

## TERMS OF REFERENCE

<b>Job ID/Title:</b>	Procurement and Contract Support Consultant
<b>Duty Station:</b>	Copenhagen
<b>UNDP</b>	Procurement Services Unit – Global Health Procurement Centre
<b>Languages Required:</b>	English
<b>Category:</b>	HIV, Health and Development
<b>Type of Contract:</b>	Individual Contract (IC) / RLA as appropriate
<b>Starting Date:</b>	1 May 2021 (or as early as possible)
<b>Duration of Contract including number of working days.</b>	Initial period of 6 months (maximum 130 working days) with possible extension

### Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP works to implement the SDGs in more than 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. It helps countries to implement projects, develop policies, leadership skills, share experiences, develop institutional capabilities and build resilience to sustain development results.

The Procurement Services Unit (**PSU**) of the Bureau of Management Services (BMS) in 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. The PSU mandate includes development and updating of procurement policy, providing procurement advisory and operational support to country offices and HQ units and professionalisation of the procurement function. Procurement supports programme delivery in line with UNDP's Strategic Plan and best practices in public sustainable procurement. Procurement acts in accordance with rules and regulations, the accountability framework, and ensures appropriate risk management for UNDP. PSU is a global team based in UNDP/HQ New York, Copenhagen/Denmark and in Cyberjaya/Malaysia, with additional Regional Procurement Advisors located in each Bureau Hub (Panama, Addis Ababa, Amman, Istanbul and Bangkok). The policy team in New York (HQ) provides overall direction and guidance to UNDP on procurement activities, and is primarily responsible for UNDP procurement policy, processes and systems. The Global Procurement Unit (GPU), based in Copenhagen, provides direct procurement services for the Global Fund, crisis prevention and recovery support, procurement support to elections programmes, and hosts the PSU Global QAP Training team. The PSU team in Cyberjaya/Malaysia, provides transactional support to global operations and manages global LTAs through an emerging eProcurement platform.

One of the key elements of UNDP's strategic focus relates to the implementation of better Procurement Services in order to support Global Project Delivery. To deliver on this aim, UNDP aspires to deliver demand-driven, scalable, self-financing service in support of UNDP Programme Delivery needs. The Implementation Support Structure has at its core three main drivers: accelerated delivery, better client support and better information and systems.

**Objective of the assignment:**

The objective of the assignment is to augment the Global Health Procurement Centre (GPHC) by strengthening the procurement and contract management capacity, providing procurement support and guidance to UNDP Country offices implementing health procurement and by providing support to the Procurement and Supply Management (PSM) function of the GPHC which is based in Copenhagen under UNDP's Procurement Services Unit (PSU). The incumbents will be required to directly support CO requests or to support the team(s) developing LTAs and framework contracts through which goods and services will be sourced.

**Duties and Responsibilities:**

Under the general supervision of the Procurement Specialist, the Consultant supports the provision of procurement and contract management services for pharmaceutical and other health products, and other service requirements in line with UNDP rules, policies and procedures and focusing on the following activities;

Supports service delivery to UNDP Country Offices and procurement services to national partners for incoming requests for pharmaceuticals with the following key responsibilities:

- Liaises with UNDP Country Offices and Requisitioning Units to enable efficient and cost-effective procurement and logistics support;
- Transmits Cost Estimates to UNDP Country Offices;
- Supports UNDP Country Offices with the identification and mitigation of procurement and supply chain management related risks;
- Assists with the development, publication and management of solicitation documents, clarification of bidder's enquiries, receipt and evaluation of offers and submission of cases for UNDP contract committee review;
- Conducts procurement processes in response to specific needs, if requested;
- Communicates outcome of procurement processes to UNDP Country Offices.

Supports the execution of procurement processes to efficiently and cost-effectively meet UNDP's needs for the procurement of pharmaceutical and other health products with the following key responsibilities:

- Supports streamlining of compliance to Quality Assurance and other related UNDP policies and procedures in close collaboration with Head of QA and Procurement specialist;
- Conducts market research and trend analysis to support the development of tailored procurement strategy for the planned procurement processes.
- Assists with issuance of Purchase Orders and Contracts with manufacturers, wholesalers, freight forwarders and other services providers as required;
- Liaises with UNDP Country Offices and procurement services partners to ensure timely and smooth (trouble free) delivery of required goods and services;
- Maintain the database of supplier performance evaluations and provide regular consolidated reports;
- Support long-term procurement planning to inform decision making leading to most cost-effective means of procurement; and
- Undertakes, when required, value for money assessments, mainly - in terms of price optimization and cost effectiveness of medicine procurement offered to national partners, including UNDP Country Offices.

Contributes to foster Knowledge Sharing on procurement services for pharmaceutical and other health products to UNDP Country Offices, PSU with the following key responsibilities:

- Compiles and analyses historical data and forecasts of pharmaceuticals and health products commodities;
- Supports management of data requests internal and external to the organization relating to pharmaceutical and health products' supply; and
- Ensure systematic knowledge sharing on procurement with Country Offices by assisting in the organization of training workshops and in the development of knowledge tools;

- Assist in the preparation of health procurement related tools and approaches;
- Support in the preparation and communication of results.
- Support PSU with the adoption of sustainability related innovative practices (i.e. reduced packaging, transition towards sea freighted consignments, biodegradable packaging, etc. and develop and apply a methodology to capture impact and effect of these initiatives.

#### Expected Deliverables:

Deliverable	Timeline
<ul style="list-style-type: none"> <li>• Monthly summary report outlining the procurement advisor support provided to COs and procurement cases completed</li> </ul>	Monthly
<ul style="list-style-type: none"> <li>• The case and procurement tracking tools are updated and maintained.</li> <li>• The logistics processes of purchase orders shipment are monitored and updated.</li> <li>• All required information on freight forwarding details and related purchase orders including relevant documents are filled and archived.</li> </ul>	Monthly
<ul style="list-style-type: none"> <li>• A quarterly report on KPI for suppliers and freight forwarders is submitted.</li> <li>• A list of Lessons learnt and recommendations on process optimization is submitted.</li> </ul>	Quarterly

#### Reporting:

At the end of each month, the consultant will submit a monthly progress report summarising the work performed.

#### Travel:

There is no anticipated travel for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP. The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the expert. UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

#### Competencies

##### **Organizational Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

##### **Functional Competencies:**

- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the areas of the Development or knowledge management field.

##### **Project and Resource Management:**

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service.
- Strong organizational skills.
- Ability to work independently, produce high quality outputs.
  - Sound judgment, strategic thinking and the ability to manage competing priorities.

##### **Partnership building and team work:**

- Demonstrated well developed people management skills.
- Strong ability to manage teams; creating an enabling environment, mentoring and developing staff.
- Excellent negotiating and networking skills.
- Demonstrated flexibility to excel in a multi-cultural environment.
- Provides constructive coaching and feedback.

**Communications and Advocacy:**

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly.
- Strong presentation skills in meetings with the ability to adapt for different audiences.
- Strong analytical, research and writing skills with demonstrated ability to think strategically.
- Strong capacity to communicate clearly and quickly.
- Strong inter-personal, negotiation and liaison skills

**Qualifications**

**Education:**

- Secondary Education with a relevant specialized certification in Procurement is required.
- University Degree in Business or Public Administration will be an advantage

**Experience:**

- Minimum of 6 years of national/international professional experience in the procurement or supply chain or related areas. *A Bachelor's degree in combination with 3 years of relevant Procurement & Logistics work experience at international level specially working with developing countries may be accepted in lieu of the 6 years relevant work experience*
- Work experience from a developing country highly desirable.
- Prior experience of health products procurement in development organizations highly desirable.
- Experience in the use of computers and office software packages as well as web-based management systems.
- Excellent writing, research, analysis and presentation skills.
- Knowledge of UN and/or UNDP procedures, grant applications and program implementation is highly desirable.
- Knowledge of French is highly desirable, Spanish or Russian would be an asset.
- Knowledge of ERP systems is a plus.

**Evaluation and Award Criteria:**

Applicants will be evaluated based upon their submitted expressions of interest and financial proposals which includes a cumulative analysis method based upon a combination of technical and financial evaluation results.

**Payment Method: All-inclusive daily fee**

- The consultant will be paid an all-inclusive daily fee (based on the number of days worked)
- Payments will be based on a Certificate of Payment that will be submitted on a monthly basis
- Time-sheet will be attached and verified by the direct Supervisor and
- Final tranche will be processed upon submission of a performance evaluation from the director Supervisor