

UNDP Belarus	
Terms of Reference	
Position title:	Consultant on Technical and Advisory Support in Procurement
Position type:	Consultant/Individual Contract/National
Office/Project:	Support to Entrepreneurship Development in the Tourism Industry at the Local Level in the Republic of Belarus No. 00113597/00111682
Conditions of Employment:	Home-based assignment, work in the Project office in Minsk upon necessity. A candidate should not have restrictions to work part-time. Services are provided upon request.
Duration of contract:	From 1 August 2020 to 15 June 2021 (maximum 500 working hours within the contract duration)
Requirement for travel:	Travel is not required. In the event of unforeseeable travel, payments to cover travel expenses may be reimbursed to the individual contractor upon submission of a travel claim (F-10 form) and all necessary supporting documents.
Conditions of payment:	Fixed hourly rate. The payment is made on a monthly basis after providing a Timesheet, reflecting the actual quantity of hours worked and works accomplished, according to the Certification of Payment approved by the direct supervisor.
Education and Qualifications:	<ul style="list-style-type: none"> – University education related to Economics, Marketing, Trade, Administration or Contract Management. University education in technical or humanitarian field may be accepted in combination with at least 2 years of practical experience in procurement; – Fluent English (spoken and written), confirmed by a certificate, diploma or other relevant documents; – Russian/Belarussian language native speaker; – Additional education in the field of procurement or supply chain management is an advantage (confirmed by diploma or certificate).
Competencies:	<ul style="list-style-type: none"> – At least 5 years of experience in procurement, including procurement of goods, services or works (confirmed by CV); – Experience in conducting at least 5 tender cases for compound goods, works or services, including preparation and analysis of tender documents (confirmed by the list of implemented tender cases); – At least 3 years of experience in development of technical specifications for procurement of construction works or complex technical equipment (confirmed by CV) is an advantage; – Experience in procurement as per rules and procedures of UNDP or other international organizations (confirmed by CV) is an advantage; – Experience in procurement of river/lake or maritime vessels (confirmed by CV) is an advantage.
Direct supervisor:	Project Manager

Brief information about the project:

One of the Project component is to create new jobs and employment opportunities in the tourism sector at the local level through the development of new and improvement of the competitiveness of existing tourism products and services at the pilot facilities. For these purposes the project procures goods, works and services for the following pilot facilities:

- State Forestry Institution "Disna Forestry" in Miory district of Vitebsk region;
- District Sports and Physical Training Club "Drivyatich" in the city of Braslav in Vitebsk region;
- Regional Unitary Enterprise "Grodnomeliiovodkhoz", responsible for maintaining Augustow Canal and providing a wide range of tourism services, in Grodno region;
- Additional Liability Company "Center for Rural Entrepreneurship Development "Komarovo" in Myadel district of Minsk region.

Goal of assignment:**Advisory and technical support to the project and its pilot facilities in procurement of works, goods and services, including, but not limited to:**

- tourist river vessel for Augustow canal (Grodno region), security, communication and other equipment for the river vessel;
- passenger minibus, Dragon boats and yachts for inland waters for Club "Drivyatich" (Braslav);
- design estimates, construction (renovation) works and/or materials and/or equipment for a cheese farm at the Center for Rural Entrepreneurship Development "Komarovo".

Duties and responsibilities:

- Support in conducting market research: search for companies - manufacturers of goods being procured or providers of goods, works, services being procured; conducting comparative analysis of the functional parameters of the goods including quality, life cycle costs, establishing the key evaluation criteria of the tender proposals;
- Advisory and technical support in composing technical specifications/terms of reference for conduction of tenders for procurement of goods, works and services for project pilot facilities;
- Support in making lists of potential suppliers of goods, works, services to be procured within the project procurement plan;
- Support in drafting technical parts of the tender documents in English and Russian;
- Support in analyzing questions received from potential suppliers of goods, works, services being procured under tender processes; formulation and preparation of draft answers to the received questions on technical aspects of procurement of goods, works, services;
- Support in analyzing of received tender proposals, drafting letters requesting missing information based on the analysis of the proposals, analyzing responses received from the applicants;
- Support in evaluation of proposals: assessment of bidders' qualification, analysis of price proposals, and their deviation from the preliminary estimates (when applicable);
- Assistance to the project in the process of accepting goods, works and services, negotiating with contractors, if necessary;
- When needed, support in working with customs authorities on customs clearance of the goods delivered, drafting documents required for customs clearance;
- Providing other technical and advisory assistance to the Project Manager and Administrative and Finance Project Assistant in carrying out Project activities related to procurement of goods, services and works for project's pilot facilities.

Results:

Qualitative technical and advisory support for procurement of works, goods and services for project's pilot facilities is provided.

Supervisor:**Supervisee:**