Terms of reference

Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Procurement and Contract Management Consultant
Project Name: Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstructive Assistance (PETRA)
Reports to: Procurement Analyst
Duty Station: Jakarta
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 126 working days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	**CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:** (1) Junior Consultant (2) Support Consultant **(3) Support Specialist** (4) Senior Specialist (5) Expert/ Advisor **CATEGORY OF INTERNATIONAL CONSULTANT, please select:** (6) Junior Specialist (7) Specialist (8) Senior Specialist
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	CV or P11 with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)
☐ intermittent (explain)
✓ full time/office based (needs justification from the Requesting Unit)

The consultants will be based in UNDP Office in Jakarta within 6 months' period of contract, the consultants will work in line with PETRA Procurement and Contract timeline activities. He/she will support daily procurement activities and might not be sequential also often following dynamic the characteristic of Project and Programme. Thus, the consultant needs to harmonize his/her service with the emerging and relevant priorities.

Provision of Support Services:

Office space:	☑Yes	☐No
Equipment (laptop etc):	☐Yes	✓No
Secretarial Services	☐Yes	✓No

If yes has been checked, indicate here who will be responsible for providing the support services:
Programme Assistant

I. BACKGROUND

In 2018 Indonesia was struck by two particularly severe natural disasters: a 7.0 magnitude earthquake in West Nusa Tenggara (NTB) on 5 August and, less than 8 weeks later - on 28th September - a 7.4 magnitude earthquake, followed by a tsunami and a rare phenomenon known as 'soil liquefaction', in Central Sulawesi.

In Lombok, according to the National Disaster Management Authority (BNPB), 564 people died; 73,000 houses were heavily damaged, and approximately 400,000 people were displaced as a result of the earthquake; total loss is estimated at IDR 18,20 trillion (Euro 1 billion). Affected infrastructure, besides housing, includes over 600 education facilities and nearly 100 health facilities; the economic livelihoods of local communities, inter alia, have also been severely impacted by the earthquake.

In Central Sulawesi, over 2,096 people are known to have died as a result of the disaster, with more than 4,438 people seriously injured and 1,373 people missing. 68,451 houses are estimated to have been directly damaged and over 173,522 people are displaced. Affected public service infrastructure includes 176 health facilities (among which two hospitals, in Palu city and Parigi Moutong, have been severely impacted) and 1509 education buildings (ranging from elementary schools to universities). Local economic infrastructure has not been immune to damage: 13 market places and 9718 ha of agricultural land have been adversely impacted– with extensive losses being reported in other sectors, such as fisheries and public administration.

The programmatic response. Beyond the immediate humanitarian and relief assistance, UNDP has initiated engagements with national and local governments and international partners in support of Central Sulawesi and NTB's recovery efforts. The Sulawesi/Lombok Programme for Earthquake and Tsunami Infrastructure Reconstruction Assistance ('PETRA' in short) has been designed to contribute to such transition: from the immediate response to longer-term recovery.

The ultimate goal of PETRA is to contribute to the rehabilitation and reconstruction of key infrastructure to support the resilient recovery of disaster-affected communities in both provinces. It addresses the need to accelerate the restoration of critical public services (such as health and education), improve economic livelihood opportunities for affected communities (both men and women), while, at the same time, enhancing resilience to future shocks in both provinces. It will be guided and informed by gender-sensitive post-disaster needs assessments and will be fully aligned with relevant national and sub-national recovery plans.

PETRA will deliver two outputs, namely: (a) Rehabilitation and reconstruction of partially and fully damaged infrastructure for critical public services which consider gender needs and other gender concerns; and (b) Rehabilitation of affected communities' economic infrastructure to promote more resilient and sustainable livelihoods for both men and women.

In order to ensure the quality of PETRA's outputs, especially in Procurement Process and Contract Management which in line with UNDP Regulation and Rules, PETRA project is seeking for an Individual Consultant to support the PETRA Procurement Team in handling relevant procurement processes including managing contracts. Report to PETRA Procurement Analyst, the Consultant will work closely with PETRA Teams based in Palu and Mataram, the Reconstruction and Resilience Unit (RRU) team in CO Jakarta, and with the Country Office Procurement Team.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

- Support the tasks of procurement processes related to acquisition of goods, services and works, which include required tasks in solicitation process, bid opening and evaluation, create draft contract of certain conditions in full compliance with UNDP rules and regulations.
- Support the tasks of procurement process related to hiring the Professional Consultant or contractor, which

consist from solicitation process, bid opening, contract negotiation, and creating draft contract and conducting the amendment to the Contract.

- Support the administration and managing professional and civil work contracts and Purchase Orders.
- Collaborate with and support PETRA Project Team in monitoring, updating, and sharing information on progress of deliverables.
- Contribute to the preparation of regular reports on procurement and contract management.

Expected Outputs and deliverables

Deliverables/Outputs	Target Due Dates	Review and Approvals	Working Days
1st deliverable: • List of procurement activity(ies) for the month of Dec 2020. • List of filing and maintaining complete records on the entire procurement and contract administration for Q4. • List of goods/service/individual consultant that will be purchased within 3 months (Dec 2020 – Feb 2021) to support identification of procurement strategy. • Consolidate and updating Prompt and E-requisition status 2020.	4 Jan 2020	PETRA Procurement Analyst	22 working days
2nd deliverable: • List of procurement activity(ies) for the month of Jan 2021. • Update on PETRA Procurement Plan 2021. • Consolidate procurement activities conducted in 2020. • Consolidate contract issued in 2020.	1 Feb 2021	PETRA Procurement Analyst	22 working days
3rd deliverable: • List of procurement activities that need to be followed up for the month of Feb 2021. • Updating tracking log for IC contract, Professional Services contract, Institutional contract and Civil Works contract from Dec 2020 – Feb 2021. • List of filing and maintaining complete records on the entire procurement and contract administration in 2020. • Maintain vendor database.	1 Mar 2021	PETRA Procurement Analyst	20 working days
4th deliverable: • List of procurement activities that need to be followed up for the month of March 2021. • Updating Prompt and E-requisition status. • List of goods/service/individual consultant that will be procured within next 3 months (March – May 2021).	1 April 2021	PETRA Procurement Analyst	22 working days
5th deliverable: • List of procurement activity(ies) for the month of April 2021. • List of procurement activities that need to be followed up. • Maintain vendor database.	3 May 2021	PETRA Procurement Analyst	21 working days

6th deliverable: List of activities that have been carried out during the contract period, the lessons learned in procurement related matters and its impacts on the project implementation, and recommendations to better implementation of the project.	1 June 2021	PETRA Procurement Analyst	19 working days

All reports will be submitted in English language

III. WORKING ARRANGEMENTS

Institutional Arrangement

The position is under supervision of the Procurement Analyst and the Consultants should comply with the required deliverable as specified above.

Duration of the Work

The Consultant is expected to accomplish the task in 126 working days starting in the month of December 2020.

Duty Station

UNDP Country Office, Jakarta

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destination and include the relevant costs to the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	N/A		
2			

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

Minimum Bachelor degree from reputable university with any study, Preferably in Business Administration, Management, Supply Chain or a related field of study.

Years of experience:

- Minimum 3 years of working experience in dealing with procurement process from solicitation to contract issuance from any background
- Experience in monitoring and managing any type of contract starting with Professional Contract, Institutional Contract, Civil Works Contract, Purchase Order for Goods and Individual Consultant Contract.
- Experience in managing vendor database, registration and negotiation.
- Experience in web-based management / ERP system, such as ATLAS or SAP.

Competencies and special skills requirement:

1. Specific Skills:

- Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)

- Familiarity with Web-based procurement system would be an advantage

2. Communications and Networking
- Proven networking, team building, organizational and communication skills and ability to build strong relationships with government and other external actors.
- Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interests
- Has excellent written communication skill, with analytic capacity and ability to provide policy advice, recommendations and strategy.

3. Knowledge Management and Learning
- Shares knowledge and experience.
- Ability to provide a strong analysis, policy advice, recommendations and strategy.

4. Management and Leadership
- Demonstrates ability to work in a team.
- Demonstrates ability to accept critics and constructive inputs/opinions.
- Demonstrates strong analytical skills.
- Good time management to meet deadlines with quality outputs.
- Highly creative attitude and self-starter mindset.
- Consistently approaches work with energy and positive/constructive attitude.

V. EVALUATION METHOD AND CRITERIA

Cumulative analysis

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

a) responsive/compliant/acceptable, and

b) 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%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical	***70%***	
Criteria A: qualification requirements as per TOR:		
- Minimum Bachelor degree from reputable university with any study, Preferably in Business Administration, Management, Supply Chain or a related field of study.		*10*
- Minimum 3 years of working experience in dealing with procurement process from solicitation to contract issuance from any background.		*20*
- Experience in monitoring and managing any type of contract starting with Professional Contract, Institutional Contract, Civil Works Contract, Purchase Order for Goods and Individual Consultant Contract.		*20*
- Experience in managing vendor database, registration		*10*

and negotiation. - Experience in web-based management / ERP system, such as ATLAS or SAP.		*10*	
• *Criteria B: Brief Description of Approach to Assignment* - *Understanding to the requirement* - *Proposed approach in handling procurement process* - Logical, realistic planning for efficient project implementation	***30%***	*10* *10* *10*	