

## Terms of Reference

### Contract Officer (WASH), NoB, Temporary Appointment (6 months), Khartoum

#### Summary

<b>Title</b>	Contract Officer (WASH)
<b>Purpose</b>	Under the direct supervision of the Contracts Manager within the supply section and WASH Manager (Urban), the incumbent assists in the procurement of UNICEF's supplies and services, particularly in support of the WASH Section and the Country Programme. The Contracts Officer will be responsible for ensuring that all the WASH procurement activities comply with UNICEF Financial Rules and Regulations, Supply Division Manual, and other applicable procurement procedures. The position plays a critical role in maintaining procurement integrity, supporting programme implementation, and ensuring efficient utilization of resources.
<b>Post Category</b>	National staff
<b>Duty Station</b>	Khartoum
<b>Contract type</b>	TA
<b>Duration</b>	6 months with the possibility of extension
<b>Reporting to</b>	Contract Manager/WASH Manager (Urban)
<b>Funding Source</b>	TBD
<b>Expected Start Date</b>	30/09/2025

#### Background and Strategic Context

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the Organization does in programmes, in advocacy, and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop, and reach their full potential, without discrimination, bias, or favoritism. To the degree that any child has an unequal chance in life in its social, political, economic, civic, and cultural dimensions, her or his rights are violated. There is growing evidence that investing in the health, education, and protection of society's most disadvantaged citizens — addressing inequity — not only will give more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations. WASH is one of the basic social service and advocacy programme areas that UNICEF supports in Sudan towards fulfilling the rights, development, and protection of vulnerable children.

In response to the current crisis in Sudan, the WASH delivery model has been heavily dependent on partnerships with CSOs, making this position strategically crucial in the sector. However, UNICEF is diversifying its implementation modalities to the private sector through direct implementation, mainly for the construction and consultancy services. The Logistics and Supply Section plays a critical role in supporting UNICEF's mission by ensuring the timely and efficient procurement of supplies and services that are essential for programme implementation. Effective contract management is crucial to maintain transparency, accountability, and value for money in all procurement activities.

#### Summary of Key Functions and Accountabilities

The Contract Officer (WASH) reports to the Contract Manager (Level 4) for supervision. The contract officer provides technical, operational, and management assistance throughout the procurement with a particular focus on the WASH procurements. The contract officer reviews the ToRs, initiates the contracts, and arranges the necessary documents for the CRC approvals through a variety of technical and administrative tasks.

#### (1) Procurement and Contract Management

- Undertake local procurement of supplies and services in accordance with UNICEF Financial Rules and Regulations, SD Manual, and other applicable procurement procedures.
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- Undertake local procurement of supplies and services in accordance with UNICEF Financial Rules and Regulations, SD Manual, and other applicable procurement procedures.
- With particular focus on WASH projects, undertake a review of Specifications/TOR/evaluation criteria and provide feedback and guidance to requestors to ensure that clear, complete specifications/TOR/evaluation criteria are available for tendering. Advise on the need for a pre-bid meeting and, if required, lead the preparation, meeting, and writing/distribution of minutes.
- Ensure that adequate vendors are available for issuance of ITB/RFP. If required, undertake a market survey and update the database with new supplier information.
- Lead the evaluation process related to ITB/RFP. Provide advice and guidance throughout the evaluation process and for RFP lead negotiations if required.
- Provide necessary inputs to CRC submission and arrange CRC meetings in a timely manner in collaboration with the Supply Chief. Following the CRC meeting, draft minutes for signature and relevant signatures.
- Once CRC approval is provided, raise obligating documents in VISION and coordinate with the supplier for the signature of the contract/PO.
- Monitor the LTA plan in coordination with the Supply Specialist to undertake subsequent extensions or retendering of LTA requirements.
- Draft the contracts and make sure they are signed by the responsible authorities, suppliers, contractors, and consultants.
- Any other duties or assignments as requested.

## **(2) Advisory Services and Technical Support**

- Provide necessary inputs to CRC submission and arrange CRC meetings in a timely manner in collaboration with the contract manager.
- Following the CRC meeting, draft minutes and CRC documents for relevant signatures.
- Once CRC approval is provided, raise obligating documents in VISION and coordinate with the supplier for the signature of the contract/PO.
- Provide technical advice to programme staff on procurement-related matters.
- Ensure compliance with UNICEF procurement policies and procedures.

## **(3) Programme Management and Monitoring**

- Monitor LTA contracts and plan new LTA in coordination with the contract manager and WASH Manager to undertake subsequent extensions or retendering of LTA requirements.
- Track procurement timelines and ensure timely delivery of goods and services.
- Maintain up-to-date records of all procurement actions and contracts.
- Prepare regular reports on procurement activities and contract status.

## **(4) Capacity Building and Knowledge Management**

- Support the capacity building of staff on procurement processes and procedures.
- Document lessons learned and best practices in procurement and contract management.
- Contribute to knowledge management within the Supply section.

## **(5) Humanitarian Procurement Preparedness**

- Support emergency procurement when required.
- Ensure familiarity with UNICEF's procedures for responding to procurement emergencies.
- Maintain a roster of suppliers, consultants, and contractors for emergency response.

## **Minimum Qualifications and Competencies:**

### **Qualification/Work Experience**

- University degree in Business Administration, management, supply chain, procurement or related field.

- Minimum of five (5) years of progressively responsible professional work experience in the field of Supply, contracts, and procurement.
- Experience with UN procurement systems is an asset.
- Fluency in English required. Knowledge of the Arabic language is an asset.

#### **Skills**

- Good Competence in the Supply aspects of ERP/VISION.
- Proficient in the Microsoft Office package, in particular Excel and Word, with a sound knowledge of Excel-based analytical tools.
- Good judgment, initiative, a high sense of responsibility, tact, and discretion.
- Good negotiating and writing skills.
- Ability to multitask and prioritize.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.

#### **Desirable Qualifications:**

- Master's degree or advanced diploma in procurement or supply chain is beneficial.
- Professional certification like CIPS, CIPM etc are highly required
- Strong analytical skills for procurement scenarios Using data analysis tools like excel power Bi etc
- Evidence of soft skills negotiating and building strong relationships with vendors

### **UNICEF values and competencies required (based on the updated Framework)**

#### **Core Values:**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

#### **Core Competencies (For Staff with Supervisory Responsibilities) \***

- Nurtures, Leads, and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

#### **Core Competencies (For Staff without Supervisory Responsibilities) \***

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

### Child Safeguarding Checklist

Role	Indicators	Question	Responses		Comments
			YES	NO	
<b>Elevated risk role</b>	<p>1. Have more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <b>This is a “direct contact role”</b>;</p> <p>2. Spend more than 5 hours manipulating or transmitting personally identifiable information of children, with limited supervision by a member of more senior personnel. <b>This is a “child data role”</b>;</p> <p>3. Have one of the following roles, because they are expected to have a specialized role in managing child safeguarding (a <b>“safeguarding response role”</b>): a. Representative; b. Deputy Representative; c. Chief of Field Office; d. The most senior Child Protection role in the office; e. Any focal point that the office designated for Child Safeguarding; or f. Investigator, Office of Internal Audit and Investigations.</p> <p>4. Be engaged in activities that are assessed to involve elevated child safeguarding risks (an <b>“assessed risk role”</b>) because: a. The incumbent will engage with particularly vulnerable children; or b. Measures to manage other safeguarding risks are considered unlikely to be effective.</p>	<b>Is this position considered as "elevated risk role" from a child safeguarding perspective?</b>			

**If this is an “elevated risk role” please indicate the following information:**

Role	Indicators	Question	Responses		Comments
			YES	NO	
<b>1) Direct contact role</b>	(“Direct” means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.)	<b>Is the position a direct contact role?</b> If yes, please indicate the <b>number of hrs/mnths</b> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.			<b>Number of hours/months:</b>
<b>2) Child data role</b>	Spend more than 5 hours manipulating or transmitting personally identifiable information of children, with limited supervision by a member of more senior personnel.	<b>Is the position a child data role?</b> If yes, please indicate the <b>number of hrs/mnths</b> of manipulating or transmitting personal-identifiable info of children (names, national ID, location data, photos):			<b>Number of hours/months:</b>
<b>3) Safeguarding response role</b>	(Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)	<b>Is the position a safeguarding role?</b>			<b>Number of hours/months:</b>
<b>4) Assessed risk role</b>	Be engaged in activities that are assessed to involve elevated child safeguarding risks (an <b>“assessed risk role”</b> ) because:	<b>Is the position an assessed risk role?</b>			<b>Number of hours/months:</b>

	a. The incumbent will engage with particularly vulnerable children; or b. Measures to manage other safeguarding risks are considered unlikely to be effective.				
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	<i>Prepared by</i> Supervisor/Section Chief	<i>Review by</i> Chief HR	<i>Endorsed by</i> Deputy Representative	<i>Approved by</i> Head of Office
Name				
Title				
Signature				
Date				