



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Country: Jordan**

**Description of the assignment:**

Under the guidance and direct supervision of the Procurement Analyst, the National procurement consultant; ensures execution of transparent and efficient procurement services and processes in the Regional Hub.

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<b>Post Title:</b>	<b>NATIONAL PROCUREMENT CONSULTANT</b>
<b>Starting Date:</b>	01 <sup>st</sup> September 2019
<b>Location:</b>	Amman-Jordan
<b>Duration</b>	86 working days over a period of 4 months
<b>Project:</b>	Operation unit

### CONTEXT/BACKGROUND

**Background**

Regional Hub in Amman reflects UNDP's drive towards greater organizational effectiveness, organizing work around a focused set of outcomes to support the priorities and needs of each country in the region, breaking silos and bringing the full capabilities of UNDP across disciplines to bear on core development challenges and forging wider and more effective partnerships for development.

Through Hub expert teams of Advisors, the Regional Hub in Amman offers support in several forms including:

**Strategic Policy Advice & Advocacy:** Helping Country Offices advocate for development priorities in line with UNDP's comparative advantage and experience and providing them and their partners with timely and high-quality strategic advice on policies and programmes to address development challenges.

**Programme Development & Technical support:** Enhancing the quality of UNDP programming through strengthening capacities in Country Offices in programme design, implementation, monitoring and evaluation.

**Capacity Development:** Supporting the development of human and institutional capacities of Country Offices and their partners to respond effectively to major development challenges through the identification of global training material, tools and partners, and the development of custom made training.

**Policy Research & Analysis:** Coordinating policy-oriented research, capturing and codifying lessons learnt, and producing reports, policy briefs and research papers to support development work at the country and regional levels.

**Knowledge Services:** Collecting, distilling into usable products and disseminating development knowledge and experience from UNDP's vast global network, providing expert referrals, fostering south-south cooperation and facilitating knowledge transfers and experience sharing between COs and with regional policy and research institutions.

**Operational Support:**

Providing a wide range of operational services, including procurement services; organization of regional events; human resources services; financial services; and ICT support

**Scope of work and deliverables:**

Under the direct supervision of the Procurement Analyst, the Procurement Consultant will support the management of the procurement processes for the supply of goods, works and services for certain projects under the UNDP Regional Hub office in Amman, following UNDP procurement procedures to meet clients' requirements. The specific tasks include:

- Assist in Preparing Invitation to Bid (ITB), Request for Quotations (RFQ), Request for Proposals (RFP) and other bidding documents calling for the supply of goods, works and services on competitive basis ensure full compliance of procurement activities with UNDP rules, regulations, policies and strategies.
- Assist in Managing bidding processes, bid evaluations, supplier selections and prepare submissions seeking approval for the contract award.
- Support in preparing contract award including CAP/R/ACP submissions, raise purchase orders, contract administration, prepare payment certificates for the goods and services received, and other necessary documents including close-out reports.
- Organize and maintain computerized records containing vendor and bid information
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist.
- Organize procurement activities relating to request for proposals, sealed bids, and price quotes
- Perform general Administrative duties such as maintaining general files, typing, and data entry, opening mail, and completing and processing standard purchasing forms.
- Correspond with vendors regarding prices, product availability, and delivery.
- Support in Creating a Procurement system with the collaboration of the IT Department to manage IC's, LTA's and other related contracts that can be accessible/edited by other responsible departments or managers Prepare required data base with cooperation with ICT unit for cost recovery
- Support in organizing Events in the office within UNDP rules and regulation
- Review cases and all support documents received from Regional Programme and advise accordingly.

Deliverables	Target Due Dates	Review and Approvals Required	Payment Terms
<ul style="list-style-type: none"> <li>• Assist in Preparing Invitation to Bid (ITB), Request for Quotations (RFQ), Request for Proposals (RFP) and other bidding documents calling for the supply of goods, works and services on competitive basis ensure full compliance of procurement activities with UNDP rules, regulations, policies and strategies.</li> <li>• Assist in Managing bidding processes, bid evaluations, supplier selections and prepare submissions seeking approval for the contract award.</li> <li>• Support in preparing contract award including CAP/R/ACP submissions, raise purchase orders, contract administration, prepare payment certificates for the goods and services received, and other necessary documents including close-out reports.</li> <li>• Organize and maintain computerized records containing vendor and bid information</li> <li>• Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the specialist.</li> <li>• Organize procurement activities relating to request for proposals, sealed bids, and price quotes</li> <li>• Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department; identify available suppliers for each requisitioned item.</li> <li>• Perform general Administrative duties such as maintaining general files, typing, and data entry, opening mail, and completing and processing standard purchasing forms.</li> <li>• Correspond with vendors regarding prices, product availability, and delivery.</li> <li>• Support in Creating a Procurement system with the collaboration of the IT Department to manage IC's, LTA's and other related contracts that can be accessible/edited by other responsible departments or managers Prepare required data base with cooperation with ICT unit for cost recovery</li> <li>• Support in organizing Events in the office within UNDP rules and regulation</li> </ul>	86 working days for over period of 4 months	Procurement Analyst	Payment shall be based on a duly completed time sheet on monthly basis and after satisfactory completion required deliverables

<ul style="list-style-type: none"> <li>Review cases and all support documents received from Regional Programme and advise accordingly</li> </ul>			
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## **TIMEFRAME FOR DEPLOYMENT**

The consultant is expected to start on 1<sup>st</sup> Sept, 2019 for 86 working days spread over a period of 4 months. All work will be at regional Hub office in Amman-Jordan. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed upon UNDP IC rules and regulations

## **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

University Degree in Business or Public Administration is required or any other related filed.

### **Professional Experience**

- Three years of experience in procurement with proven experience in all procurement modalities (goods, services, ICs), development of tender documents, management of procurement processes, bid evaluation, and contract management.
- Two years of experience in procurement with UN or International NGO inside Jordan
- Strong IT skills, including extensive usage of computers and office software packages (MS Word, Excel, PowerPoint etc.).

### **LANGUAGES:**

- Fluency in written and spoken English and Arabic.

## **COMPETENCIES**

### **Corporate competencies**

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

### **Functional Competencies**

- ☐ Strong knowledge of development and humanitarian issues;
- ☐ Excellent organizational, general administration, time management skills;
- ☐ Ability to work in a high- pressure work environment with frequent urgent deadlines;
- ☐ High level logical and methodical organizational skills;
- ☐ Interacts effectively with a diversity of stakeholders;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Responds positively to critical feedback and differing points of view.

## **Management and Leadership**

- ☐ Focuses on impact and result for the client
- ☐ Interacts effectively with all levels of the organization
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Builds strong relationships with clients and external actors
- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines
- ☐ Demonstrates openness to change
- ☐ Responds positively to critical feedback and differing points of view

## **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief Description** of why you consider yourself a suitable candidate for this assignment;
- d) **Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under 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 do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive only**

Interested candidates shall submit above documents to the Job Advertisement Website: [https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than **24 August 2019**. Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notice.undp.org/>

## **FINANCIAL PROPOSAL**

Interested candidates should provide daily fees for requested services with detailed breakdown (consultancy fees \* number of working days). Payments shall be made to the consultant based on a duly completed time sheet on monthly basis

## **TECHNICAL EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- University Degree in Business or Public Administration is required or any other related filed.
- Three years of experience in procurement with proven experience in all procurement modalities (goods, services, ICs), development of tender documents, management of procurement processes, bid evaluation, and contract management.
- Fluency in written and spoken English and Arabic.

**Evaluation of Candidates (max 100 points):**

Candidates will be then assessed and scored against the following evaluation criteria.

- University Degree in Business or Public Administration is required or any other related filed.20%
- Three years of experience in procurement with proven experience in all procurement modalities (goods, services, ICs), development of tender documents, management of procurement processes, bid evaluation, and contract management.30%
- Two years of experience in procurement with UN or International NGO inside Jordan30%
- Strong IT skills, including extensive usage of computers and office software packages (MS Word, Excel, PowerPoint etc.) 10%
- Fluency in written and spoken English and Arabic. 10%

**Step II: Final evaluation**

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Technical Evaluation: 70%;
- ☐ Financial proposal: 30%