Annex 1.

Terms of reference

GENERAL INFORMATION

Title: Junior Consultant for Procurement and Supply Chain
Project Name: Operations
Reports to: Procurement Analyst
Duty Station: Jakarta
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 129 Working Days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

TERMS OF REFERENCE

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

X APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

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

Need for presence of IC consultant in office:
☐ partial (explain)
☐ intermittent (explain)
☒ full time/office based: the post will be required to support day to day procurement activities in assisting procurement activities received from the ongoing project activities

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: < Enter name >
I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.

UNDP has been working on Environmental activities in Indonesia for many years and has contributed significantly through provision of policy advice and technical assistance, and by promoting and brokering dialogue and engaging in knowledge networking.

In order to ensure quality result of the activities, especially on the procurement process which in line with UNDP regulation system; UNDP looked at the need of consultant to support the procurement and supply chain services provided to internal and external stakeholders. The consultant will support the administrative and procurement of project implementation activities, involving extensive liaison with a diverse organizational unit to process requests, obtain necessary clearances, process and follow-up on administrative actions, e.g., recruitment and appointment of personnel, procurement of equipment and services, security compliance, etc.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

- Implement the procurement processes of goods, and services which consist of solicitation process, bid opening and review of evaluation result, create draft contract of certain conditions in full compliance with UNDP rules and regulations.
- Implement the procurement process of hiring the Individual Consultant which consist from solicitation process, bid opening, contract negotiation, and creating draft contract and conducting the amendment to the Contract.

Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Completion Deadline</th>
<th>Review and Approval Required</th>
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</thead>
<tbody>
<tr>
<td>• Report and Update Procurement Plan of UNDP Country Office and other UN Agencies</td>
<td>22</td>
<td>March 2021</td>
<td>Head of Procurement Unit</td>
</tr>
<tr>
<td>• Support all procurement activities against Procurement Plan</td>
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<tr>
<td>• Draft Procurement Documentation, not limited to Evaluation Report and contracts</td>
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<tr>
<td>• Report on the preparation and issuance of Purchase Orders and Contracts (Professional/Institutional Contract/Individual Consultant &amp; its Amendment as well) including Solicitation process and Vendor Registration as per UNDP Policies and Procedures.</td>
<td>21</td>
<td>April 2021</td>
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<tr>
<td>• Report on Procurement Strategies to assist and support requirement of UNDP and its projects</td>
<td></td>
<td></td>
<td>Head of Procurement Unit</td>
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</tbody>
</table>
III. WORKING ARRANGEMENTS

Institutional Arrangement
The position is under supervision of the Head of Procurement Unit or his delegated. The Consultant should submit each required deliverable and approved by the Head of Procurement Unit or his delegated.

Duration of the Work
The Consultant is expected to accomplish the task in 129 calendar days starting mid-February 2021.

Duty Station
UNDP Country Office, Jakarta

Travel Plan
No travel plan during this assignment.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:
3 Years Diploma from reputable university with any educational background preferable International Business Administration or International Relation.

Years of experience:
- Minimum 3 years of work experience for candidate with 3 years Diploma or has bachelor’s degree with at least 6 months working experience in admin, procurement, asset management, project activities
- Experience in using web-based system
- Experience with procurement process in International organization or government

Competencies and special skills requirement:
Specific Skills:
- Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)
- Familiarity with Web-based procurement system

Communications and Networking
- Maturity and confidence in dealing with senior and high-ranking members of national and international institutions, government and non-government.
- 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.

V. EVALUATION METHOD AND CRITERIA

Lowest price and technically compliant offer

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

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Criteria A: qualification requirements as per TOR:</td>
<td>100%</td>
<td>100</td>
</tr>
<tr>
<td>- 3 Years Diploma from reputable university with any educational background preferable International Business Administration or International Relation.</td>
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</tr>
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<td>- Minimum 3 years of work experience for candidate with 3 years Diploma or has bachelor’s degree with at least 6 months working experience in admin, procurement, asset management, project activities.</td>
<td>30</td>
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