combination with two years of qualifying relevant work experience may be accepted in lieu of the advanced university degree.

Experience:

- Minimum 10 years of experience working on UN operational support planning and/or supply chain management (**required**)
- Demonstrated expertise in developing practical guidance for UN field entities tailored to local needs and contexts (**required**)
- Demonstrated experience working with UN field entities on logistics and administration, procurement, property management or other operational support functions (**desired**)
- Demonstrated experience working on operational support issues, including liquidation, in UN transition contexts (**desired**)
- Experience working on operational support issues for UN AFPs (**desired**)
- Demonstrated knowledge of disseminating and communicating results using innovative and engaging means (**desired**)
- Excellent writing and editing skills (**required**)

Language: • Fluency in written and spoken English is required; Working knowledge of another UN language would be an asset

Required Skills and Experience

Core competencies:

- Demonstrates commitment to UN's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Demonstrated ability to meet deadlines and work under pressure;
- Innovative forward thinking, good coordination and organizational skills, teamwork.

Application Submission Process:

Step 1: Interested individual consultants must include the following documents when submitting the applications in UNDP job shop **(Please note that only 1 (one) file can be uploaded therefore please include all docs in one file):**

- An updated curriculum vitae.

Application Evaluation Process

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.

Technical Criteria - 70% of total evaluation – max. 100 points:

Technical Criteria

Weight (%)

Relevance of experience in developing practical guidance for UN field entities tailored to local needs and contexts

15 points

Relevance of experience working with UN field entities on logistics and administration, procurement, property management or other operational support functions

10 points

Relevance of experience working on operational support issues, including liquidation, in UN transition contexts

15 points

Relevance of experience disseminating and communicating results using innovative and engaging means

10 points

Total

50 points

Interview: 20 points *(Only those candidates scoring 70% (35 points) in the desk review will be invited for interview)*

Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (Desk review + Interview) shall be considered for the financial evaluation.

Technically qualified candidates (ONLY) will be requested to submit a Financial Proposal.

Financial Criteria - 30% of total evaluation

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

UNDP is applying fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. Please go the following link for the General Conditions of Individual Contracts:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP retains the right to contact references directly.

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Institutional arrangementThe consultant will work under the guidance and direct supervision of the Head of Conflict Prevention, Peacebuilding and Responsive Institutions (CPPRI), with day to day management by the Team Leader- Conflict Prevention and Peacebuilding Team Leader and will be responsible for the fulfilment of the deliverables as specified above.

Payment modality

Payment to the Individual Contractor will be made based on the deliverables accepted and upon certification of satisfactory completion by the manager.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

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