

Terms of Reference for Procurement and Project Support to PSU/CREE Team

Title of Consultancy: Consultant for the Crisis Response/Renewable Energy (CREE) Team

Type of Contract: Consultancy Assignment

Proposed Level: TBC

Duration of the assignment: 7 months (1st June 2017 – 31st December 2017 with possibility for extension)

Duty Station: Copenhagen

Reporting to: Procurement Specialist, PSU CREE Team

Background:

The CREE Procurement Team within PSU provides services to over 30 UNDP Country Offices annually, including the procurement of goods and services related to Crisis Response & Renewable Energy (e.g. armoured vehicles, containerized building solutions; solar PV systems, energy storage solutions); guidance to COs to strengthen procurement preparedness and responsiveness to crises/ emergencies; advisory services as part of a Procurement Support Package which includes onsite and remote support; support to SURGE mechanisms and implementing Fast Track Procurement Procedures (FTP). Provision of Procurement Advisory Services to the Global Environmental Facility's CIRDA/EWS Team's Projects in 10 Pilot Countries has been agreed upon under a UNDP GEF/PSU LOU. Furthermore, several procurement projects committed to utilizing energy –efficient and environmental friendly technologies have also been initiated, for example the Solar For Health (S4H) global initiative led by UNDP. Such procurement trends are expected to continue and increase in light of focus shifts on early warning climate systems and sustainable technologies, particularly in the context of UNDP's work in the field of Environmental, Humanitarian and Early Recovery work, the Team therefore aims to develop appropriate supply chain mechanisms to meet UNDP field needs.

In order to positively impact on sustainable development and contribute to reducing carbon footprints and the overall impact on global climate change, focus is to be placed on solutions allowing energy generation on the basis of sustainable/renewable energies.

CIRDA/ GEF Support: In response to a request for assistance by Least Developed Countries (LDCs), UNDP-GEF has designed a programme on Strengthening Climate Information and Early Warning Systems (CI/EWS) for Climate Resilient Development and Adaptation to Climate change. The programme comprises of 10 country-led projects in Benin, Burkina Faso, Liberia, Sierra Leone, Sao Tome and Principe, Ethiopia, Uganda, Tanzania, Malawi and Zambia. PSU entered into an LOU with UNDP-GEF in order to support the procurement processes of these 10 country-led projects, the LOU is valid until August end 2017, and requires advisory support from a Procurement Expert consultant.

Major Tasks and Deliverables:

Procurement support to PSU CREE Team:

- Provide direct and advisory procurement services to COs including management of end-to-end processes within the fields of General Procurement and renewable energy
- Ensure supply chain management and develop and manage new vendor agreements/ procurement tools and resources within key item categories related to General Procurement, Energy & Environment (E&), and the S4H Project, to provide efficient procurement support to E&E CO projects;
- Provide support to COs to assist with procurement planning and complex procurement processes, whether conducted by COs or PSU;
- Develop CREE's visibility and institutional role in procurement vis-à-vis stakeholders, clients, other UNDP units and/or bureaux (CRU/ GEF), donors etc.;
- Enhance market knowledge and linkages with other UN Agencies within the field of Energy & Environment;
- Develop and support efforts to enhance financial sustainability of UNDP procurement operations with focus on internal efficiencies and value for money, e.g. by streamlining internal business procedures, e.g. updating and maintaining the LTA Repository and IC Roster platform; etc.;
- Develop, implement and maintain stand-by/ cooperation agreements with relevant external parties to facilitate immediate delivery/ deployment of equipment/ services in response to emergency and crisis situations;
- Support the deployment mechanism and implementation of procurement plans for SURGE, as well as advisory services on implementation of Fast Track Procurement Procedures.

GEF/ CIRDA Support:

- Review the outcome of in-country procurement needs assessments to determine;
 - o Assist with and/or advise on procurement activities and identify most suitable procurement strategies to meet the identified equipment and service needs
 - o Determine opportunities for consolidating and standardizing equipment needs;
 - o Determine feasibility of developing comprehensive supply mechanism such as LTAs, equipment and/or services framework agreements, etc. to meet the identified needs;
 - o Identify opportunities for leveraging supply markets on the basis of consolidated needs.
- Conduct procurement processes leading to development of suitable procurement tools, systems, mechanisms and contracts that will ensure timely delivery of equipment to National Institutions fulfilling the identified requirements;
- Maintain, manage, upgrade and revamp (when necessary) the resulting procurement tools, systems and mechanisms to ensure a reliable on-going supply chain mechanism to cater for additional requirements as the programme incorporates new beneficiary countries;
- Provide support to colleagues in COs with regards to interaction with National Meteorological Institutions on procurement related aspects.

Education:

- Advanced university degree (Master's degree) in Commerce, Business Administration, or similar preferred;
- Completion of a Professional Certification in Public Procurement (CIPS or equivalent) preferred;

Qualifications and Experience:

- A minimum of 5 years UN procurement experience is required, including proven exposure to large value and complex procurement operations, and experience with development of tender documents, management of procurement processes, bid evaluation, CAP/RACP/ACP submission and contract management
- Previous experience with UNDP and particularly in the management of corporate LTAs and/or Corporate Rosters is an asset
- Experience with development of information databases and communication work
- Familiarity with Renewable Energy Sector sourcing and market an asset
- Familiarity with strategic sourcing methodologies and/or procurement strategy development
- Previous experience with development, setting-up and management of LTAs is preferred
- Proven experience with management of ATLAS ERP System
- Professional procurement certification/accreditation (i.e. CIPS 2, CIPS 3, MCIPS or similar) will be considered an advantage
- Strong IT skills, including extensive usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)

Required competences:

- Strong analytical skills.
- Planning and organization.
- Team work.
- Ability to perform well under pressure and flexibility in handling unexpected work assignments as and when necessary.

Languages:

- Fluency in English required.



Other desirable skills:

- Highly motivated.
- Ability to work independently.