INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 12.01.2018

Country: Belarus
Description of the assignment: Front Office Support Clerk
Project name: UNDP Country Office
Period of services (if applicable): 01 February 2018 – 30 April 2018 (maximum 63 working days).

Proposals for tender ref. 11/2018 should be submitted to e-mail tenders.by@undp.org no later than 18.00 21 January 2018 (Minsk time) or by fax +375 17 326 03 40 or to the following address: UNDP Office, Kirau Street 17, 6th floor, 220050 Minsk, Belarus (ref. num. of the tender should be indicated on the envelope).

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail tatsiana.lazouskaya@undp.org 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 Belarus supports the Government of the Republic of Belarus in a wide range of areas. Support is being provided through realization of UNDP projects in the areas of Energy and Environment, Health and Social Inclusion, Governance, Human Rights and Rule of Law. UNDP Country Office is a principal provider of the whole range of administrative and substantive services to the UNDP projects ensuring smooth running and successful implementation of projects activities in Belarus.

2. MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Provision of clerical support to UNDP CO Front Office upon request during peak workload periods.

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

Under the overall supervision of the Executive Associate and in close coordination with the office team, the contractor shall provide assistance in performing the following functions:

- Classification and filing of documents and electronic data;
- Data entry and update in Excel, Word, compiling data;
- Preparing tables;
- Sending faxes and e-mails, copying and scanning documents;
- Dealing with paper correspondence;
- Answering and making phone calls;
- Translation of documents from/to English/Russian;
- Coordination and facilitation of specific tasks;
- Provide Visa support and Airport Arrangements to RR/DRR;
- Provide support in hotel booking, travel security clearance, hospitality to RR/DRR;
- Coordinate interpreter services and payment requests to RR/DRR;
- Other duties of clerical nature that may arise.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
   - Secondary education;
   - University degree in linguistics is an advantage.

II. Years of experience:
   - At least 1 year of experience in administrative work;
   - Experience of work in international projects or organizations is an advantage.

III. Competencies:
   - Fluency in Russian and English;
   - Good communication and interpersonal skills;
   - Advanced skills in usage of computers and office software packages.

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:

1. Letter to UNDP Confirming Interest and Availability

2. Financial proposal – please fill in Annex II (Finance Proposal)

3. Personal CV or filled P11 form

All documents required (Letter to UNDP Confirming Interest and Availability, CV or P11 and Financial Proposal) shall be presented altogether in just one (1) envelope, if submitted by courier, or in one email transmission, or as an attachment to an on-line application, without password encryption.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.
6. FINANCIAL PROPOSAL

The remuneration is calculated based on the fixed hourly rate as indicated in the financial proposal (Annex II) and the actual number of hours worked. The payment is effected based on the Timesheet and Certification of Payment approved by the direct supervisor. The hourly rate is fixed in gross terms. Interested individuals shall bear full responsibility for the payment of income taxes in accordance with local legislation.

7. TRAVEL

N/A

8. EVALUATION

Individual consultants will be evaluated based on the methodology technical qualified offer (as per requirements mentioned in the Section 3) and lowest priced.

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

   a) responsive/compliant/acceptable as per indicated requirements mentioned in the Section 3
   b) offering the lowest price/cost

“Responsive/compliant/acceptable” can be defined at the stage of desk review/interview.

Annexes

ANNEX I – Terms of Reference

ANNEX II – FINANCE PROPOSAL

ANNEX III – IC contract form

ANNEX IV – General Terms for IC contracts

ANNEX V - Letter to UNDP Confirming Interest and Availability