



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 November 2017

Country: Jordan

Description of the assignment:

Under the guidance and direct supervision of the Procurement Analyst, the Administration and procurement consultant \ ensures execution of transparent and efficient procurement services and processes in the Regional Hub.

Post Title:	ADMINISTRATION AND PROCUREMENT CONSULTANT
Starting Date:	01 December 2017
Location:	Amman-Jordan
Duration	40 working days over a period of 2 months
Project:	Operation unit

CONTEXT/BACKGROUND

Background

Regional Hub in Amman reflects UNDP's drive towards greater organizational effectiveness, organizing work around a focused set of outcomes to support the priorities and needs of each country in the region, breaking silos and bringing the full capabilities of UNDP across disciplines to bear on core development challenges and forging wider and more effective partnerships for development

Through Hub expert teams of Advisors, the Regional Hub in Amman offers support in several forms including:

Strategic Policy Advice & Advocacy: Helping Country Offices advocate for development priorities in line with UNDP's comparative advantage and experience, and providing them and their partners with timely and high-quality strategic advice on policies and programmes to address development challenges.

Programme Development & Technical support: Enhancing the quality of UNDP programming through strengthening capacities in Country Offices in programme design, implementation, monitoring and evaluation.

Capacity Development: Supporting the development of human and institutional capacities of Country Offices and their partners to respond effectively to major development challenges through the identification of global training material, tools and partners, and the development of custom made training.

Policy Research & Analysis: Coordinating policy-oriented research, capturing and codifying lessons learnt, and producing reports, policy briefs and research papers to support development work at the country and regional levels.

Knowledge Services: Collecting, distilling into usable products and disseminating development knowledge and experience from UNDP's vast global network, providing expert referrals, fostering south-south cooperation and facilitating knowledge transfers and experience sharing between COs and with regional policy and research institutions.

Scope of work and deliverables:

The Administration and procurement consultant shall work closely with procurement team specifically and operation team in general to assist all administrative issues related to operation unit, projects implementation, financial management, procurement, reporting and projects data management in accordance with UNDP rules and regulations. S/He will promote a client-oriented approach consistent with UNDP rules and regulations.

The purpose of this position is to provide support to procurement unit due to increase of requirement under procurement unit:

- Regional program will move most of procurement cases to UNDP Regional Hub Amman within 3-6 months as per agreed by Regional Hub manager which increase number of procurement cases to be done within short period of time
- Move vendors under Regional programme from BU LEB10 to R4710
- Increase the requirements to provide procurement support to UNDP country offices in the region as per Regional Hub consultation meetings in October,
- Many procurement cases to be done before end of year 2017 based on retreat work plan in October such as establishing lounge in the office which required lots of procurement and administrative work
- Establish tool to facilitate the work under procurement unit such as computerized filing system, monitoring database, vendors, bid information, contract and e-tendering

Output and deliverables:

The Administration and procurement consultant work in close collaboration with the projects team and operations programme in the Regional Hub Office to provide the following deliverables

- Organize procurement activities relating to request for proposals, sealed bids, and price quotes
- Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item.
- Organize and maintain computerized records containing vendor and bid information
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist.
- Maintain and update professional library publications.
- Perform general Administrative duties such as maintaining general files, typing, and data entry, opening mail, and completing and processing standard purchasing forms.
- Correspond with vendors regarding prices, product availability, and delivery.
- Creating a Procurement system with the collaboration of the IT Department to manage IC's, LTA's and other related contracts that can be accessible/edited by other responsible departments or managers
- Prepare required data base with cooperation with ICT unit for cost recovery
- Call for meeting to vendors for vendor's e-tendering induction meeting
- Support in organizing CIPS2 and CIPS3 training which will be held for two weeks at hub office

Deliverables	Target Due Dates	Review and Approvals Required	Payment Terms
<ul style="list-style-type: none"> Organize all procurement activities relating to request for proposals, sealed bids, and price quotes Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item. Organize and maintain computerized records containing vendor and bid information Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist. Maintain and update professional library publications. Perform general Administrative duties such as maintaining general files, typing, and data entry, opening mail, and completing and processing standard purchasing forms. Correspond with vendors regarding prices, product availability, and delivery. Creating a Procurement system with the collaboration of the IT Department to manage IC's, LTA's and other related contracts that can be accessible/edited by other responsible departments or managers Prepare required data base with cooperation with ICT unit for cost recovery Call for meeting to vendors for vendor's e-tendering induction meeting Support in organizing CIPS2 and CIPS3 training which will be held for two weeks at hub office 	40 working days for over period of 2 months 31 January, 2017	Procurement Analyst	Payment shall be based on

TIMEFRAME FOR DEPLOYMENT

The consultant is expected to start 1 December 2017 for 40 working days spread over a period of 2 months. All work will be in Amman-Jordan. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed upon UNDP IC rules and regulations

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

Secondary Education. University Degree in Business or Public Administration would be desirable, but it is not a requirement.

Professional Experience:

- A minimum of 2 years' experience in operation and procurement.
- Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN
- Experience in working and living in a multicultural environment and/or in developing countries.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of automated procurement systems, experience in handling of web based management systems.

Language Skills:

Fluency in English and Arabic, both written and spoken.

COMPETENCIES**Corporate competencies**

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

Functional Competencies

- ☐ Strong knowledge of development and humanitarian issues;
- ☐ Excellent organizational, general administration, time management skills;
- ☐ Ability to work in a high- pressure work environment with frequent urgent deadlines;
- ☐ High level logical and methodical organizational skills;
- ☐ Interacts effectively with a diversity of stakeholders;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Responds positively to critical feedback and differing points of view.

Management and Leadership

- ☐ Focuses on impact and result for the client
- ☐ Interacts effectively with all levels of the organization
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Builds strong relationships with clients and external actors
- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines
- ☐ Demonstrates openness to change
- ☐ Responds positively to critical feedback and differing points of view

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to website: Proc.contract.rscjo@undp.org : not later than 21 November 2017 the following documents:

- **CV/P11**
- **Confirm availability and financial proposal**
- **Brief description of why you consider yourself as the most suitable for the assignment**

FINANCIAL PROPOSAL

Interested candidates should provide daily fees for requested services with detailed breakdown (consultancy fees, * number of working days). Payments shall be made to the consultant based on a duly completed time sheet on monthly basis

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Secondary Education
- A minimum of Two (2) years of experience in operation and procurement.
- Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN

Evaluation of Candidates (max 100 points):

Candidates will be then assessed and scored against the following evaluation criteria.

- Secondary Education 20%
- A minimum of two (2) year operation and procurement experience.20%
- Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN 30%

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of automated procurement systems, experience in handling of web based management systems. 15%
- Fluency in English and Arabic, both written and spoken. Knowledge of French as asset 15%

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Shortlisting: 70%;
- ☐ Financial proposal: 30%