



Expression of Interest

PSU Procurement Experts Roster

Introduction

Through an on-going close cooperation intended to better cater for and service the needs of UNDP BUs in the area of strengthening procurement capacity in the context of emergency, crisis, post-conflict and protracted crisis scenarios, PSU is developing a PSU Procurement Expert Roster.

The PSU Procurement Expert Roster consists of a repository of qualified procurement experts, who express their interest in supporting UNDP with its procurement related needs.

The aim of this advertisement exercise is to populate a roster of procurement experts who would be available to provide support on an ad-hoc basis under consultancy contracts.

The consultants are expected to provide procurement and support services in the service lines set forth below. However, context-specific duties and responsibilities will be detailed in specific Terms of Reference for each assignment.

Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP works to implement the SDGs in more than 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. It helps countries to implement projects, develop policies, leadership skills, share experiences, develop institutional capabilities and build resilience to sustain development results.

To fulfil its mandate and achieve its vision, UNDP must procure a significant volume of goods and services. As a public organization entrusted with donor funds and committed to supporting developing economies, UNDP works to improve access to quality assured supplies in a cost effective and reliable way. Due to the complexity and time sensitivity of some procurement actions, procurement experts are a key element of Operation Teams and UNDP projects. The contracting of these experts in a timely and effective manner is essential to respond effectively to the organization's expertise needs within challenging contexts, without compromising any of its rules and regulations.

Due to the wide range of issues that Business Units (BU) tackle to implement its projects, a pool of procurement experts is valuable to give a quick response to specific procurement needs. The purpose of this roster is to provide UNDP BU with the opportunity to hire an Individual or Team

of Individuals at short notice, for the provision of consultancy services, through the Individual Contract (IC) modality.

The Procurement Experts Roster will strengthen BU's capacity for procurement inputs by linking operation and project teams with qualified experts. Working with Regional Procurement Advisors, BU will be matched with experts who meet their specific needs and are available for deployment based on agreed upon rates.

Duties and Responsibilities

Experts will need to demonstrate professional experience and extensive knowledge in procurement as well as expertise in at least one (preferably multiple) of the thematic areas listed below:

- Procurement Reform and Procurement Policy
- Advisory and Strategic Procurement
- Advisory Services within GFTAM
- Advisory Services within NIM (National Implementation Modality)
- Construction
- Crisis and Emergency
- Logistics and Supply Chain
- Capacity Building and Training
- Transactional Procurement
- Procurement Spend Data
- Sustainable Energy

Specific Terms of Reference will dictate the scope of work and the selection of experts from the vetted roster for each of the assignments.

The hired consultants will report to UNDP, seek approval/acceptance of outputs as specified in the contract.

Duration of the Work:

Each assignment will vary in duration. The expected duration will be specified in the Terms of Reference for each individual assignment.

Location of the Work:

The location of the work will vary. The location will be specified in the Terms of Reference.

Expertise, experience and qualifications required

Education:

- A minimum level of Bachelor's degree in any related topic is required. Higher level of education (Master) will be positively considered.
- Education in Public Administration, Supply Chain Management and/or Logistics and/or related disciplines will be positively considered.
- Specific training, certificate or diploma in supply chain and/or procurement and/or logistics will be positively considered.

Experience:

- At least 5 years of substantial proven experience in procurement, logistics or supply chain management. Additional years of experience will be positively considered.
- Previous experience working with UN/UNDP and other development partners, including IFIs, will be positively considered.

Languages:

- Knowledge of English at Professional level is required.
- Knowledge of another of the following UN language will be positively considered: Spanish, Russian, Arabic, French or Chinese.

Competencies:

- Solid experience in the areas of procurement, supply chain management and developing logistic strategies.
- Specific technical expertise in at least one of the thematic areas listed above;
- Highly organized with strong analytical and research skills;
- Excellent presentation and communications skills;
- Focus on impact and results for the client and positive response to critical feedback;
- Fluency in the use of standard software applications such as Word, Excel and Powerpoint;
- Flexible thinking;
- Demonstrated ability to work in an independent manner;
- Proactive, team-oriented, reliable, and ability to work in harmony with teams of different nationalities and professional backgrounds.

Note: Some assignments would be open only to an expert with the knowledge of a specific language.

Eligibility:

Applicants holding non-consultancy contracts (for instance FTA, Service Contracts etc.) with UN Agencies are not eligible for this roster.

Note: All applicants meeting the minimum requirements are encouraged to apply to this Roster.

Qualified women are strongly encouraged to apply.

Procedures for submission of applications

Failing to comply with the application submission requirements may result in disqualifying the application. Applications received after the deadline may be rejected.

Application Procedures:

Interested qualified individuals must submit their applications via

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=19353&hrs_jo_pst_seq=1&hrs_site_id=2

providing the following information to demonstrate their qualifications:

Technical Proposal:

- Statement of why the individual considers her/himself suitable for the roster, indicating which thematic areas below the individual can demonstrate specialized expertise. Applicants may select multiple thematic areas; when doing so, a brief summary of relevant experience per subject area should be included. Applicant is required to fill-in Offeror's Application Form (see Annex II).
- CV indicating all past experience, as well as the contact details (email and telephone number) of the consultant and at least three (3) professional references;

Financial Proposal:

Applicants are instructed to submit their financial proposals in US Dollars for this consultancy using the financial proposal template by the deadline of the application.

Financial proposals must indicate **a daily fee**, that will act as ceiling fee for the services of consultants for each assignment engaged. The daily fee in the financial proposal must consider the various expenses the applicant expects to incur during contract, including:

- The daily professional fee
- Communications, utilities and consumables
- Life, health and any other insurance
- Any other relevant expenses, if any, related to the performance of services under the contract

All other additional expenses (including transport, living expenses and risks and inconveniences related to work under hardship and hazardous conditions, when applicable) will be added at UNDP request in the secondary bidding stage. Once pre-selected roster consultants have been contacted for confirmation of availability and interest, TOR for the assignment will be shared and consultants will be asked to provide a specific financial proposal for competitive purposes that includes all costs of travel, living allowances and risks / security fees (whenever applicable) commensurate at the duty station and duration of the assignment. UNDP normally use economy class;

- The fees provided by each applicant during the application stage will be the maximum professional daily fees to be quoted for each call-off assignment under this Roster.
- If an Offeror is employed by an organization/company/institution, and she/he expects her/his employer to charge a management fee in the process of releasing her/him to UNDP under a Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP;

Please group all your documents into one (1) single PDF document. Incomplete applications may be rejected.

Please, send your request for **clarifications** to psb.bids@undp.org before **22 November 2018**. UNDP PSU will respond via e-mail and publish the clarifications without identifying the source of inquiry at the following sites:

http://procurement-notice.undp.org/view_notice.cfm?notice_id=51398

Due to the large number of applications we receive, we are able to inform only the successful applicants about the outcome.

Evaluation, selection criteria and process

Criteria for Selection of ICs

All applicants will be initially screened against the minimum requirements as specified in section 3. Only those applicants who meet the minimum level of education (Bachelors), relevant years of experience requirements (5 years minimum) and minimum languages requirements (English) will be longlisted and considered for the technical evaluation against the following criteria:

- **Criteria 1.** a) Master's degree in Public Administration, Supply Chain Management, Logistics and/or related disciplines – 10 points . b) Bachelor's degree in the same area of disciplines – 5 points.
- **Criteria 2.** Specific training, certificate or diploma in supply chain and/or procurement and/or logistics will be positively considered (i.e. CIPS) – 5 points
- **Criteria 3.** Number of years of relevant experience (minimum of 5 years) – 30 points. *Extra 5 points each add year with a maximum of 40 points total.*
- **Criteria 4.** Previous work experience with UNDP and/or other UN agency – 10 points
- **Criteria 5.** Fluency in written and spoken in any of the UN language besides English (*Spanish, French, Russian, Chinese and Arabic*) -5 points

The technical evaluation will include a desk review and may also include interviews and technical tests if necessary.

Each Procurement Expert listed in the Roster will be categorized into 1 of 3 possible categories/bands. The criterion for classification of the Experts is as follows:

- Band 1; Minimum 5 years relevant professional experience
- Band 2; Minimum 9 years relevant professional experience

- Band 3; Minimum 12 years relevant professional experience

ONLY the applicants obtaining the minimum of 49 points (70% of total 70 points) for the technical criteria shall be considered for the Financial Evaluation:

Financial evaluation:

Financial proposals must indicate a **daily fee**, that will act as ceiling fee for the services of consultant.

The cost for air travel and living cost should NOT be included in the daily rate. Travel cost will be borne by UNDP if such travel will be required.

Award will be made based on Combined scoring method

Technical Proposal will be weighted a maximum of 70% (max 70 points) and combined with the price offer which will be weighted a maximum of 30% (max 30 points).

Only consultants whose offer has been evaluated and determined as responsive / compliant / acceptable; and are in compliance with criteria above, will be included in the PSU Procurement Expert Roster. Applicants that obtain the highest combined score will be considered for procurement roster. UNDP reserve the right to identify the number of the consultants to be included in the roster/each band.

Contracting Arrangements

Several successful individuals will be selected and placed on the Procurement Expert Roster for a period of up to three years. It is to be noted that inclusion in the roster does not guarantee a contract during the period of three years.

UNDP reserve the rights to conduct a secondary competition/interview among the roster of the consultants to ensure that a consultant's qualification fits for a specific project, including availability on duration/time required.

Upon receipt of the corresponding TOR, and when several listed experts fully match the TOR a "secondary bidding" exercise will take place and selection shall be made based on the lowest financial proposal including the time frame across the selected experts. In the event of a single expert being qualified and/or available, no secondary bidding will be required.

Financial commitments will only be established each time a Purchase Order for the specific services/TOR for IC is committed.

Payment will be made directly by BUs upon monthly submission of a certificate of payment request, following a detailed mission report indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor;

Respective PSU Regional Procurement Advisor will ensure performance feedback is provided by Client Offices upon completion of each assignment by the Rostered Experts. Retention/continuation of Experts on the Roster would be underpinned on performance.

Experts will be removed from the Roster in following situations:

- If the individual informs UNDP of his/her decision to be excluded from the Roster
- If UNDP has obtained negative performance feedback from the “Client Offices”
- If any Expert continuously declines more than 3 assignments in a contract year

Note:

Payments will be made as specified in the actual contract upon confirmation of UNDP on delivering against the contract obligations in a satisfactory manner.

ANNEXES

Annex I – Individual IC General Terms and Conditions:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

Annex II - Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template and Personal History Form

To download form in Annex II, please go to the following link:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=51398