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

**Title:** Procurement Senior Associate  
**Duty station:** Costa Rica or Panama  
**Section/Unit:** LCR, PAMCO, Panama  
**Contract/Level:** LICA 7  
**Supervisor:** Head of Programme

### 1. General Background

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 organizations. 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, other in the most challenging environments.

#### Dutch and English speaking Caribbean

UNOPS Dutch and English Caribbean is part of the Costa Rica Project Center and from that Centre UNOPS has implemented a number of infrastructure, technical advisory and procurement projects.

Within the countries of CARICOM, Guyana, Suriname, Trinidad and Tobago and Belize have one the highest COVID-19 infection rates (all among the 14 Caricom countries). Taking into account the vulnerable nature of the health systems of the region and the potential further increase of COVID-19 patients due to the opening of borders, urgent support to the countries is necessary to respond to the disease and further strengthen the health system of each country.

The project will support the Governments of Guyana, Suriname, Trinidad and Tobago and Belize for the provision of essential medical equipment, medical supplies and personal protective equipment to overcome the current crisis, and contribute to controlling the epidemic through ensuring the delivery of urgently needed supplies to hospitals to serve patients and medical staff.

**Depending on the business needs, this position could be located in Costa Rica or Panama; the salary will be established according to the applicable local scale.**

### 2. Purpose and Scope of Assignment

Summary of key results:

- Transactional Procurement Support services
  - Procurement planning and systems
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- Requisitions/procurement and sourcing
- Bidding and tendering
- Contract administration
- Team Management
- Knowledge building and knowledge sharing

### **1. Transactional Procurement Support services**

- Ensures compliance of transactional procurement activities with UNOPS rules, regulations, policies and strategies, including undertaking the following
- Execution of necessary steps to embed sustainability in the procurement process.
- Completeness of submissions to the Contract and Property Committees (CPCs).
- Completeness of documentation for preparation/processing of Purchase Orders, Contracts, LTAs or their Amendments.
- Provision of requested research/data on market supply by conducting routine market research to determine sources of supplies, using United Nations Global MarketPlace, and other external sources;
- Set-up/enhancement and maintenance of the local supplier database, ensuring regular update of data.
- Information databases, all procurement files and records updated and maintained.
- Status reports generated, as required.

### **2. Procurement planning and systems**

Ensures team/personnel provision of support to procurement planning and systems, focusing on achievement of the following results:

- Collaboration with projects personnel and Managers in the preparation of their procurement plan;
  - Collaboration in the implementation of a procurement management system in respect of planning, awarding, administering and monitoring of all matters related to procurement for the given geographical area / project activity.
  - Maintenance and update of procurement monitoring processes for projects and provision of feedback on purchase orders to requesting office;
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- Constant liaison maintained with vendors and consignee until safe delivery of goods is achieved.

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### 3. Requisitions/procurement and sourcing

Supervises the office's or team's requisitions/procurement and sourcing support processes, focusing on achievement of the following results:

- Provision of proposals to requesting entity on modes for providing goods, works and services, including procurement deadlines for each stage;
- Review of requisitions for completeness;
- Preparation of proper and complete specification for equipment and materials, Terms Of Reference and Statement of Works for the preparation of RFP, RFQ and ITB, ensuring clearance/approval by respective units of the requests
- Drafting of letters, memoranda, faxes, email, etc.; monitoring of progress and liaison with vendors during the entire procurement cycle; investigation and resolution of post-order problems and of progress reports on procurement matters;
- Oral/written responses to queries from projects, clients, companies, etc. regarding procurement related matters
- Preparation of monthly reports on procurement matters;
- Liaison with the logistics unit or projects on receipt of goods, equipments and services in view of obtaining proper delivery report, RIR (Receipt and Inspection Report), or relevant certificates and that proper inventory is taken;
- Availability of all supporting documents for audit and review purposes;
- Database, and intranet maintained on procurement standards and tools, roster of best suppliers, contractors and service providers, activities and statistics.

### 4. Bidding and tendering

Supervises team/personnel providing the following support services to bidding and tendering processes, focusing on achievement of the following results:

- Preparation of shortlists of suitable contractors/suppliers for purchases of value over designated amounts for approval of designated officer;
- Preparation and issuance of EOI, RFQ, ITB, RFP or other tender documents as required, ensuring their conformity with UNOPS approved templates or seeking Legal clearance in case of required adjustments;
- Together with the requesting programme/operations clients, review and evaluation of bids or proposals received and preparation of analysis for less-complex, contract awards and for submission to the LCPC or other, statutory, designated body;
- Preparation of HQCPC, or designated body, submission together with the requesting programme/operations component;
- Organizing of LCPC (or designated, statutory body) meetings as may be required, and circulating at least 24 hours in advance documents for review;
- Maintenance of records of LCPC or designated, statutory body.

### **5. Contract administration**

Ensures team provision of support to efficient contract administration, focusing on achievement of the following results:

- Follow-up on signing of contracts by vendors;
- Obligation of funds in Enterprise system and obtaining of appropriate signatures for approval;
- Dissemination of contract advertisement and awards;
- Maintenance of contracts and filing system;
- Maintenance of databases/rosters of best suppliers, contractors and service providers, activities and statistics.

### **6. Team Management**

- Facilitates the engagement and provision of high quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.
- Provides oversight, ensuring compliance by team members with existing policies and best practices.

### **7. Knowledge building and knowledge sharing**

- Organizes, facilitate and/or deliver training and learning initiatives for personnel on procurement
- Provides sound contributions to knowledge networks and communities of practice by synthesizing of lessons learnt and dissemination of best practices in procurement
- Collects feedback, ideas, and internal knowledge about processes and best practices and utilizes productively.

### **3. Monitoring and Progress Controls**

- PER - Performance Evaluation

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## 4. Qualifications and Experience

### a. Education

- Completion of secondary school is required.
- First University Degree, preferably in Procurement and/or Supply Chain Management, Law, Commerce, Business Administration, or related areas is desirable but not required.
- Relevant certification in procurement and supply chain management (CIPS or similar) is a distinct advantage.

### b. Work Experience

- A minimum of seven (7) years (or less depending on degree level) of relevant experience in providing procurement support services in national and/or international public or corporate organizations.
- Proficiency in computers and office software packages (MS Office) and experience in handling web-based management systems is required.
- Supervisory experience of personnel in procurement support services, may be considered an asset.
- Experience in working with a range of stakeholders in developing countries may be considered an asset.
- Some experience in UN system organizations is desirable.
- Experience in use of Enterprise systems including e-Sourcing in procurement, One UNOPS is desirable

#### Languages

- Full knowledge of Spanish is required.
- Full working knowledge of English is required.
- Knowledge of another official United Nations language is an asset.

### c. Key Competencies



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, utilising 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 behaviour. 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.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date