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Procurement Process : IC - Individual contractor

Office : UNCDF - FRANCE

Deadline : 06-May-22

Posted on : 22-Apr-22

Development Area : CONSULTANTS UNDP is funding a project known

Reference Number : 90470

Link to Atlas Project :

Non-UNDP Project

Overview :

Scope of Work

The UNITLIFE Secretariat is seeking the services of an Individual Consultant with experience in field projects implementation, management and monitoring.

The Consultant will be requested to engage in specific tasks associated with the UNITLIFE projects portfolio. He or she will work under the supervision of UNITLIFE Programme Manager. The Consultant will work closely with UNITLIFE implementing partners, and UNITLIFE fund administrator, namely UNDP Multi-Partner Trust Fund (MPTF) office.

In order to perform the tasks, the Consultant will have full access to UNITLIFE's Standard Operating Procedures, as well as the MPTF processes and templates and all strategy documents developed, as well as in general, all available literature.

Institutional Arrangements

The Consultant is expected to work under the supervision of UNITLIFE Programme Manager (UNCDF), in close collaboration with UNITLIFE Partnerships Specialist and the MPTF team in charge of disbursement and administration of funds.

Expected Outputs and Deliverables and Payment Terms

The deliverables for this assignment have been set-up as follows, with tentative target dates of completion:

Deliverable 1 (27 May 2022): Submission to and approval by UNCDF of an agreed-upon disbursement schedule of funding to 4 implementing organizations in close collaboration with the Multi-Partner Trust Fund and taking into account the needs on the fields and the donors' expectations. (5% of total payment)

Deliverable 2 (27 May 2022): Submission to and approval by UNCDF of two completed due diligence procedures following the MPTF rules (of two UNITLIFE implementing partners) (5% of total payment)

Deliverable 3 (June 2022): For an on-going project and in close collaboration with the implementing partner, submission to and approval by UNCDF of one Board approved Project Document, budget and logframe, together with a signed fund Transfer Request to the MPTF. (10% of total payment)

Deliverable 4 (July 2022): For a new project and in close collaboration with the implementing partner, submission to and approval by UNCDF of one Board approved Project Document, budget and logframe, together with a signed Fund Transfer Request to the MPTF. (10% of total payment)

Deliverable 5 (August 2022): For a new project and in close collaboration with the implementing partner, submission to and approval by UNCDF of one Board approved Project Document, budget and logframe, together with a signed Fund Transfer Request to the MPTF. (10% of total payment)

Deliverable 6 (September 2022): For a new project and in close collaboration with the implementing partner, submission to and approval by UNCDF of one Board approved Project Document, budget and logframe, together with a signed Fund Transfer Request to the MPTF. (10% of total payment)

Deliverable 7 (October 2022): Coordination of a field visit (monitoring visit) of an on-going project, with documentation. Deliverable also includes submission of draft Terms Of Reference for the assignment, leading the visit on the field, and submission of the final report, to be approved by UNCDF. (25% of total payment)