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Resilient nations.*

### Terms of Reference

<b>Title of Consultancy:</b>	Procurement and Contracting Consultant
<b>Type of Contract:</b>	Individual Contract
<b>Duration of the assignment:</b>	6 months/130 days
<b>Duty station:</b>	Copenhagen
<b>Reporting to</b>	Procurement Specialist UNDP GF HIST PSU
<b>Expected start date:</b>	July 01, 2019

### **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. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Response Unit (CRU) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

BPPS supports UNDP's 2014-2017 Strategic Plan, focusing on 7 outcomes including strengthening institutions to progressively deliver universal access to basic services (outcome 3). The HIV Health and Sustainable development team, within BPPS, is helping to contribute towards this outcome.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multisectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on SDGs by countries that face constraints in directly receiving and managing such funding. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and



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countries under sanctions. When requested, UNDP acts as interim Principal Recipient in these settings, working with national partners and the Global Fund to improve management, implementation and oversight of Global Fund grants, while simultaneously developing national capacity for governments or local entities to be able to assume the Principal Recipient role over time.

### **Objective**

The objective of this consultancy is to provide support to the Procurement and Supply Management (PSM) function of the UNDP's Global Fund – Health Implementation Support Team (GF-HIST) which is partly based in Copenhagen and matrixes with the UNDP Procurement Services Unit (PSU). The consultant will support the Team in a number of projects and initiatives, as per the list of tasks and deliverables outlined below, which are intended to be carried out to ensure an optimal match between the PSM set up, existing country office PSM support systems and the PSM needs of the UNDP Global Fund portfolio, and by extension, UNDP's work in the Health PSM area.

### **Major tasks and deliverables**

Under the general supervision of the appointed UNDP Procurement Specialist, the consultant supports the provision of procurement and contract management services for pharmaceutical products and health strengthening system in line with UNDP rules, policies and procedures and will be responsible for conducting the following major tasks and deliverables;

- Provide support to 20+ countries in service delivery and procurement services' for pharmaceutical and health products' procurement.
- Provide hands-on support, including preparing and issuing tenders, addressing enquiries and questions received during the tendering process, conducting evaluation of offers and drafting cases for CAP/RACP/ACP submissions, to procurement processes conducted by GF HIST PSU Facility, LTA development (and extension of these when required) and/or other ad-hoc procurement requests.
- Main procurement focal point for pharma infrastructure for countries like Guinea Bissau, Zimbabwe, Mozambique, Zambia, etc.
- Liaise with UNDP COs and other requesting units to understand the scope and nature of expressed requirements. Discuss and provide guidance on definition of requirements for goods, BOQ, equipment and/or services so that these are sufficiently comprehensive and generic to be included in UNDP procurement dossiers.
- When/if required conduct procurement support missions to the field to surge UNDP CO/PMU capacity to respond to needs.
- Support in health strengthening system e.g. e-LMIS (e-Logistic Management and Information System) and implementation of GS1 (Global Supply Chain Standards).



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- Support issuance of POs and related ATLAS transactions.
- Support the COs, suppliers and GF HIST usage of ATLAS e-tendering module when implementing procurement processes.
- Liaise with awarded suppliers, contractors, freight forwarders, CO/PMUs, etc. to ensure timely delivery of goods and completion of services.
- Collect and manages data on agreed KPIs and develop contractual performance reports enabling informed decision making on upcoming sourcing needs.
- Support in development, maintenance and update of SOPs for use of LTAs.
- Support with market and other related research for health and other products for which procurement and PSM tools need to be developed by GF HIST.
- Support the Team with benchmarking activities to monitor competitiveness of prices and conditions secured by UNDP through its PSM arrangements.
- In coordination with appointed PSU unit, contribute to uploading GF HIST LTA and related content to the newly established UNDP e-commerce platform.
- Support the Team with data analytics on procurement planning and forecasting
- Support the Team with initiatives leading to the incorporation of sustainable procurement practices

#### Expected Deliverables:

Deliverable	Time line	Payments
<ul style="list-style-type: none"> <li>• Monthly summary report outlining the procurement advisor support provided to COs and procurement cases completed</li> </ul>	Monthly	Payments shall be processed upon satisfactory delivery on monthly basis. The Consultant is required to submit the Time Sheet together with deliverables.
<ul style="list-style-type: none"> <li>• The procurement cases and logistic processes are monitored and updated.</li> <li>• All required information on freight forwarding details and related purchase orders including relevant documents are filled and archived.</li> </ul>	Monthly	
<ul style="list-style-type: none"> <li>• A list of Lessons learnt and recommendations on process optimization is submitted.</li> </ul>	Quarterly	



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Education:

- Completion of University degree or equivalent certification in business administration, logistics and supply chain management, law or related discipline

Knowledge and Experience:

- Minimum 4 years of related work experience preferably with exposure to international organization/s
- Procurement Certificate, CIPS 2
- Knowledge of development projects
- Experience in international procurement and logistics
- Experience with procurement / PSM matters in UNDP and/or other UN Agencies
- Understanding of the UNDP Programs and of the applicable procurement framework is an asset
- Minimum 3 years experience and exposure to public procurement
- Experience and exposure to procurement and PSM planning
- Thorough understanding of the work conducted by the UNDP GF – HIST, applicable procurement architecture and key partners.

Required Competences:

- Ability to analyze and utilize data
- Excellent organizational and time management skills
- Ability to establish and maintain harmonious relationships with customers, suppliers and colleagues
- Ability to perform well under pressure and flexibility in handling unexpected work assignments as and when necessary
- Service minded
- Good working knowledge of MS Office applications

Languages:

- Fluency in English required. Fluency of one or more additional UN Languages will be considered an as

Other Desirable Skills:

- Highly motivated
- Desire and ability to learn new systems quickly
- Ability to work independently

Others:

Excellent communications and writing skills, result-oriented, ability to work in a team, ethics and honesty, ability to meet tight deadlines and to work effectively under pressure.

Date: May, 2019