



Empowered Lives.
Resilient Nations.

Terms of Reference

Reference	PN/FJ/051/20
Project Name:	Multi-country Western Pacific Programme Management Unit
Location	UNDP Pacific Office in Fiji, Level 2, Kadavu House, Suva, Fiji
Application Deadline	3 rd May 2020
Type of Contract	Individual Contractor (IC)
Post Level	National Consultant
Consultancy Title	Procurement Assistant (Temporary)
Languages required:	English
Duration of Contract:	7 months (till 30 November 2020)

Objectives:

The objective of this assignment is to provide temporary Procurement Support to the Multi-Country Western Pacific Programme Management Unit.

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.

UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV relating to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (the 'Global Fund'), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented and services are delivered in countries facing complex challenges. The partnership focuses on three closely linked areas of work: implementation support as interim Principal Recipient (PR), capacity development, and policy engagement.

In December 2014, the Pacific Islands Regional Coordinating Mechanism (PIRM CCM) nominated UNDP as Principal Recipient for the Multi-Country Western Pacific grants (TB and HIV; and Malaria in Vanuatu. In 2017, the Global Fund approved Programme Continuation Request submitted by the PIRM CCM for the next funding allocation of 2018-2020 for Integrated HIV/TB Programme for 11 PICs and LLIN Distribution Programme in Vanuatu. UNDP plans to engage over 30 sub-recipients from governmental and civil society sectors to implement the HIV/TB and Malaria Programmes in 2018-2020.

For the implementation of the Multi-Country Programmes, the UNDP Pacific Centre in Fiji established a Programme Management Unit (PMU) based in Suva to coordinate and oversee the implementation and to ensure compliance with the Global Fund and UNDP rules, policies and procedures. The PMU coordinates with the PIRM CCM, PICs Governments and CSOs as well as with regional partners, the Global Fund and other key stakeholders in the health and development sector (bi-laterals, private sector) and technical assistance providers.

UNDP's management role consists in ensuring successful implementation of grant activities by sub-recipients ensuring programmatic and financial accountability and capacity building of national and international

counterparts in programmatic, monitoring and evaluation (M&E) and financial management.

With the current grant coming to an end on 31st December 2020 and COVID-19 country response funding resulting in increased procurement requirement, there is a need for Procurement Support to the Programme to timely deliver the resources required by 11 countries.

Under the overall guidance of the Program Manager and in direct supervision of UNDP PSM Analyst, Procurement Assistant will be responsible for implementing procurement activities within two grants – HIV/TB Integrated Programme and LLIN Distribution Programme in Vanuatu. S/he performs procurement and associated logistics processes in line with the grant agreements, budgets and procurement lists as per direction of PSM Analyst. S/he also performs procurement performance monitoring and evaluation aiming to increase efficiency at all PSM levels, to ensure sustainability and capacity development.

The Procurement Assistant will be temporarily part of the PMU management team and works in close collaboration with the PMU and Operations team at the UNDP Pacific Office in Fiji, PMU staff in Vanuatu and Samoa as well as with UNDP Global Fund Programme Procurement Teams in Geneva and Copenhagen. The Procurement Assistant promotes collaborative, client-oriented approach consistent with UNDP rules and regulations overseen by UNDP PSM Analyst

Scope of work

Under daily guidance by the UNDP PSM Analyst, the Procurement Assistant shall provide Procurement and associated logistic support in line with the grant agreements, budgets and procurement lists under the Programme to fulfill the tasks particularly those related to accelerating delivery and meeting the obligations made to the Global Fund (donor) and recipients of grants; 11 Pacific Island States including Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Samoa, Tonga, Tuvalu and Vanuatu

The level of support is hereby summarized into 3 major outputs and then further refined in terms of expected deliverables under each output:

1. Support to accelerate procurement of goods and services for the benefit of the 11 Pacific Island States including Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Samoa, Tonga, Tuvalu and Vanuatu
2. Support in terms of ATLAS related entry particularly for the Travel and Expense Module, Accounts Payable Module (using the GSSU portal) and the E-Procurement Module.
3. Liaison with country focal points in terms of advisories and schedule of goods arriving into the capital and arranging to the remote and rural sites based on procurement plan
4. Any other support or tasks as directed by the PSM Analyst or the Programme Manager in fulfilment of the grant objectives and procurement plan.

Expected Outputs and Deliverables

The Procurement Assistant is expected to submit monthly summary (30 days) of activities, and accomplishment report to the PSM Analyst. Monthly payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report as per below outputs and deliverables

Expected Outputs	Activities	Deliverables	Delivery Date	Review & Certify deliverable
1. Support to accelerate procurement of goods and services for the benefit of the 11 Pacific Island States including Cook Islands, Federated States of Micronesia,	Support PSM Analyst to draft all RFQs and RFPs and coordinate with HIST GPU/ PSU base on procurement architecture and procurement office (for	# of RFQs and RFP's drafted. # of procurement actions completed within a given timeframe	All RFQs and RFPs completed by 30 June, 2020	PSM Analyst & Programme Manager

Kiribati, Nauru, Niue, Palau, Samoa, Tonga, Tuvalu and Vanuatu	goods outside this architecture) in terms of advertising through UNDP procurement platforms			
	Entering all procurement information through the PROMPT	100% of all procurement information entered in prompt	All PROMPT related entries completed within 3 days.	PSM Analyst & Programme Manager
	Liaise with selected suppliers to obtain quotes for micro purchasing and doing comparative analysis.	100% of micro-purchasing actions completed.	All micro purchasing to be completed by June 30, 2020	PSM Analyst & Programme Manager
	Obtain vendor information and enter the same in GSSU portal for approval.	All vendor actions completed within one week	All vendors to be approved and entered in the system by June 2020	PSM Analyst & Programme Manager
	Maintain database of supplier and contractors with whom Programme have entered contracts for monitoring of deliverables and scheduling of payments	Summarized report of procurement actions presented in weekly GF meeting.	Weekly report presented to GF team.	PSM Analyst & Programme Manager
2. Support in terms of ATLAS related entry particularly for the Travel and Expense Module, and the E-Procurement Module.	Entry of all travelers in the T&E profile including preparation of travel and DSA allowance.	100% of travelers entered in the T&E module and travel processed within a week. Follow up on F10 and settlement of balance within 2 weeks of travel.	All travel entitlements completed within 2 weeks on completion of travel.	PSM Analyst & Programme Manager
	Submission of payment vouchers for all PO and non-related payments to GF Finance Team	All vouchers and PO based payments processed within a week upon receipt of goods and services	Suppliers and contractors send confirmation within a week upon payment	PSM Analyst & Programme Manager
	Entering of purchasing requests through the e-procurement module.	E-Requisition process completed within a day upon request.	Follow up with Procurement on issuance of PO.	PSM Analyst & Programme Manager
3. Liaison with country focal points in terms of advisories and schedule of goods arriving into the capital and arranging to the remote and rural sites based on procurement plan	Liaise with local and regional shipping agents to procure shipping schedules and booking of services as necessary	Update regional shipping routes and update on weekly basis.		PSM Analyst & Programme Manager
	Provide shipping manifesto, AWBs and bill of lading to local shipping agents for clearance.	Documentation emailed to local suppliers and shipping agents within 2 days		PSM Analyst & Programme Manager

	Arrange for local shipment on local/domestic shipping services	Quotes and routes determined, and goods uploaded and shipped to remote sites within 2 weeks of arrival in the country.		PSM Analyst & Programme Manager
	Confirmation with AWS technicians on the delivery of goods and the construction of AWS installation pads.			PSM Analyst & Programme Manager
4. Any other support or tasks as directed by the PSM Analyst or the Programme Manager in fulfilment of the grant objectives and procurement plan.				

Institutional Arrangement

The UNDP PSM Analyst will directly supervise the IC, and to whom he/she will be directly responsible to, reporting to, seeking approval/acceptance of output and work performed over a defined period. However all the reporting including the final report for payment will be cleared by the Program Manager post clearance by PSM Analyst.

The IC is expected to provide monthly reports of his/her deliverables. In addition, he/she is expected to provide updates during the weekly GF project team meetings. The IC is expected to liaise with the project focal points based in country, i.e., the respective UNDP country focal points, and Government Agencies and update them on the progress of project deliverables and specifically the movement of goods and supplies that are essential to the completion of work under the Programme. The GF project team through the Project Manager will provide overall oversight in the management/implementation of the contract as the approving authority and will support the PSM Analyst in the evaluation of performance of IC.

There are 11 countries that are allocated specific budgets under the Programme. The IC will coordinate with UNDP country offices and government counterparts in the implementation of project activities. Budget includes health product, equipment, consumables, IT equipment, consultancy, travel, workshops and consultations, printing of knowledge management materials.

Duration of the Work

The expected duration of the contract is 7 months. The target start date is May 2020 and the expected completion date is 30 November 2020.

Duty Station

The IC's duty station will be based with the Programme team at the UNDP Pacific Office in Fiji, Level 2, Kadavu House, Suva during the official UNDP working hours. With the current situation revolving around CORVID-19, the consultant will be required to perform work from home and will be duly supervised by the UNDP PSM Analyst. He/She may be expected to travel to any of the 11 countries once the CORVID-19 situation has normalized and is expected to maintain a good health.

Competencies

1. An action-oriented approach and strong drive for results
2. Work with teams of diverse capacities;
3. Strong interpersonal and communication skills;
4. Strong analytical, reporting and writing abilities skills;
5. Openness to change and ability to receive/integrate feedback;
6. Ability to plan, organize, implement and report on work;
7. Ability to work under pressure and tight deadlines;
8. Comprehensiveness knowledge of Procurement planning and execution as well as government

coordination machinery;

9. Proficiency in the use of office IT applications and internet in conducting research;
10. Outstanding communication, project management and organizational skills;
11. Excellent presentation and facilitation skills;
12. Demonstrates integrity and ethical standards;
13. Positive, constructive attitude to work;
14. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Educational Qualifications:

University Degree in Business, or Accounting or equivalent in procurement and administration and Programme management disciplines.

Experience

- 3 years of relevant experience at the national or international level in administration and procurement management.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Knowledge of automated procurement systems, experience in handling of web based management systems
- Previous working experience with a UN and or Government agency an asset
- Knowledge of tools, procedures and international standards for the purchase of goods and services is desirable
- UNDP Procurement Certification Programme desirable
- Working understanding of working cultures and norms in the Pacific;
- Excellent fluency in English, both written and verbal communication.

Language requirements

Fluency of English language is required;

Knowledge of local non-verbal communication styles would be an asset.

Daily Fee and Schedule of Payments

The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon submission of Time Sheet indicating the days worked in the period and verification of completion of deliverables performed by IC’s supervisor and endorsement by the Program Manager.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. All other official travel undertaken during the course of the assignment will be arranged and paid by UNDP.

Note: The selected consultant will be required to sign a statement of Good Health and present valid medical insurance coverage for the duration of assignment before commencement of work. The cost of medical insurance can be included in the financial proposal and shall be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (100%) financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria	Required Skills and Experience	Points Obtainable (70 points)
1	University Degree in Business, or Accounting or equivalent in procurement and administration and Programme management disciplines.	10
2	3 years of relevant experience in administration and strategic procurement, including proven experience in national or International public procurement	30
3	Experience in conducting high volume complex procurement activities for goods, services and civil works	15
4	Broader understanding, practical experience, and appreciation of the challenges involved in the shipment of goods and services from urban centers to remote islands in the Pacific Island context (must show track record in dealing and coordination with private and government shipping agencies, local and regional suppliers, value chains, contractors and business houses)	15
		70 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial evaluation - Total 30%

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP. Shortlisted candidates maybe called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

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

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Personal CV**, indicating all past experience from similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Letter of Confirmation of Interest, Availability and submission of financial proposal** using the template provided in Annex II.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity.

The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest

and Availability using Annex II.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (Procurement Assistant (Temporary)) with reference **[PN/FJ/051/20]** and submitted via **UN Job shop** by **3rd May 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply