



I. Position Information

Type of consultancy: **Technical Procurement Consultant**
Type of contract: Individual contract.
Duration of the assignment: 12 months – 261 working days January – December 2021
Duty Station: **Copenhagen, Denmark**
Position Number:
Unit: **Global Procurement Unit**
Office: **Procurement Services Unit (PSU)**
Reports to: **Procurement Specialist, GPU CREE Team**

II. Organizational Context

UNDP's Procurement Services Unit is seeking proposals from individual consultants for the provision of Individual Consultancy Services as described in the Title above. The Procurement Services Unit (PSU) is providing procurement advice and operational support to UNDP Business Units (BUs) and Programmes globally. Procurement support activities are increasingly being requested in the area of Renewable Energy Solutions, Environment and Climate Change to support the implementation of projects and programmes in the field. As we expect this trend to continue and demand to increase, UNDP is keen on developing our expertise in this area and strengthening the team of professionals supporting activities in this area. To this end, UNDP is seeking procurement professionals with a technical engineering background to supplement the team and to provide procurement support and technical advice for UNDP/PSU projects. The incumbent will be working as part of the UNDP Crises Response, Energy and Environment Team of the UNDP Procurement Services Unit (PSU).

III. Functions / Key Results Expected

Summary of Key Functions:

- Act as primary focal point for allocated procurement processes including preparation and conduct of RFQs, ITBS, or RFPs, receipt of quotations, bids, or proposals, their evaluation, submission to UNDP PRCs, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Manage logistical and contractual aspects of ongoing procurement cases including vendor performance and contract management.
- Prepare submissions to the Contract, asset and procurement committee (CAP) and Advisory Committee on Procurement (ACP).
- Provide procurement and technical expertise in areas related to Crisis response and Energy and Environment to support the CREE Team
- Act as the technical focal point and project manager within the CREE team, for areas related to renewable energy (solar, energy conversion and storage, alternative energy, solar appliances, waste conversion, biomass, etc.);

- ❑ Provide support to the CREE team with technical aspects of incomings requests from clients within the area of Energy and Environment;
- ❑ Conduct supply market analysis of solar solutions to understand how the market works, the direction, the competitiveness of the market, the key suppliers and the value that suppliers place on the organization;
- ❑ Carry out possible missions to client countries during renewable energy project implementation.
- ❑ Support clients with the description and/or refinement of technical specifications within the area of renewable energy;
- ❑ Carry out possible missions to client countries for site assessment and elaboration of renewable energies' (mainly solar) feasibility studies and consequent sizing of the solutions;
- ❑ Definition of technical requirements, draft technical specifications and conduct the technical evaluations for renewable energy solutions;
- ❑ Liaise with technical experts (international and national staff and consultants or other business unit experts) to draft technical specifications and provide support to the technical evaluations for renewable energy solutions;

IV. Competencies and Critical Success Factors

Competences

- Strong analytical skills.
- Planning and organization.
- Team work.
- Ability to perform well under pressure and flexibility in handling unexpected work assignments as and when necessary.

Other desirable skills:

- Highly motivated.
- Ability to work independently.

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Advanced university degree (Master's degree) preferably in the areas of Engineering, Renewable Energy, or similar; • Completion of certification training in public procurement is desirable (i.e. CIPS or similar).
Experience	<ul style="list-style-type: none"> • Minimum 5 years of relevant international experience in designing and/or implementing technical renewable energy solutions in developing countries is required; • Experience in hydrological and/or meteorological equipment and solutions will be considered an asset; • Minimum of 5 years of relevant experience at the national or international level in procurement is required; • Experience with procurement in UN Agencies and/or developing countries is an asset.
Language Requirements:	<p>Fluency in the English is required. Working Knowledge of French or Spanish will be an advantage</p>