

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

<b>Position:</b>	Procurement Senior Associate
<b>Duty Station:</b>	Phillipsburg, Sint Maarten
<b>Section / Unit:</b>	LCR, PAMCO Costa Rica
<b>Contract / Level:</b>	LICA 7 (ICS 7)
<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:**

This project will support the strengthening of the chain of justice in the island of Sint Maarten by offering UNOPS turn-key services for the construction of a new rule of law facility. The project will be achieved in two phases for an estimated project budget of 50 MUSD.

The second phase is estimated for a total of 40 months and contemplates the Construction of the rule of Law facility). This will include providing design and procurement support for the new Point Blanche prison, ensuring the full integration of human rights, as well as social, gender, climate and environmental considerations

**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 the Procurement Senior Associate, ensures the provision of efficient and timely support services in procurement and contract administration to the different programmers in a relevant geographical area. He/she promotes a client-focused, quality, and results- oriented approach and provides support to procurement personnel. In the discharge of her/his duties, the Procurement Senior Associate works with minimal supervision and liaises with UNOPS programme support colleagues and technical experts, in order to ensure the best quality of service.

**Functions/Key Results Expected**

Summary of key results:

1. Transactional Procurement Support services
2. Procurement planning and systems
3. Requisitions/procurement and sourcing
4. Bidding and tendering
5. Contract administration
6. Team Management
7. 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 Market Place, 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;
- Constant liaison maintained with vendors and consignee until safe delivery of goods is achieved.

## **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 utilize productively.

#### **IV. Impact of Results**

The effective and successful achievement of results by the Procurement Senior Associate affects the performance of major aspects of the relevant business unit/s, project activities, procurement and contract management support services, impacting the timely and effective implementation of the respective services and deliverables. This ensures client satisfaction and promotes the image and credibility of UNOPS as an effective service provider in project services and management. This enhances UNOPS' competitive position as a partner of choice in sustainable development and project services in the country/region served.

### **4. Qualifications and Experience**

#### **a. Education:**

- Completion of secondary school is required.
- First University Degree 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. Experience:**

- A minimum of seven (7) years of relevant experience (or less based on academic merits) in providing procurement support services in national and/or international public or corporate organizations.
- Supervisory experience of personnel in procurement support services is desirable
- Experience with infrastructure bidding processes is desirable.
- Experience in rule of law infrastructure is an asset.
- Experience in working with a range of stakeholders in developing countries is desirable.
- Knowledge of UN/UNOPS Procurement Rules and Regulations is distinct advantage.

**c. Languages:**

- Fluency in written, reading and oral English is required
- Fluency in Dutch is an asset.
- Fluency in Spanish is an asset.

**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 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.

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