

Terms of Reference

Procurement Consultant

Start date: ASAP
Duration of the assignment: up to 90 working days through 31 December 2020
Location: Home-based
Supervisor: HR Associate, Environmental Finance

1. General Background

As the UN system's development programme and a [GEF Implementing Agency](#) since 1991, UNDP supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. UNDP's comparative advantage for the GEF lies in its global network of country offices, its experience in integrated policy development, human resources development, institutional strengthening, and non-governmental and community participation. UNDP assists countries in promoting, designing and implementing activities consistent with both the GEF mandate and national sustainable development plans.

It offers countries highly specialized technical services for eligibility assessment, programme/project formulation, due diligence, mobilization of required co-financing, project implementation oversight, results management and evaluation, performance-based payments and knowledge management.

UNDP-GEF has approved a number of global and regional DIM projects with approximate annual budget of US\$760 Million annually with completion dates into 2023.

These projects include a large volume of procurement activities including goods and services. On time and quality procurements are critical to the success of high-quality delivery of project outputs and of achieving project outcomes.

2. Scope of the assignment

In coordination with other procurement personnel, the key expected outputs of the Consultant are as follows:

- Ensure timely implementation of Procurement Plans for 2020 of teams and projects managed by Nature, Climate, and Energy Cluster (NCE). Incorporate updates to the plans into the SSM Procurement Action Plan, to be maintained and updated regularly during the assignment.
- Carry out procurement processes for goods, services and ICs required in the NCE portfolio in full compliance with UNDP rules and regulations and BPPS SOPs, including assistance in all procurement cycle stages: definition of needs, solicitation, evaluation, submission to procurement review committees, and preparation of contracts.
- Assistance and quality assurance of procurement processes carried out by NCE in its Regional Coordination Units (RCUs), upon demand.
- Guiding the NCE staff in UNDP procurement policies and procedures.

- Assistance with development of expert rosters and IC Framework Agreements for various areas of expertise.

3. Institutional Arrangements

- The Consultant shall work home-based for the duration of the assignment, hence should be able to work independently and be easily accessible through email, Skype/Skype for Business, etc.;
- The Consultant will work closely with the NCE Operations Specialist, Environmental Finance HR Associate and Procurement consultant, and Management and Programme Support Specialist based at HQs – New York, and will report to the Environmental Finance HR Associate;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultant will engage with the Supervisor by email and Skype on an as needed basis. In addition, the consultant will also engage with other UNDP colleagues based in NY, relevant regional hubs, and country offices;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones where applicable;
- Payments will be made upon submission of a time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and satisfactory delivery of outputs.

4. Required Qualifications, Experience and Competencies for the consultant

Competencies and Critical Success Factors:

- Ability to analyze and utilize procurement planning data;
- Ability to lead procurement processes using specific procurement methods (RFQ, ITB, RFP and ICs);
- Effective working relations in support of work conducted by the team;
- Excellent organizational and time management skills;
- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients;
- Remains calm, and in control under pressure;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates a high level of leadership skills and autonomy.

Education:

- University Degree in Business or Public Administration or other closely related field (P/F);
- Certificate or diploma in procurement and/or supply chain from a renowned institution (e.g. CIPS, ISM, etc.) (P/F).

Experience:

- Minimum 5 years of experience in procurement and/or supply chain management, preferably in international organizations (P/F);
- Sound knowledge of UNDP's procurement policies and procedures specifically related to RFPs and ICs is required (P/F);
- Experience in the submission of reports and other related documents to procurement review committees (e.g. CAP, RACP and ACP) (P/F);
- Experience in elaboration of SOPs, templates, guidance notes (P/F);
- Experience in developing rosters, IC Framework Agreements, and/or other strategic sourcing initiatives (P/F);
- Experience in development and facilitation of procurement training would be an asset (max 7 points);
- Experience in the use of UNDP's procurement, contracts, and/or finance module in Atlas is an advantage (max 3 points);
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web-based management systems (P/F).

Language requirements:

- Fluency in spoken and written English is required (P/F).

Evaluation method:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Lowest Price Quote among technically responsive offers;
- The technical criteria (education, experience, language) will be based on Pass/Fail evaluation of required criteria and a maximum 10 points for non-required criteria;
- Candidates meeting all the required criteria and that have achieved a minimum of 7 points from the review of the education, experience and language will be deemed technically qualified and considered for financial evaluation;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment).
- The applicant with the Lowest Price Quote among technically responsive offers and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation required

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must submit a duly completed and signed Annex II - Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only ONE document to this application (scan all documents in one single PDF or Word file to attach). File size cannot exceed the maximum limit of 10MB

UNDP Personal History form (P11):

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

[https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20\(Goods%20and-or%20Services\)%20-%20Sept%202017.pdf](https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf)