



TERMS OF REFERENCE

Job ID/Title :	Procurement and Supply Chain Specialist /National Consultant.
Duty Station :	Caracas, Venezuela
Category :	HIV, Health and Development
Additional Category :	Health
Brand :	UNDP
Post Level :	
Type of Contract :	Individual Contract
Category (eligible applicants):	External

Languages Required:	Arabic	<input type="checkbox"/>	English	<input checked="" type="checkbox"/>	French	<input type="checkbox"/>	Russian	<input type="checkbox"/>
	Spanish	<input checked="" type="checkbox"/>	Chinese	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

Starting Date:	15 August 2020
Duration of Contract:	80 days
Expected Duration of Assignment:	15 August to 31 January 2021

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.

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance and supports the results of UNDP's 2014-2017 Strategic Plan, focusing on seven outcomes including, strengthening institutions to progressively deliver universal access to basic services (Outcome 3). The HIV, Health and Development Group (HHD Group), within BPPS, is helping to contribute towards this outcome. The HIV, Health and Development Strategy 2016-2021: 'Connecting the Dots' elaborates UNDP's work on HIV and health in the context of the 2030 Agenda for Sustainable Development.

UNDP has an important role in supporting health outcomes by supporting countries to address the social, cultural and economic determinants of HIV and health, in partnership with UN entities and other organizations. This is done through UNDP's core work in reducing inequalities and social exclusion that drive HIV and poor health, promoting effective and inclusive governance for health, and building resilient and sustainable systems for health. UNDP also contributes through its coordinating and convening role in bringing together multiple partners and resources at national and local levels.

As a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health programmes while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over

time. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as interim Principal Recipient (PR) in these settings, working with national partners and The Global Fund (GF) to improve management, implementation and oversight, while simultaneously developing national capacity for governments or local entities to be able to assume the PR role over time. Within the HHD Group the Global Fund – Health Implementation Support Team (GF-HIST) is a dedicated team providing support to UNDP Country Offices throughout the grant lifecycle. The support includes, programme management, monitoring and evaluation, financial management, capacity development and/or transition and sustainability planning and support to strategic policies and plans and funding proposals.

UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. UNDP has nominated as the PR for the exceptional Global Fund malaria grant, to commence 1 January 2021 for a three-year implementation cycle. Venezuela has significant humanitarian concerns, political and economic instability, which have driven a substantial increase in malaria over the last decade. The grant seeks to address the significant malaria resurgence in recent years in Venezuela, with the overall goal of reducing malaria mortality in the municipalities most affected by *P. falciparum*. Reducing morbidity and mortality in due to severe malaria in pregnant women is also a main objective of the grant.

Under the overall supervision of the Programme Manager, Venezuela, the PSM Specialist will lead development of PSM related documents for the Venezuela malaria programme.

Duties and Responsibilities:

Key duties and responsibilities during the grant making period, include:

- Lead the comprehensive responses to Technical Review Panel comments related to PSM issues;
- Lead the development of the supply chain arrangements for the adequate storage and efficient distribution and logistic information system (LMIS) for anti-malarial health products throughout the national supply chain until the last mile, for products to be procured under the malaria grant in collaboration with the key stakeholders
- Lead the development of the PSM arrangements for the storage and efficient distribution of the non-health products to be procured under the malaria grant
- Lead the development of the health and non-health products procurement planning, including the review of the forecast and quantification for health products for the 3-year grant and the preparation of the Global Fund Health Product Management template;
- Identify potential needs for PSM related TA to be deployed during the grant implementation
- Contribute to the review the PSM budget, including the logistic costs on the basis of the agreed PSM arrangements and value for money
- Support value for money assessments of proposed Sub-Recipients;
- Lead on development of risk mitigation matrix related to PSM which reflects the country context for implementation, including contingency plans;
- Any other tasks as assigned by the Programme Manager.

Deliverables:

- Comprehensive responses to TRP feedback
- Comprehensive PSM arrangements plan for the malaria grant
- Health and non-health product procurement plan
- Final HPM template for health products
- Risk mitigation matrix and contingency plan developed
- SR value for money assessments conducted
- Potential PSM TA needs and budget

Reporting:

The Consultant will report to the Programme Manager, Venezuela

Travel:

No travel is envisioned for this assignment.

Timeframe:

The consultant's 80-day assignment will be based in Caracas, Venezuela and conducted over the period 1 August to 31 January 2020.

Payment

The consultant will be paid monthly based on the daily rate submitted, and payment will be subject to satisfactory progress made on the above deliverables as determined by the Programme Manager, Venezuela

A. 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:

- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products

Project and Resource Management:

- 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:

- Excellent negotiating and networking skills
- Demonstrated ability to work in a multi-cultural environment

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

Qualifications**Education:**

- Master's degree in pharmacy, procurement, supply chain management, logistics, or a related field
- Complementary qualifications in public health, health systems management, programme management or any development-related field of study an asset;
- UNDP procurement certificate (CIPS) or equivalent is an asset;

Experience:

- At least five years of professional experience in the procurement and the management of national supply chain for health products;
- Experience working in an international setting or developing countries an asset;
- Knowledge of and/or expertise of UNDP procurement policies and procedures is highly desirable;
- Procurement and supply chain management experience under Global Fund projects as the Principal Recipient an asset;
- Proficiency in MS Office suite and advanced knowledge of web-based management systems;
- Strong knowledge of UNDP's rules, policies and procedures, an asset.
- Strong knowledge of Global Fund's rules, policies and procedures.

Language Requirements:

- Fluent written and oral English and Spanish.

TECHNICAL EVALUATION (ET) - 100%	MAXIMUN SCORE
Academic Education	
University graduate: 10 points Master's degree in pharmacy, procurement, supply chain management, logistics or related area 15 points	15
Complementary qualifications in public health, health systems management, programme management or any development-related field of study.	10
UNDP procurement certificate (CIPS) or equivalent.	5
Fluent written and oral English and Spanish.	15
Professional experience	
At least five years of professional experience in procurement and national supply chain management of health products. Five (5) years of experience: 15 points More than five (5) years of experience: 20 points	20
Experience working in an international environment or in developing countries. At least 2 experiences: 10 points. More than 2 experiences: 15 points.	15
Procurement and supply chain management experience in Global Fund Recipient Projects.	10
Technical proposal. Methodology, suggestions for the development of the consultancy and innovative aspects Unsatisfactory: 0 point Moderately satisfactory: 7 points Highly satisfactory: 10 points	10
Total score	100
Minimum score for technical qualification	70