



Empowered lives.
Resilient nations.

Title of Consultancy:	Procurement Support Consultant
Type of Contract:	Individual Contract
Duration of the assignment:	4 months (initial) Max no.of working days: 87
Duty station:	Copenhagen
Reporting to	PSU Elections Team Lead

Background:

The Procurement Services Unit (PSU) of UNDP supports UNDP Country Offices (COs) and Business Units in Procurement activities related to UNDP Practice Areas, in support of management and development projects, implemented by the respective Units.

Duties and Responsibilities

Under the guidance and supervision of the Elections Team Lead, the consultant will:

- Assist with specific procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Develop and update of suppliers/product information.
- Assist with specific contractual issues and monitoring.
- Follow up and assist in developing and updating team's work-plan and electoral calendar plan and other potential pipeline.
- Support development of training material and related presentations.

Qualification and Experience:

Education:

- Advanced university degree (Master's degree) in business administration or related discipline.
- Completion of University degree or equivalent certification in economics, business administration, logistics and supply chain management or related discipline.

Knowledge and Experience:

- Minimum 3 years of related work experience (including practices/internships) preferably in an international, customer focused organization
- Knowledge of development projects, and especially in the area of Democratization/Elections is an asset
- Experience in international procurement and logistics
- Experience with procurement in UNDP is an asset.

Required Competencies:

- Ability to analyze and utilize data
- Excellent organizational and time management skills

- Ability to establish and maintain harmonious relationships with customers, suppliers and colleagues
- Ability to perform well under pressure and flexibility in handling unexpected work assignments as and when necessary
- Service minded
- Good working knowledge of MS Office applications
- Ability to meet deadlines
- Ability to effectively organize information and prepare reports as required
- Capacity to demonstrates commitment and contribute effectively to team goals and team proceedings.

Languages:

- Fluency in English required
- Fluency in Spanish or French is highly desirable

Other Desirable Skills:

- Highly motivated
- Desire and ability to learn new systems quickly
- Ability to work independently

Payments The consultant will be paid a daily fee based on the number of days worked and **not exceeding 87 days**

Payments will be based on Certificate of Payment / Time Sheet for the days worked during the respective calendar month and submitted at the beginning of the next calendar month along with a Certificate of payment approved by the Supervisor.

Final payment to be upon satisfactory performance evaluation from the direct supervisor

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel after commencement of the contract, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract would be made to the individual consultant whose offer has been evaluated and determined as:

1. *responsive/compliant/acceptable, and*
2. *Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*
 - *Technical Criteria weight; [70%]*
 - *Financial Criteria weight; [30%]*