

Terms of Reference Supply & Procurement Associate (Temporary Appointment)

Duty Station: Jakarta

Level: GS6

Duration: 364 days

Supervision: NOC Supply and Procurement Specialist

Background

UNICEF Indonesia has been continuously supporting the Government of Indonesia through the Ministry of Health in response to the Covid-19 pandemic since early 2020. With the recent development in vaccine invention, UNICEF at the global level also plays an important role as the coordinator for vaccine procurement under COVAX facility. Further, the increase demand of Covid-19 vaccine will not only be related to the procurement of vaccine itself but also will affect the needs for other supporting equipment, especially for Cold Chain Equipment (CCE). Considering this factor, UNICEF foresees that there will be more procurement in conjunction with the vaccine and CCE.

Further, the challenge will be facing with regard to the distribution and installation of the equipment since the area to be covered is quite vast. In order to maintain its level of support to the Government of Indonesia and in anticipating the upcoming high volume procurement related to vaccine, CCE and other items related to Covid-19 response as well as other procurement activities, UNICEF would like to hire a Supply Associate (GS6) level to support the activities.

MAIN TASKS AND RESPONSIBILITIES:

The incumbent will perform following tasks:

- In consultation with supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.
- Support supply emergency preparedness and response activities including establishment of Long Term Arrangements (LTAs), Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.

Procurement/contracting:

- Provide input to and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. Conduct market research in relevant areas for UNICEF and advice on best approaches to obtain best value for money and sustainable procurement. Support product innovation and market shaping initiatives for specific categories of supplies and services.
- Liaise with clients in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Take into account opportunities to strengthen sustainability of supply chains.
- Ensure establishment of Long Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Organize bid openings, and conduct technical and financial analysis of offers as might be required. Conduct clarifications and negotiations with suppliers. Maintain highest level of

integrity, ethical standards and accountability in the procurement of goods, contracting of services and construction work.

- Prepare requests for award including submissions to Contract Review Committee. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.
- Ensure appropriate filing of procurement cases and maintain up to date records for future reference including for audit.

In-country logistics:

- Provide logistics input to the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity) and different delivery mechanisms. Advise on budget requirements for various delivery modalities, and ensure establishment of budget with clients.
- Liaise with supply colleagues as well as clients and using supply dashboards to ensure pipeline monitoring and establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports and ensure information accuracy in corporate systems to enable informed decision-making.
- Provide specialized support in the area of logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
- Identify needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and manage contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.
- Manage documentation processing for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

Warehousing and inventory management:

- Maintain appropriate warehousing and inventory management processes in support of the country programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained.
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.

Alternative delivery mechanisms and procurement services:

- Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.
- Facilitate Procurement Services (PS) transactions in collaboration with programme sections and UNICEF Supply Division (SD). As appropriate, support CO counterparts on forecasting and costing of PS-channel supplies. Monitor the issuance of Purchase Orders (POs) and/or Copenhagen Warehouse Stock Transfer Orders on PS Sales Orders. Follow up with SD and UNICEF freight forwarders as needed on timely delivery/shipment of PS orders. Support communications and follow up with COs with regard to partnership requests and negotiations as required.

- Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction.
- Monitor the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed in the Memorandum of Understanding (MoU) and Cost Estimate (CE), supervise the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.

KNOWLEDGE / EXPERTISE / SKILLS REQUIRED

Education:

- Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.

Experience:

- A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required. Understanding of development and humanitarian work is an advantage.
- Having knowledge in procurement of CCE is an advantage.

Skills:

- Thorough knowledge of a range of specialized topics, including the relevant supply chain policies, partnership mechanisms, rules and regulations.
- High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to the particular circumstances of complex individual cases.
- Experience using MS Word, Excel, PowerPoint and other UNICEF office tools.
- Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work. Good judgement in order to handle complex cases including considerations for exceptions.
- Ability to develop and maintain effective working relationships with clients, suppliers and colleagues and gain the assistance and cooperation of others in a team endeavor.
- Ability to use supply related modules within UNICEF ERP system.
- Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.
- Fluency in English and Bahasa Indonesia.