



TERMS OF REFERENCE

Job ID/Title:	Procurement and Contract Management Consultant
Duty Station:	Copenhagen
UNDP	Procurement Services Unit – Global Health Procurement Centre
Languages Required:	English
Category:	HIV, Health and Development
Type of Contract:	Individual Contract (IC) / RLA as appropriate
Application Deadline:	07 August 2020
Starting Date:	Tentative 20 August 2020
Duration of Contract including number of working days.	6 months, (Maximum 130 working days) with possible extension

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, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan and help countries to achieve the Sustainable Development Goals. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

BPPS supports UNDP's 2014-2017 Strategic Plan, focusing on 7 outcomes including strengthening institutions to progressively deliver universal access to basic services (outcome 3). The HIV, Health and Development Group (HHD), within BPPS, is helping to contribute towards this outcome.

UNDP is a founding co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development.

First, UNDP helps countries to mainstream attention to HIV and health into action on gender, poverty and the broader effort to achieve and sustain the Sustainable Development Goals. Second, UNDP works with countries to understand the social and economic factors that play a crucial role in driving health and disease, and to respond to such dynamics with appropriate policies and programmes outside the health sector. UNDP also promotes specific action on the needs and rights of women and girls as they relate to HIV.

Second, UNDP works with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of the law and legal environments in facilitating stronger HIV responses, including the use of flexibilities in intellectual property law to lower the cost of drugs and diagnostics. UNDP also works to empower and include marginalized populations who are disproportionately affected by HIV, such as sex workers, men who have sex with men and people living with HIV. Beyond

these focused efforts, UNDP plays a role in ensuring attention to HIV and health within broader governance and rights initiatives, including support to municipal action on SDGs, sustainable responses for Health and HIV such as improving sustainability of AIDS financing, sustainable health procurement, strengthening of national human rights institutions and increasing access to justice for key populations.

Third, as a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding.

In order to achieve this UNDP is establishing a **Global Health Procurement Centre** under UNDP's Procurement Services Unit (PSU). The objective being to provide effective procurement advisory and support to COs implementing Health projects.

Objective of the assignment:

The objective of the assignment is to strengthen the procurement and contract management capacity, provide procurement support and guidance to UNDP Country offices implementing health procurement and to provide support to the Procurement and Supply Management (PSM) function of UNDP's Global Health Procurement Centre which is based in Copenhagen under UNDP's Procurement Services Unit (PSU).

Duties and Responsibilities:

Under the general supervision of the Procurement Specialist, the Consultant supports the provision of procurement and contract management services for pharmaceutical and other health products, and other service requirements in line with UNDP rules, policies and procedures and focusing on the following activities.

Supports service delivery to UNDP Country Offices and procurement services to national partners for incoming requests for pharmaceuticals with the following key responsibilities:

- Liaises with UNDP Country Offices and Requisitioning Units to enable efficient and cost-effective procurement and logistics support.
- Transmits Cost Estimates to UNDP Country Offices.
- Supports UNDP Country Offices with the identification and mitigation of procurement and supply chain management related risks.
- Assists with the development, publication and management of solicitation documents, clarification of bidder's enquiries, receipt and evaluation of offers and submission of cases for UNDP contract committee review.
- Conducts procurement processes in response to specific needs, if requested.
- Communicates outcome of procurement processes to UNDP Country Offices.

Supports the execution of procurement processes to efficiently and cost-effectively meet UNDP's needs for the procurement of pharmaceutical and other health products with the following key responsibilities:

- Supports streamlining of compliance to Quality Assurance and other related UNDP policies and procedures in close collaboration with Head of QA and Procurement specialist.
- Conducts market research and trend analysis to support the development of tailored procurement strategy for the planned procurement processes.
- Assists with issuance of Purchase Orders and Contracts with manufacturers, wholesalers, freight forwarders and other services providers as required.
- Liaises with UNDP Country Offices and procurement services partners to ensure timely and smooth (trouble free) delivery of required goods and services.
- Maintain the database of supplier performance evaluations and provide regular consolidated reports.
- Support long-term procurement planning to inform decision making leading to most cost-effective means of procurement. and

- Undertakes, when required, value for money assessments, mainly - in terms of price optimization and cost effectiveness of medicine procurement offered to national partners, including UNDP Country Offices.

Contributes to foster Knowledge Sharing on procurement services for pharmaceutical and other health products to UNDP Country Offices and PSU with the following key responsibilities:

- Compiles and analyses historical data and forecasts of pharmaceuticals and health products commodities.
- Supports management of data requests internal and external to the organization relating to pharmaceutical and health products' supply. and
- Ensure systematic knowledge sharing on procurement with Country Offices by assisting in the organization of training workshops and in the development of knowledge tools.
- Assist in the preparation of health procurement related tools and approaches.
- Support in the preparation and communication of results.
- Support PSU with the adoption of sustainability related innovative practices (i.e. reduced packaging, transition towards sea freighted consignments, biodegradable packaging, etc. and develop and apply a methodology to capture impact and effect of these initiatives.

Expected Deliverables:

Deliverable	Timeline
<ul style="list-style-type: none"> • Monthly summary report outlining the procurement advisor support provided to COs and procurement cases completed 	Monthly
<ul style="list-style-type: none"> • The case and procurement tracking tools are updated and maintained. • The logistics processes of purchase orders shipment are monitored and updated. • All required information on freight forwarding details and related purchase orders including relevant documents are filled and archived. 	Monthly
<ul style="list-style-type: none"> • A quarterly report on KPI for suppliers and freight forwarders is submitted. • A list of Lessons learnt and recommendations on process optimization is submitted. 	Quarterly

Reporting:

At the end of each month, the consultant will submit a monthly progress report summarising the work performed.

Travel:

There is no anticipated travel for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP. The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the expert. UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

Competencies

Organizational Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the areas of the Development or knowledge management field.

Project and Resource Management:

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service.
- Strong organizational skills.
- Ability to work independently, produce high quality outputs.
- Sound judgment, strategic thinking and the ability to manage competing priorities.

Partnership building and team work:

- Demonstrated well developed people management skills.
- Strong ability to manage teams. creating an enabling environment, mentoring and developing staff.
- Excellent negotiating and networking skills.
- Demonstrated flexibility to excel in a multi-cultural environment.
- Provides constructive coaching and feedback.

Communications and Advocacy:

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly.
- Strong presentation skills in meetings with the ability to adapt for different audiences.
- Strong analytical, research and writing skills with demonstrated ability to think strategically.
- Strong capacity to communicate clearly and quickly.
- Strong inter-personal, negotiation and liaison skills

Qualifications**Education:**

- Advanced Degree Master's Degree or Diploma/Certificate in Social Science, Public Health, Law, Economic, International Development or other related field and or Bachelor's Degree with 7 years of experience.

Experience:

- Minimum of 5 years of national/international professional experience in the procurement or supply chain or related areas.
- Work experience from a developing country highly desirable.
- Prior experience of health products procurement in development organizations highly desirable.
- Experience in the use of computers and office software packages as well as web-based management systems.
- Excellent writing, research, analysis and presentation skills.
- Knowledge of UN and/or UNDP procedures, grant applications and program implementation is highly desirable.
- Knowledge of French is highly desirable, Spanish or Russian would be an asset.
- Knowledge of ERP systems is a plus.

Evaluation and Award Criteria:

Applicants will be evaluated based upon their submitted expressions of interest and financial proposals which includes a cumulative analysis method based upon a combination of technical and financial evaluation results.

Payment Method: All-inclusive daily fee

- The consultant will be paid an all-inclusive daily fee (based on the number of days worked)
- Payments will be based on a Certificate of Payment that will be submitted on a monthly basis
- Time-sheet will be attached and verified by the direct Supervisor and
- Final tranche will be processed upon submission of a performance evaluation from the director Supervisor