

## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني



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### INDIVIDUAL CONSULTANCY SERVICES

Jerusalem, 23 August 2019

Reference: IC-PAL-78692

**Country:** State of Palestine

**Title of Consultancy Job:** Procurement Consultant

**Type of Consultancy:** National and International

**Project name:** Harmonizing UN Procurement / United Nations Delivering as One

**Period of assignment:** 6 months with possibility of extension depending on budget availability and performance

**Duty Station:** UNDP/PAPP premises in Jerusalem

The United Nations Development Programme (UNDP) on behalf of the UN Agencies of the Country is launching common UN procurement activities that require the services of an individual to perform the services described in the corresponding TORs.

Proposal should be submitted through the online eTendering system:

<https://etendering.partneragencies.org> (search for Event ID PAL10 0000004281) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal can be found in this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If you have registered in the system before, do not register again. Use forgotten password function to reactivate your password if you have forgotten it. If you are a new user, please go to the below link and register as a new bidder to be able to participate in the tendering process; follow the instructions in the user guide mentioned above.

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

Any request for clarification must be sent in writing, or by standard electronic communication to [proc3.papp@undp.org](mailto:proc3.papp@undp.org). UNDP/PAPP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have included hereto the following:

- 1) The Terms of Reference for the assignment described above;
- 2) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and

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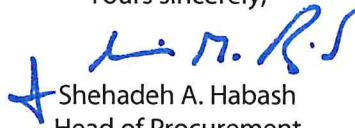
- 3) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- 1) Cover letter to explain why you are the most suitable for the work;
- 2) Letter of Confirmation of Interest and Availability;
- 3) Provide personal CV including all qualifications and past experience in similar projects;
- 4) Completed financial proposal form, found under Annex III.

**Final Deadline is set by the system. Please register in the system and accept the invitation to receive automatic emails of any possible changes to the event.**

Yours sincerely,

  
Shehadeh A. Habash  
Head of Procurement  
UNDP/PAPP



## **ANNEX I TERMS OF REFERENCE**

### **1. BACKGROUND**

Following the 2012 General Assembly resolution 67/226 on the Quadrennial Comprehensive Policy Review, the UN system was requested to conduct common UN procurement to increase efficiency and effectiveness whilst build on best practices and lessons learnt in implementing Delivering as One.

Cooperation in procurement can deliver monetary and non-monetary benefits. Empirical studies on the impact of purchasing coalitions in the public sector show savings of up to 10%. Cooperation in procurement can result in benefits of economies of scale, reduced repetition of work and improved relations with suppliers. Specifically, the following benefits can be achieved through such cooperation:

- increased value for money through improved planning, requirements gathering, bulk
- discounts and better negotiation power;
- improved coordination, consistency and planning across organizations;
- reduction of parallel processes and transaction costs;
- improved supplier relationships, e.g., by reducing bidder fatigue;
- better procurement risk management;
- promoting the concept of 'One UN' among the private sector; and
- sharing of purchasing experience, information, and expertise and learning.

The Country Team in Palestine consists of 22 agencies, funds, and programmes<sup>1</sup>:

Food and Agriculture Organization (FAO)  
International Labour Organization (ILO)  
International Trade Commission (ITC) \*  
Office of High Commissioner for Human Rights (OHCHR)  
United Nations Children Fund (UNICEF)  
United Nations Conference on Trade and Development (UNCTAD) \*  
United Nations Development Programme (UNDP)  
United Nations Educational, Scientific and Cultural Organization (UNESCO)  
United Nations Environment Programme (UNEP)\*  
United Nations Human Settlements Programme (UNHABITAT)  
United Nations Industrial Development Organization (UNIDO)\*  
United Nations Mine Action Service (UNMAS)  
United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA)  
United Nations Office on Drugs and Crime (UNODC)  
United Nations Office for Project Services (UNOPS)  
United Nations Office of the Special Coordinator for the Middle East Peace Process (UNSCO)  
United Nations Population Fund (UNFPA)  
United Nations Register of Damages (UNRoD)  
United Nations Relief and Works Agency for Palestinian Refugees in the Near East (UNRWA)

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<sup>1</sup> <https://unsco.unmissions.org/un-country-team-0>

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United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)  
World Food Programme (WFP)  
World Health Organization (WHO)

*\*These are non-resident agencies and do not have office presence in the oPt.*

### 2. OBJECTIVES OF THE ASSIGNMENT:

The UN Agencies in the Country (UN Country Team) has identified the most frequently required commodities and agreed to jointly establish Long-Term Agreements (LTAs) and Contracts through “Lead agency” approach. This model of cooperation is used to leverage market power to achieve rates and prices that no single organization could obtain on its own.

The UNDP on behalf of the UN Country Team is seeking procurement professionals for the provision of Individual Consultancy Services to create several LTAs on behalf of UN Country Team. The incumbent will be working as part of UNDP Procurement Unit.

### 3. DUTIES AND RESPONSIBILITIES:

The Procurement Consultant will work closely with UN Procurement Team under the guidance of UNDP Procurement Specialist. The Procurement Consultant will be responsible for the effective and timely delivery of procurement of goods, services and works for the UN Country Team that s/he is supporting. S/he is therefore expected to be able to analyze and interpret the UNDP financial rules and regulations and provide solutions to a wide spectrum of complex issues related to procurement, while promoting a collaborative, client-focused, quality and results-oriented service.

S/he shall provide effective procurement and administrative support to have several LTAs for the UN Procurement Country Team in place before the end of the assignment, such as but not limited to:

- a) Act as primary focal point for allocated procurement processes for LTAs on behalf of the UN Procurement Country Team;
- b) Conduct supply market analysis of different solutions to understand how the market works, the direction, the competitiveness of the market, the key suppliers and the value that suppliers place on the organization;
- c) Liaise with UN Procurement Teams to collect data, consolidate the requirement, and follow up on the acceptance of the solicitation documents;
- d) Formulate the description and/or refinement of technical specifications of the required commodities;
- e) List of required LTAs according to their priority;
- f) Initiate and implement full procurement processes including preparation and conduct of Invitation to Bid (ITB), Request for Quotations (RFQ), Request for Proposals (RFP) and other procurement methods for the supply of goods, works, and services on competitive basis while ensuring full compliance with UNDP procurement rules, regulations, policies and strategies;
- g) Conduct evaluation processes of quotations, bids, or proposals, and closely work with the evaluation panel allocated for each LTA, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations;

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- h) Prepare submissions to the UNDP relevant procurement review authorities;
- i) Introduce gender in the procurement processes;
- j) Introduce sustainable procurement where applicable with innovative approach;
- k) Maintain accurate and reliable filing system in the procurement unit;
- l) Performing other procurement-related functions as may be directed or required by the UN Procurement Country Team.

UNDP will provide the Consultant with a working space, a laptop, a telephone, and a magnetic card.

### 4. REPORTING:

- a) The Procurement Consultant will report directly to UNDP Procurement Specialist, and report progress on a weekly basis for inputs and guidance; and,
- b) The review and approval of final milestones will be at the discretion of UNDP Procurement Specialist.

### 5. DUTY STATION

The Procurement Consultant is expected to report to UNDP office located in Jerusalem on a daily basis or to any other UN Agency duty station. Travel from/to duty stations will be the sole responsibility of the Procurement Consultant.

### 6. DELIVERABLES:

The Procurement Consultant is expected to submit a summary of activities, and accomplishment report to UNDP Procurement Specialist. Monthly equal 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 Approval Required
Monthly procurement accomplishment report	Every month	End of each month	UNDP Procurement Specialist Shehadeh.habash@undp.org

### 7. INSTITUTIONAL ARRANGEMENT:

As a result of a competitive process and upon selection of the most suitable candidate, UNDP will issue a Contract for the Services of an Individual Contractor with UNDP along with the General terms and Conditions as annex to the respective contract.

### 8. PAYMENT TERMS:

The successful consultant will receive a monthly lump sum contract based on a fixed monthly rate that is all inclusive. Payments will be made at the end of each month based upon outputs and upon acceptance of the deliverables/certification of satisfactory completion by UNDP Procurement Specialist.



## **9. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications

- Bachelor's degree or equivalent in business administration, management, commerce, supply chain, procurement or related technical field;
- Completion of certification training in public procurement is desirable (i.e. CIPS or similar).

### II. Years of experience:

- At least (7) years of relevant experience in procurement;
- At least (5) years of progressive experience in handling large value procurement activities;
- Experience with procurement in UNDP, UN, and/or International NGO is an advantage; and,
- Experience in sustainable procurement will be considered an asset.

### III. Competencies:

#### Functional Competencies:

##### Promoting Organizational Learning and Knowledge Sharing:

- Researches best practices and proposes new, more effective ways of doing thing;
- Documents innovative strategies and new approaches.

##### Job Knowledge/Technical Expertise:

- 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;
- Identifies new and better approaches to work processes and incorporates same in own work;
- 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.

##### Design and Implementation of Management Systems

- Uses information/databases/other management systems;
- Provides inputs to the development of simple system components;
- Makes recommendations related to work procedures and implementation of management systems.

##### Client Orientation:

- Reports to internal and external clients in a timely and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Establishes, builds and sustains effective relationships within the work unit and with internal and external clients;
- Responds to client needs promptly.

##### Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;

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- 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;

### IV. Language

- Fluency in English is required.

### V. Other desirable skills:

- Proficiency in Microsoft Office: Word and Excel

### VI. Additional:

- Ability to obtain necessary permits for entry/exit to Jerusalem

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.**

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## ANNEX II INSTRUCTIONS TO APPLICANTS

### 1. Introduction

UNDP/PAPP seeks technical proposals from qualified individuals to provide subject consultancy services.

### 2. Documents comprising the Technical and Financial Proposals

Interested individual consultant must submit the following documents/information, which comprises the Technical & Financial Proposals:

- (i) Cover letter to explain why you are the most suitable for the work;
- (ii) Letter of Confirmation of Interest and Availability;
- (iii) Provide personal CV including all qualifications and past experience in similar projects; and,
- (iv) Completed financial proposal form, found under Annex III.

### 3. Evaluation

#### Preliminary examination

UNDP/PAPP will examine the Proposals to determine whether they meet the following minimum criteria:

- (i) Bachelor degree or equivalent in business administration, management, commerce, supply chain, procurement or related technical field;
- (ii) At least (7) years of relevant experience in procurement; and,
- (iii) At least (5) years of progressive experience in handling large value procurement activities.

In the Second Stage, UNDP/PAPP will open and compare the Financial Proposals received from applicants who meet the above criteria and identify the first three lowest cost bids.

The candidates who offered the first three lowest cost bids will be subject to written technical test. The minimum score to pass the technical test will be 70%.

UNDP reserves the right to conduct an interview with the first lowest cost bid who passed the written technical test.

### 4. Award of Individual Contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

**The UNDP procuring entity will award the Individual Contract to the First Lowest Cost and Technically Responsive and Compliant Candidate.**





**ANNEX III**  
**FINANCIAL PROPOSAL FORM**

**Subject: Procurement Consultant**

The financial proposal shall specify the monthly rate (21.75 working days/month from 8 a.m. to 3:30 a.m.). The monthly rate shall be **all-inclusive** and shall take into account various expenses incurred by the Consultant during the contract period and shall form the unit rate of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

Description	Monthly Rate (USD)
To prepare and deliver/conduct the assignment as described in the TOR.	
<b>Monthly Rate (all inclusive) in words:</b>	
<b>Name &amp; signature of applicant:</b>	
<b>Date:</b>	

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### **ANNEX IV INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**(Attached)**