

**TERMS OF REFERENCE
(Individual Contractor Agreement)**

Title: Procurement Specialist (Infrastructure)
Project: **21999 - SXM Rule of Law Infrastructure**
Duty station: Sint Maarten
Business Unit: LCR, LCPC Dutch & English Caribbean
Level IICA 2 ICSC - 10
Duration: Thirteen (13) months Ongoing- Thirteen(13) months subject to organizational requirements, availability of funds and satisfactory performance.
Supervisor: Senior Project Manager

1. General Information

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organisations. With over 6,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, where they need it. By implementing around 1,000 projects for our partners at any given time, UNOPS makes significant contributions to results on the ground, often in the most challenging environments.

2. Background Information

Latin America and the Caribbean Regional Office (LCR)

Based in the United Nations regional headquarters in Panama City, the Latin America and the Caribbean Regional Office supports UNOPS operations and project centres across the region, providing financial oversight of projects, procuring goods and services and managing human resources. The office helps ensure that projects are executed to the highest standards, providing a shared knowledge base and ensuring that best practices and lessons learned are disseminated among projects.

Dutch and English Caribbean (LCPC)

UNOPS Latin American and Caribbean Region (LCR) established a Project Centre for the Dutch and English Caribbean in St. Lucia (LCPC) in 2016. From that Centre UNOPS has implemented a number of infrastructure, technical advisory and procurement projects in the sub-region. This project is part of the portfolio of projects being implemented by the LCPC in the sub-region.

2. Purpose and Scope of Assignment

The objectives of the project are to:

- Urgently design and establish resilient and effective transitional facilities which meet human rights requirements for prisoners and detainees in Sint Maarten
- Contribute to strengthening national infrastructure capacity in the correctional sector enabling adequate, safe and humane detention, which facilitates reintegration of offenders back into society
- Contribute to improved capacity for correctional facilities operation and management in line with local and international standards

The key deliverables are:

- Transitional detention facilities for urgent accommodation of all prisoners and detainees
- Long-term detention infrastructure for humane and resilient accommodation of all prisoners and detainees
- Improved capacity for correctional facilities operation and management based on a sound understanding of the criminal justice sector

3. Functions and responsibilities

- a) Ensure the implementation of acquisition strategies, focusing on achieving the following results:
 - Full compliance of procurement activities with current UNOPS rules, regulations, policies and strategies for the elaboration of an effective and adequate internal control design and the operation of a customer-oriented procurement system.
 - Contribute to the implementation of internal standard operating procedures for Procurement, in coordination with the direct supervisor.
 - Mapping procurement processes of the approved project objectives, establishing internal standard operating procedures in purchasing, control of project workflows and their harmonization with Multi-Country Office workflows.
 - Elaboration and implementation of cost reduction and saving strategies
 - Conceptualization, elaboration and implementation of the contracting strategy, including the bidding and evaluation processes, evaluation of the performance of the contractors, evaluation and negotiation of offers, management of contracts and the relationship with the contractor, in line with legal and payment conditions and analysis and management of contractual risks.
 - Conceptualization, development and execution of strategic acquisitions including supply chain strategy, supplier selection and qualification, quality management, customer relationship management, introduction and promotion of acquisitions, and measurement of supply chain performance

- b) Support in planning and procurement systems, focusing on achieving the following results:
 - Collaborate with Project Team in preparing procurement plans, setting deadlines, and monitoring their implementation;

- Prepare with the Project team the stage plans for each acquisition process required in the project;
 - Creation and implementation of an adequate monitoring and control system for contracting processes, including the organization of competitive processes (RFQ, ITB or RFP), receipt and evaluation of quotes, offers or proposals, negotiation of the conditions of various types of contract in full compliance with UNOPS rules and regulations.
- c) Support procurement processes and implementation strategies of the project, focusing on achieving the following results:
- Define the best way to supply goods, works and services, including the contracting terms for each stage;
 - Review requests for integration and adaptation of technical specifications;
 - Preparation and review of adequate and complete specifications for equipment and materials, terms of reference and technical files of works for the preparation of the RFP, RFQ and ITB, ensuring their submission / approval by the respective units of the applications;
 - Drafting documents to monitor progress and liaise with suppliers throughout the procurement cycle, monitoring and proposing alternative solutions to problems generated in the development of contracts;
 - Preparation of responses relating to procurement issues;
 - Preparation of monthly reports on recruitment matters;
 - Liaison with the relevant entities for the receipt of goods, equipment, and services with a view to obtaining the proper delivery report, relevant certificates, and the proper inventory taking;
 - Ensure the availability of all supporting documents for audit and review purposes;
 - Carry out market studies to determine the sources of supplies through the use of the United Nations Global Market, and other external sources
- d) Support in bidding and awarding processes of the project, focusing on achieving the following results:
- Preparation of exemptions to competitive bidding processes, ensuring that the justification and complete and adequate documentation are provided for review and approval by the corresponding Procurement Committee;
 - Preparation of short lists of suitable contractors / suppliers for the approval of the designated official;
 - Preparation and issuance of RFQ, ITB, RFP or other tender documents that may be necessary, ensuring their compliance with UNOPS policies using the approved templates or seeking legal advice in the case of needed adjustments;
 - Together with the designated technical committee, review and evaluate the offers or proposals received and prepare the report for the award of contracts and for presentation to the corresponding Contracts Committee;
 - Provide support in preparing the submission for the corresponding Contracts Committee;

- Participate in meetings and workshops during the consultation and clarification stage that may be generated during the development of bidding processes.
 - Participate in the required meetings and coordination with the corresponding contracts committees;
 - Participate as a member of evaluation committees of the award processes in its various stages until the completion of the evaluation report and approval by the respective committees;
 - Record keeping of the processes undertaken.
- e) Provide efficient support to contract administration, focusing on achieving the following result:
- Preparation of contracts, amendments, and necessary modifications that guarantee compliance with UNOPS manuals, requesting their review by the competent unit;
 - Monitoring the signing of contracts or purchase orders of contractors;
 - Monitoring the availability of funds and obtaining the corresponding signatures for approval;
 - Support to the project team in monitoring the implementation of contracts.
 - Management of the implementation of the monitoring system for hiring processes and mechanisms to eliminate deficiencies in hiring.
 - Support preparation of the budget and the detailing of costs for procurement services provided by UNOPS.
 - Development and management of records and prequalification of suppliers and mechanisms for quality evaluation and performance measurement.
 - Management of the electronic contracting system.
- f) Support the review and preparation of studies and / or execution of the project, focusing on achieving the following results:
- Prepare reports related to pre-investment studies, technical files, terms of reference, technical opinions and others related to the execution of the project, considering international standards and UNOPS regulations;
 - Prepare and / or review the studies, study and works liquidations, progress and valuation reports, among other products related to the reception of products, the control and liquidation of the project;
 - Support when required the monitoring and supervision of the execution of the project in its various stages;
 - Support the preparation of progress reports, periodic and final reports, and other technical reports related to the project in its different stages;

- Carry out technical coordination on the development of infrastructure contracts;
 - Implement the activities established within the framework of UNOPS policies, regulations and administrative directives.
- g) Provide support for knowledge building and knowledge sharing, focusing on achieving the following results:
- Maintaining a database of contracting regulations and tools, the list of the best providers, contractors and service providers, activities and statistics, and dissemination of information;
 - Commissioning / improvement and maintenance of a database of project suppliers;
 - Contributions to knowledge networks and communities of practice;
 - Synthesis of lessons learned and best practices in procurement
 - Create, maintain and update local and international databases and web pages on procurement issues in their specialty, roster of best suppliers, contractors, and statistics on processes and awards.

4. Monitoring and monitoring progress

- The Infrastructure Procurement Officer will support other projects in LCPC - Dutch & English Caribbean - when required.
- Performance will be measured by considering timely and satisfactory delivery of the products required by the project/ LCPC.
- Performance evaluation by the supervisor will be carried out, also taking into account the feedback of the services provided to the different LCPC projects.

5. Final product

- The tasks assigned to the Officer must have been satisfactorily completed in line with the needs of the project/s

Education:

- Bachelor's degree in Engineering or Procurement or related areas is required.
- Master's Degree in Engineering, Procurement or related sciences will be considered an asset and may substitute some years of experience.
- Professional certification and / or postgraduate studies in procurement is an asset.

- Certification in procurement (example CIPS - The Chartered Institute of Procurement and Supply Chain) is a valued asset.

Experience

- Experience of seven (7) years (or 5 with a Master degree) in vertical infrastructure procurement processes, in the public sector and / or international organizations.
- Experience in rule of law infrastructure is an asset.
- Experience in FIDIC contracts is an asset.
- Experience in development and / or supervision of infrastructure projects is an asset.

Language

- Fluency in English is required.
- Knowledge of Dutch / Papiamentu is an asset
- Fluency in Spanish is an asset.

Competencies:



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.(for levels IICA-2, IICA-3, LICA Specialist- 10, LICA Specialist-11, NOC, NOD, P3, P4 and above)



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. For people managers only: Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Signature	Date
Signature	Date