

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Contract Management Consultant  
**Project Name :** Projects within Environment Unit  
**Reports to:** Procurement Analyst  
**Duty Station:** Jakarta  
**Expected Places of Travel (if applicable):** N/A  
**Duration of Assignment:** 102 working days within 5 months

## REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	<b>(3) Support Specialist</b>
	(4) Senior Specialist
	(5) Expert/ Advisor
	<b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b>
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV or P11 with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

### Need for presence of IC consultant in office:

- partial (explain)  
 intermittent (explain)  
 full time/office based (needs justification from the Requesting Unit)

### Provision of Support Services:

Office space:  Yes  No  
Equipment (laptop etc):  Yes  No  
Secretarial Services  Yes  No

If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >

## I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of

Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.

In order to ensure quality result of the activities, especially on the procurement process which in line with UNDP regulation system; The Procurement Unit looked at the need of consultant for the Supplier Relationship Management Consultant. The consultant will work closely with procurement team in the UNDP Country Office and Environment Unit within UNDP Country Office.

## II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

### Scope of Work

- Implement the procurement processes of goods, services and works which consist of solicitation process, bid opening and review of evaluation result, create draft contract of certain conditions in full compliance with UNDP rules and regulations.
- Implement the procurement process of hiring the Institutional Consultant which consist from solicitation process, bid opening, contract negotiation, and creating draft contract and conducting the amendment to the Contract.

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
<ul style="list-style-type: none"> <li>• Report and Updated Procurement Plan for 2<sup>nd</sup> quarter</li> <li>• Support all procurement activities against Procurement Plan</li> <li>• Draft Procurement Database, not limited to Evaluation Report for all transactions as of May 2019</li> </ul>	20	8 May 2019	Procurement Specialist and Operation Manager
<ul style="list-style-type: none"> <li>• Report on the preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant &amp; its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures.</li> <li>• Report on Procurement Strategies to assist and support requirement of UNDP Country Office.</li> </ul>	19	12 June 2019	Procurement Specialist and Operation Manager
<ul style="list-style-type: none"> <li>• Report on the of Procurement Process for Individual Consultant, Service and Goods during Q1 - Q2 Year 2019</li> <li>• List of Issued contracts Q1 - Q2 Year 2019</li> </ul>	21	12 July 2019	Procurement Specialist and Operation Manager
<ul style="list-style-type: none"> <li>• Updated procurement plan for Q3 2019 within CO Indonesia</li> <li>• Updated contract management as of Q2 of 2019</li> </ul>	21	14 Aug 2019	Procurement Specialist and Operation Manager
<ul style="list-style-type: none"> <li>• Report on procurement process (including ICs, RFQs, ITBs, and RFPs) during period from May to Aug 2019</li> </ul>	21	13 Sep 2019	Procurement Specialist and Operation Manager

- |   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>Evidence of excellent filing system for all procurement processed</li> </ul> |  |  |  |
|---|--|--|--|

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The position is under supervision of the Procurement Analyst and The Consultant should comply with the required deliverable as specified above

#### Duration of the Work

The Consultant is expected to accomplish the task in 102 working days starting in the 2<sup>nd</sup> week of April 2019.

#### Duty Station

UNDP Country Office, Jakarta

#### Travel Plan

No travel plan during this assignment.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Bachelor degree from reputable university with any study

#### Years of experience:

- Minimum 3 years of working experience in dealing with procurement process from solicitation to contract issuance from any background
- Experience in dealing with ad hoc requests
- Experience in monitoring and managing any type of contract starting with Professional Contract, Goods and Individual Consultant
- Experience in managing vendor database, registration and negotiation

#### III. Competencies and special skills requirement:

#### Specific Skills:

- Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)
- Familiarity with Web-based procurement system would be an advantage

#### Communications and Networking

- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government and other external actors.
- Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interests
- Has excellent written communication skill, with analytic capacity and ability to provide policy advice, recommendations and strategy.

### Knowledge Management and Learning

- Shares knowledge and experience.
- Ability to provide a strong analysis, policy advice, recommendations and strategy.

### Management and Leadership

- Demonstrates ability to work in a team.
- Demonstrates ability to accept critics and constructive inputs/opinions.
- Demonstrates strong analytical skills.
- Good time management to meet deadlines with quality outputs.
- Highly creative attitude and self-starter mindset.
- Consistently approaches work with energy and positive/constructive attitude.

## V. EVALUATION METHOD AND CRITERIA

### Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<i><u>Technical</u></i>	<b>70%</b>	
<i>Criteria A: qualification requirements as per TOR:</i>		
- Diploma/Bachelor Degree from reputable university with any study		15
- Minimum 3 years of working experience in dealing with procurement process from solicitation to contract issuance from any background		15
- Experience in dealing with ad hoc requests		10
- Experience in monitoring and managing any type of contract starting with Professional Contract, Goods and Individual Consultant		20
- Experience in managing vendor database, registration and negotiation		10
<b>• Criteria B: Brief Description of Approach to Assignment</b>	<b>30%</b>	
- Understanding to the requirement		10
- Proposed approach in handling procurement process		10
- Logical, realistic planning for efficient project implementation		10