



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 August 2014

Interested, qualified and experienced individual consultants are hereby invited to forward their applications for the assignment as detailed below.

Contract Type : Individual Consultants
Country : South Africa
Description of the assignment : Supplier Development Specialists

Interested candidates should register their applications on <http://www.undp-sdp.org.za/recruitment>
The **deadline** for submission of applications is by close of business on **Thursday 21st August 7, 2014.**

Any request for clarification must be sent by standard electronic communication to the e-mail address procurement.za@undp.org. UNDP will respond by standard electronic mail and MAY send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who would have acknowledged receipt of this notice and thus confirmed that they shall be submitting their applications.

1. BACKGROUND

United Nations Development Programme is implementing a Supplier Development Programme aimed at building the capacity and capability of small medium and enterprises (SMMEs) so that they can be integrated into value chains of big companies. This project is designed to complement the policy implemented by the Government of South Africa, whose primary focus is to achieve the integration of SMMEs in the value chain of large multinational corporations. The Supplier Development Program is a United Nations Development Programme's signature tool in the area of enterprise development and value chain development.

The SDP contributes to an increased competitiveness of SMMEs – including smallholder farmers - by diagnosing, evaluating, certifying and promoting the professionalization of the value chain and incorporating the SMMEs into the growing value chains.

The main motivation of the SDP methodology is to improve the competitiveness of the whole chain, through the generation of more strategic relationships with big companies leading to continuous improvement processes of SMMEs. International experience indicates that this collaboration is one of the most effective manners to introduce SMMEs into the global value chain.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The applicant who wishes to be a SDP Specialists should be an experienced consultant interested in working with companies involved in the development of the value chain between large companies (OEM's) and SMMEs, acting as a facilitator to increase capacity of SMME to generate added value and consequently improving their competitiveness.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. At least professional level degree, preferably in business management or industrial engineering.
2. Experience in quality certification processes is desirable.
3. Have verifiable work experience of at least seven years. At least five years of this implementing improvement plans for business organizations, whether working directly with them or as an external consultant.
4. Proven experience in business consulting with at least four companies and / or implementation of at least 4 projects or improvement plans in more than one company.
5. Pass knowledge test that will run by UNDP in the areas of finance, microeconomic concepts administration, operations, and commercial supplies.
6. Interested and available in applying knowledge gained immediately.
7. Available to take part on-online training programme on the Supplier Development Methodology and ready to apply some of the instruments in helping SMMEs
8. Comfortable in interacting with people at different levels in an organization both SMMEs owners and officials in big companies (OEMs).
9. Experience and knowledge to use the necessary technical and managerial skills required for provision of consultancy services.
10. Advanced computer literacy and ability to use on-line virtual courses training and monitor project implementation through a software., Ability to use multimedia software and internet
11. Available for 15 hours a week for about three months.

A. APPLICATION REQUIREMENTS

All the applicants interested in joining to the UNDP Supplier Development Program Specialists Team must submit:

1. Copy of degree and professional certificates
2. A cover letter stating the reasons why is interested to become part of the team.
3. Curriculum vitae attached copy of documentary evidence of professional experience and academic training.
4. Four references from four companies where the applicant acted as a consultant in improvement plans or certification process on quality management systems(please specify work done)
5. To qualify to enter into the programme applicant must take a psychometric and knowledge test
6. Applicant will sign confidentiality agreement and respect for intellectual property rights on the content of the program.

6. Application and Acceptance Criteria Procedure:

Procedure	Tools	Acceptance criteria
1. Registration Form	Registration Form	Fulfillment of basic requirements (Yes or No)
	Collate supporting documents check list.	Planning based on desirable characteristics
2. Evaluation	Knowledge Assessment	Minimum 80 points out100
3. Skills and aptitude test	Psychometric test	Fulfillment of basic requirements (Yes or No)

All the applicants will be accepted, only if, according with the program coordinator, the candidate achieves the requested profile

To submit your application please registers on our website as a Candidate and follow the instructions on the website.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)