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

<b>Position:</b>	Lead Procurement Specialist (Health)
<b>Duty Station:</b>	Bridgetown, Barbados
<b>Section / Unit:</b>	LCR, PAMCO Costa Rica
<b>Contract / Level:</b>	IICA 2 - LICA 10 (ICS 10)
<b>Supervisor:</b>	Senior Project Manager
<b>Duration:</b>	Ongoing ICA – Open-ended, subject to organizational requirements, availability of funds and satisfactory performance

## **1. General background of the project / assignment**

The United Nations Office for Project Services (UNOPS) is a United Nations body responsible for infrastructure, procurement and project management (General Assembly Resolution 65/176 of 2010). Our mission is to help people improve their lives and countries achieve peace and sustainable development. UNOPS' three priority areas are:

**i) Sustainable Infrastructure:** Designing, building, repairing, and maintaining infrastructure in challenging environments, focusing on transportation, education, and health infrastructure.

**ii) Public Procurement:** Serving as a central procurement resource for the UN system and governments, emphasizing efficient, transparent, and sustainable delivery of goods and services.

**iii) Project Management:** Managing over a thousand humanitarian, development, and peacebuilding projects annually for various partners, ensuring quality, effectiveness, and results that meet the highest standards.

UNOPS' work seeks environmental, social and economic sustainability, which contributes to the progress of equity and the common good of the countries in which it operates, thus promoting the improvement of the living conditions of the most needy people. UNOPS has a presence in 23 countries in Latin America and the Caribbean. The services, products and technical assistance comply with the principles of public administration of transparency, equity, integrity, free competition, impartiality, morality, effectiveness, efficiency and respect for national institutions.

**Project Information:**

The project aims to support, strengthen, and improve the Queen Elizabeth Hospital (QEH), Barbados' primary acute care medical facility, located in Bridgetown. UNOPS will support the QEH and the Ministry of Health and Wellness of Barbados (MoHW) through the provision of project implementation services for the management and procurement of the following components:

1. Development of comprehensive Master Planning for Queen Elizabeth Hospital according to the results of the assessment of the Hospital and in coherence with the population health projections data for the hospital growth.
2. Strengthen the existing capacity in the Queen Elizabeth Hospital through the provision of rehabilitation services on existing infrastructures.
3. Support the optimization of the current hospital capabilities through the provision of procurement services for the acquisition of medical equipment and IT equipment.
4. Support the identification and development of future hospital capabilities through the provision of integral design and procurement services for additional administrative and laboratory facilities.

**Local Context:**

Barbados is the United Nations hub for the Eastern-Caribbean, and as such benefits from a strong UN presence. UNOPS presence in the country will be expanded for this project, with the opening of an office in Bridgetown, supported by the UN system and UNOPS Multi-Country office for Panama, Costa Rica and the Caribbean based in San Jose, Costa Rica.

Barbados is a safe country, with a UN Class A hardship level, and level 1 Security level in the US State Department. Normal caution is advised.

UNOPS benefits from an established relationship with the Ministry of Health and Wellness of Barbados and the QEH teams.

**About Our Culture:**

Our work contributes to building the foundations for countries and communities to achieve peace and sustainable development, guided by our values: Inclusion, Integrity, Humility and Humanity.

**2. Purpose and scope of assignment**

Under the direct supervision of the Senior Project Manager and the secondary supervision of the procurement practice coordinator, the Lead Procurement Specialist (Health) will carry out all activities required for the Project, particularly those aimed at specifying and detailing medical and non-medical hospital equipment, according to the activities and stages listed below:

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**Summary of functions:****Pre-Procurement Phase:**

- Responsible for strategically configuring the annual procurement plan for medical hospital equipment (including eye care equipment) and hospital information system.
- Provision of requested market supply research/data by conducting routine market research to determine sources of supply, using the UN Global Marketplace and other external sources.
- Seek the incorporation of sustainability criteria into the procurement process.
- Preparation of short lists of suitable contractors/suppliers for purchases of value above the designated amounts for the approval of the Designated Official;
- Configuration/upgrading and maintenance of the local supplier database, ensuring regular updating of data.

**Procurement Phase**

- Preparation and issuance of Expressions of Interest, Request for Quotation, Invitations to Bid, Invitation for Proposals (EOI, RFP, RFQ and ITB) or other bidding documents as required, ensuring conformity with UNOPS approved templates or seeking legal clearance in case of necessary adjustments;
- Manage the procurement processes including resolving clarifications for bidders and amendments, in close collaboration with the technical team.
- Lead the evaluation committees including preparation of evaluation reports and submissions to the relevant Procurement Authority (PA) and Contracts and Property Committee (CPC) review for the award of tenders.
- Information databases, all procurement files and records updated and constantly maintained.
- Status reports generated as required.

**Phase of Support in Equipment Contract Administration:**

- Support to the project team in the contract management phase and implementation of delivery plans.

**Other Support to the Local Office:**

- Availability of all supporting documents, related to procurement, for audit and review purposes;
- Execute other tasks assigned by the supervisor within the context of the Project.

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## Personnel Management

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

## Knowledge Management

- Organize, facilitate and/or deliver training and learning initiatives for project personnel on procurement-related topics.
- Lead and conduct initiatives on capacity development and knowledge building for procurement personnel, including network development, plans, learning plans and activities, procurement practice information and best practice benchmarking.
- Oversee team's contributions to Procurement knowledge networks and communities of practice including collaborative synthesis of lessons learnt and dissemination of best practices in procurement management.
- Guide team's collection of feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

## 3. Progress Monitoring and Control:

Key results have an impact on the efficiency of the unit. Proper information entry, report submission, and client focus define UNOPS's ability as a first-class service provider, contributing to the development of the country.

## 4. Qualifications and Experience

### a. Education:

- Advanced University Degree (equivalent to a Master's or similar) is required, preferably in, Procurement and /or Supply Chain Management, Law, Commerce, business administration, public administration or related fields.
- Bachelor's Degree: A first-level university degree in combination with two (2) additional years of progressively relevant experience may be accepted in lieu of an advanced university degree.
- Chartered Institute of Supply and Supply (CIPS) Level 4 certification is an asset.

**b. Work Experience:**

- A minimum of five (5) years of relevant professional experience (or more based on academic merit) is required in the procurement of medical equipment, this includes experience in procurement of medical technologies at national and international level.
- Strong experience in developing procurement strategies and exposure to public procurement processes is required.
- Experience in project management is desirable.
- Experience of successfully working with a variety of health sector stakeholders, particularly governments and development partners including UN organizations is an asset.
- Experience working in developing countries is an asset.
- Experience working with large global donors such as the World Bank, EU and IDB is an advantage.
- Governmental Advisory: Previous work experience in advising government and official bodies is desirable.

**c. Languages:**

- Fluency in written, reading and oral English is required
- Fluency in Spanish is an asset.
- Fluency in another UN language would be 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. **(Applicable only for levels ICS-10 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.

	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. <b>For people managers only:</b> Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles</p>
	<p>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).</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

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

