

**Terms of Reference (TOR)**  
**For an Assignment Requiring the Services of Procurement Assistant to be Engaged Through an Individual Contract (IC)**

**A. Project Title: Support to Peacebuilding and Normalization (SPAN)**

**B. Project Description:**

The Government of the Republic of the Philippines (GPH), through the Office of the Presidential Adviser on the Peace Process (OPAPP), has partnered with the United Nations Development Programme (UNDP) to implement a project entitled “Support to Peacebuilding and Normalization” (SPAN). SPAN aims to contribute towards sustaining the gains of the Government’s peace process, and in ensuring peace and security in conflict-affected areas by (a) accelerating the implementation of the security and socio-economic aspects of the Normalization Annex of the GPH-Moro Islamic Liberation Front (MILF) Comprehensive Agreement on the Bangsamoro (CAB) and (b) strengthening the enabling environment for peace, recovery and development.

SPAN is composed of four (4) components: (1) Component 1: Support to the Implementation of the Security Aspect of Normalization, (2) Component 2: Support to the Implementation of the Socio-Economic Aspect of Normalization, (3) Component 3: Strengthening the Enabling Environment for Peace, Recovery and Development, and (4) Component 4: Social Healing and Peacebuilding Programme for Marawi.

The Procurement Assistant is therefore expected to be able to analyze and interpret UNDP procurement rules and regulations, and assist in providing solutions to a issues related to procurement, while promoting a collaborative, client-focused, quality and results-oriented service.

**C. Scope of Work**

The Procurement Assistant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. She/he will:

1. Provide effective Procurement, administrative and logistical support to the implementation of the “**Support to Peacebuilding and Normalization (SPAN)**”, such as but not limited to:
  - a. Provision of inputs to preparation of procurement plans.
  - b. Process and implement the procurement request including preparation and conduct of Requests for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP), receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;
  - c. Review note to file for direct contracting modalities and procurement request forms submission.
  - d. Contribute to the implementation of sourcing strategy for the project, including pre-qualification of individuals and firms that can supply the project requirements;
  - e. Coordinating between requisitioners and prospective bidders for queries and clarifications
  - f. Taking down of minutes of pre-bid conferences, where needed
  - g. Receiving quotations/bids/proposals
  - h. Providing requisitioners with canvas matrix or preliminary evaluation of the quotations/bids/proposals received
  - i. Summarizing evaluation findings and results
  - j. Communicating the award to the successful bidder
  - k. Prepare appropriate contract instruments, and obtaining signatures of vendor and proper authority in UNDP

- l. Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Timely corrective actions on POs with budget check errors and other problems.
- m. Ensure provision of procurement services such as PO preparation; and conference facilities arrangements.
- n. Maintain accurate and reliable filing system in the procurement unit; and
- o. Perform other tasks that may be assigned by the Team Leader and Immediate Supervisor

#### D. Expected Outputs and Deliverables

The Procurement Assistant is expected to submit a summary of activities, and accomplishment report to the Procurement Team Leader. Each payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>	Name and Email address of designated person who will review and accept the output
Monthly procurement accomplishment Report of August 2018	August 27, 2018 to September 26, 2018	September 26, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>
Monthly procurement accomplishment Report of September 2018	September 27 2018 to October 26, 2018	October 26, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>
Monthly procurement accomplishment Report of October 2018	October 27, 2018 to November 27, 2018	November 27, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>

#### E. Implementation Arrangements

Under the overall guidance of the Procurement Team Leader and working closely with the rest of the Procurement team, the Procurement Assistant is expected to render a broad range of administrative support to the procurement services for the Resilience and Peace Building Unit (RPBU).

During the process, s/he shall promote a results-oriented approach to his/her work and output, while ensuring a client-focused and client-friendly manner of rendering his/her services. S/he shall not supervise any staff but will be expected demonstrate seamless collaboration with the programme/project and operations teams within the Country Office (CO) environment, including UNDP partners and clients, where necessary.

The Procurement Assistant will directly responsible for the effective and timely delivery of procurement of goods, services and works for the projects. She/he is also expected to work closely with the Operations Team of the UNDP Philippines Country Office.

## F. Duration of Work

The work shall be initially for three (3) months with the possibility of extension subject to the availability of funds and assessment of performance for maximum of five (5) months. The schedule of deliverables and duration of work may be revised based on a mutually agreed timetable through an exchange of letters.

## G. Duty Station

The Procurement Assistant is expected to report to the UNDP Country Office daily. Travel may be expected, and all attendant costs will be covered by the **Support to Peacebuilding and Normalization (SPAN)**.

## H. Qualifications, Competencies, and Experience

Qualification	Points Obtainable (100 points)
<u>Education</u> <ul style="list-style-type: none"><li>University Degree in Business or Public Administration or a development related discipline.</li></ul>	20%
<u>Experience</u> <ul style="list-style-type: none"><li>5 years of relevant administrative experience is required at the national or international level.</li><li>With at least 1-year experience handling procurement at the national or international level.</li><li>Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web-based management systems.</li><li>Previous work experience with the UN and or government an asset.</li></ul>	20% 30% 10% 10%
<u>Language</u> <ul style="list-style-type: none"><li>Fluency in the UN and national language of the duty station.</li></ul>	10%
<b>TOTAL</b>	<b>100</b>

### Functional Competencies:

#### Building Strategic Partnerships

##### **Level 1.1: Maintaining information and databases**

- ☐ Analyzes general information and selects materials in support of partnership building initiatives

#### Promoting Organizational Learning and Knowledge Sharing

##### **Level 1.1: Basic research and analysis**

- ☐ Researches best practices and poses new, more effective ways of doing things

#### Job Knowledge/Technical Expertise

##### **Level 1.1: Fundamental knowledge of processes, methods and procedures**

- ☐ Understands the main processes and methods of work regarding to the position
- ☐ Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- ☐ Strives to keep job knowledge up-to-date through self-directed study and other means of learning

- ☐ Demonstrates good knowledge of information technology and applies it in work assignments

#### Promoting Organizational Change and Development

##### **Level 1.1: Presentation of information on best practices in organizational change**

- ☐ Demonstrates ability to identify problems and proposes solutions

#### Design and Implementation of Management Systems

##### **Level 1.1: Data gathering and implementation of management systems**

- ☐ Uses information/databases/other management systems

#### Client Orientation

##### **Level 1.1: Maintains effective client relationships**

- ☐ Reports to internal and external clients in a timely and appropriate fashion
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines

#### Promoting Accountability and Results-Based Management

##### **Level 1.1: Gathering and disseminating information**

- ☐ Gathers and disseminates information on best practice in accountability and results-based management systems

#### **Core Competencies:**

- ☐ Demonstrating/safeguarding ethics and integrity
- ☐ Demonstrate corporate knowledge and sound judgment
- ☐ Self-development, initiative-taking
- ☐ Acting as a team player and facilitating team work
- ☐ Facilitating and encouraging open communication in the team, communicating effectively
- ☐ Creating synergies through self-control
- ☐ Managing conflict
- ☐ Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- ☐ Informed and transparent decision making

#### **I. Scope and Price Proposal and Schedule Payments.**

The certificate of completion of work including the outputs of the Procurement Assistant shall be submitted to the Procurement Team Leader. However, the certificate for availability of funds will be endorsed by the Team Leader of the Resilience and Peace Building Unit (RPBU).

Description	Deadline
Upon submission and acceptance of 1 <sup>st</sup> monthly accomplishment report	September 8, 2018

Upon submission and acceptance of 2 <sup>nd</sup> monthly accomplishment report	October 26, 2018
Upon submission and acceptance of 3 <sup>rd</sup> monthly accomplishment report	November 27, 2018

**J. Recommendation Presentation of Offer.**

Applicants are requested to submit the following documents.

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experience from similar projects or requirements, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Brief description**, separately or as part of the CV, of why the individual considers him/herself as the most suitable for the assignment, highlighting specialized background advantages for the scope of work and requirement.

Financial proposals should indicate an all-inclusive amount covering professional fees, travel costs, supplies, support staff and all other related costs.

**K. Criteria of selection of Best offer.**

- A. Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; or

**L. Annexes to the TOR**

None

**M. Approval**

This TOR is approved by: **Atty. Bong Montesa**

Signature	<u><i>Camilo Miguel Montesa</i></u>
Name and Designation	<u>Team Leader, RPBU</u>
Date of Signing	<u>25 JUL 2018</u>