

TERMS OF REFERENCE (Individual Contractor Agreement)

Title: Procurement and Supply Senior Manager, Health Sector
Duty Station: Mexico City, Mexico
Section/Unit: LCR, Mexico Country Office
Contract/Level: IICA3/ ICS11
Duration: Ongoing
Supervisor: Senior Project Manager (IICA4)

1. Background Information and organizational context

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS provides health infrastructure, procurement and fund management services to our partners (Governments, UN organizations, International Financial Institutions, Funds) in some of the world's most challenging environments. From constructing hospitals, to procuring pharmaceuticals or medical equipment, UNOPS is working to deliver sustainable health outcomes for millions of people.

In recent years, the demand for health related services from our partners has increased significantly and this has translated into an equivalent increase in the procurement volume of health related goods and services, which since 2019 has totalled over \$400 million in pharmaceuticals, medical devices, medical and laboratory equipment and consumables.

In line with the framework agreement signed with the Government of Mexico, UNOPS supports different government collaboration initiatives aimed at fighting corruption and transparency in public management, as well as exercises aimed at strengthening government actions in the areas of procurement, infrastructure and management of high-impact projects in Mexico. The work requires strategic and operational perspectives, resource management ensuring transparency, effectiveness and efficiency that promotes the development and continuous strengthening of internal management in order to ensure high quality results, according to the needs of the partner in Mexico.

The objective of the project is to support the Government of Mexico in its effort to guarantee the right to health to the greatest number of inhabitants through the planning and management of the consolidated purchase of medicines (period 2021-2024), as well as assistance in the development of system profiles and model of consolidated purchase of medicines for the health sector of the Government of Mexico. This project has 2 main components:

2. COMPONENT 1 (Transparent Procurement of Pharmaceuticals) - Management of multi-year consolidated purchase of medicines (supply of needs during the period 2022-2024).
3. COMPONENT 2 (National Capacity Building) - Strengthening and training in the consolidated model for the purchase of medicines for the health sector of the Government of Mexico.

4. Functional responsibilities

The Procurement and Supply Senior Manager leads a team of Procurement specialists and Procurement officers responsible for the procurement of pharmaceuticals, health supplies and medical devices required by the Government of Mexico with an estimated annual budget of \$1.5 billion. The role reports to the Senior Project Manager and has a functional reporting line to the Senior Procurement Advisor.

The Procurement and Supply Senior Manager is responsible for procurement planning and preparation and for managing all stages of national and international procurement of pharmaceuticals, healing supplies and medical devices.

Under the guidance and supervision of the Senior Procurement Advisor, the Procurement and Supply Senior Manager is responsible for the development and implementation of strategic and effective procurement reflecting international public procurement best practices, compliance with UNOPS procurement policy, rules, regulations and procedures, ensuring appropriate risk management and obtaining the best value for money for the acquisition of pharmaceuticals, medical devices and supplies

Summary of key results:

- I. Team Management
- II. Leadership of the implementation of procurement processes
- III. Design and Implementation of procurement strategies relevant to the Pharma Sector
- IV. Knowledge management and knowledge sharing

Description of duties

I. Team management

- Manages and leads a team of Procurement specialists and officers responsible for implementation of procurement activities; responsible for task assignment, deliverables and completion of key milestones.
- 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.
- Promotes teamwork, collaboration and diversity by providing the team with clear direction, objectives and guidance to enable them to perform their duties responsibly, effectively and efficiently.
- Creates, fosters and role models a culture of respect and zero tolerance for discrimination, abuse of authority, harrasement, sexual harrasement and sexual exploitation and abuse.

II. Leadership of the implementation of procurement processes

Leads the development and implementation of procurement and contracting strategies, focusing on achievement of the following results:

- Applies UNOPS procurement governance framework appropriately (rules, regulations, policies and tools).
- Administers procurement resources and ensures compliant and efficient use of UNOPS policies and standard operating procedures of procurement.
- Ensures accountability for actions and performs duties in accordance with protection mechanisms and action plans, as expected by UNOPS policies, standards and commitments.
- Provides supply-market intelligence and analysis.

- Designs and implements procurement strategies, approaches and plans according to cost reduction and saving strategies, applying:
 - Expertise in market intelligence matched to business requirements;
 - Optimal Stakeholder management principles;
 - Sustainability criteria;
 - Appropriate work processes to individual cases.
- Creates, implements and oversees proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNOPS Procurement rules and regulations, review and award; clarifications and bid protests.
- Design and establish procurement strategies and procurement implementation work plans, including setting objectives, performance measurements, standards and results expected to ensure timely and client-oriented services ensuring objectives and priorities are met and on track.
- Supervise the preparation of solicitation documents for acquisition of goods and services.
- In liaison with the pharma quality assurance and technical unit, participate and provide procurement guidance during the evaluation of bids.
- Participate in contract negotiation and technical discussions providing procurement guidance.
- Provides technical advice and guidance on international procurement of pharmaceuticals and health supplies.
- Works in collaboration with the logistics and delivery units on the logistics strategy and ensures the use of most appropriate INCOTERMS.
- Monitors the overall activities of procurement implementation through the use of corporate tools; providing reports, data and statistics.
- Creates monitoring mechanisms to anticipate critical issues and mitigation actions.
- Contributes to the preparation of project's progress reports, including business cases/strategies, policy briefs, programme plans and risk assessments.
- Ensures the procurement records are well kept and maintained for completeness and safety.
- Elaborates comments regarding project audit reports, when necessary.

III. Design and implementation of procurement strategies relevant to the Pharma Sector:

- Identify new technologies and innovation in health products/services, evaluate and recommend potential supply sources.
- Review and advise on procurement strategies and plans involving the acquisition of pharmaceuticals, including the potential establishment of Long Term Agreements (LTA) in coordination with key stakeholders.
- Contribute to the strategic positioning of UNOPS in the health procurement domain, in coordination with the Procurement Advisory Services and Strategic Initiatives team
- Analyse and keep abreast of political and development trends to identify and propose areas for strategic procurement focus and comparative advantage in the health sector.

IV. Knowledge management and innovation

- Keep abreast of and incorporate latest/best practices, approaches and technology to enhance the procurement delivery and project results.
- Identify and develop new pools of expertise required for implementation of procurement activities.
- Propose innovative solutions to everyday challenges in the area of expertise, including development of new tools and services.
- Guide team's collection of feedback, ideas, and internal knowledge about processes and best practices and utilize productively.
- Contributes to knowledge sharing in the regional pharma network, including collaborating with colleagues and key stakeholders to ensure linkages, consistency, and harmonisation of approaches and compliance with guidelines, framework and standards of accountability, integrity and performance..
- Monitor and analyse the market of pharmaceuticals and medical products, contributing to sourcing strategy for initiating procurement cases. Provide strategic advice on pharmaceutical markets trends and products, evaluate and recommend potential supply sources.
- Submit mandated reports and critical issues to the Senior Procurement Advisor, to drive future process improvement and business development planning.
- Identify and disseminate case studies and best practices on the procurement of pharmaceuticals.
- Institutionalise and share best practices and lessons learned for corporate development planning and knowledge building.
- Contribute to the planning, implementation and organization of strategic capacity building of personnel, clients and stakeholders within the project.

3. Requirements

A. Education

- o Advanced university degree (Master's or equivalent) preferably in Economics, Law, Public Administration, Commerce, Business Administration, Accounting, or Procurement.
- o A Bachelor's degree may be accepted in lieu of the advanced degree if combined with additional years of experience.
- o Procurement accreditation by recognized learning institutes such as CIPS or ISM is an asset.

B. Experience

- o Minimum 7 years of relevant professional procurement experience including implementation of complex procurement projects.
- o Experience leading teams is required.
- o In depth knowledge of WHO and international standards related to pharmaceutical procurement is an asset.
- o Strong understanding of the global pharmacy market and supply chain is an asset.
- o Knowledge of UN or UNOPS or public procurement policies and procedures will be considered an asset.

C. Other skills

- o Good knowledge of IT office tools is required (preferably G-Suite, alternatively Ms. Office).

D. Languages

- o Fluent level in English is required.
- o Good working level of Spanish is required (at least at intermediate level).
- o Knowledge of Portuguese or French may be considered an advantage.

4. 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.



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. 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 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.

5. Signatures

Incumbent		
Name	Signature	Date
Supervisor		
Name	Signature	Date