

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Individual Consultant Local Market Survey in Gabon and STP	The office of Gabon and Sao Tome e Principe has received USD 30 000 by FR to finance the local market survey. The funds have to be expensed before 31.12.2021	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Home based – Libreville – Sao Tome
<p>Purpose of Activity/Assignment:</p> <p>The objective of the consultancy is to identify and assess the availability of suppliers in Gabon and Sao Tome e Principe, to pre-qualified vendors for local procurement of supplies and services for a list of specific emergency supplies and services.</p> <p>The expected outcome and activities of the assignment is to assess local vendors, evaluate their capacity to be included or not in UNICEF list of pre-qualified suppliers. The result will be the updating of the existing database (if any) - or the development of a new database - with the identification of local suppliers of goods and services, by the categories identified by the CO together with a proposition on how to update the database.</p> <p>Background</p> <p>UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.</p> <p>Present across 190 countries and territories, UNICEF works for every child, everywhere, every day, to build a better world for everyone.</p> <p>In the West and Central Africa region, UNICEF is working in 24 countries. As part of its activities, UNICEF provides goods and services to meet its programmes objectives.</p> <p>Sourcing strategy includes procurement from the local markets. When undertaking procurement, UNICEF follows the key principles of efficiency, fairness, transparency, accountability and high ethical standards and independent market research enables meeting those principles.</p> <p>In West Africa, the markets are constantly evolving with new companies being created whilst others are closing. Working in the dynamic environment and to meet its procurement key principles, UNICEF needs to ensure it always has the most accurate and updated knowledge of the local markets it is working in and buys services and products from reliable suppliers, providing quality goods and services to meet its programme objectives. One of the tools available to UNICEF is the market survey</p> <p>Scope of Work:</p> <p>Before the consultant arrives in country, the UNICEF office would have prepared all the pre-requisite documentation:</p> <ul style="list-style-type: none"> - the Expression of Interest has been advertised in all leading local newspapers as well as on the UNICEF and UNGM websites and shared with other UN agencies and INGO in countries - local chamber of commerce, associations and syndicates have received the Expression of Interest to share with their members - interested suppliers have sent their documentation and the files are available at the UNICEF CO <p>Upon arrival, the consultant will review the documentation in line with the deliverables below.</p> <p>Deliverables and Schedules</p> <ul style="list-style-type: none"> - Week 1-2: Preliminary review and notation of the all received supplier forms is done and documented. 			

- Week 3-4: A list of short-listed suppliers for various categories of commodities and services is available based on the documentation submitted.
- Week 5-8: To assess the suitability of each supplier, physical visits and inspections of short-listed suppliers are undertaken together with one local team Supply team with Supplier Inspection Reports available and signed.
- Week 9: Submit a Final report and the data base containing the methodology, principal conclusions and recommendations of the market survey.

Timing

The consultancy is expected to last 9 weeks from the start of the documentation administrative review to the final report.

Reporting Requirements

- Monthly progress reports to the CO Supply person in charge with milestones being:
 - o At the end of week 4: list of short-listed suppliers available before physical premises visits
 - o At the end of week 9: list of pre-qualified suppliers is available and ranked according to UNICEF standard market survey methodology
- Final report to CO Supply with copy to Regional Supply Unit at the end of week 9 with:
 - o Methodology
 - o Short-list of suppliers per type of services/goods (hard copy and electronic versions) including the categories of recommendation for each (recommended, recommended with conditions, not recommended)
 - o Framework to update the supplier database
 - o Risk analysis of the local market
 - o Challenges and recommendations to overcome the challenges in future similar exercises
 - o Hardcopies documents from suppliers are filed and handed over to the Senior Supply staff

Administrative Issues

When in country, the consultant will be based in the 2 weeks in Libreville and 2 weeks in Sao Tome to visit the potential vendors. He/She will be supervised by the most senior supply staff in country.

The consultant will have to bring his/her own laptop. UNICEF will provide a local SIM card (not mobile phone) for the consultant to contact directly the local suppliers during the market survey. The CO will also provide an office space for the consultant.

During the physical visits to the supplier's premises, the consultant will be accompanied by a member of the UNICEF Supply team

Evaluation process and methods

The contract will be awarded to the consultant whose profile meets the most the requirements and offering the lowest final offer

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Payment schedule

- 30% of the total fee will be paid at week 4 upon the deliverable listed in the reporting requirements above
- 70% of the total fee will be paid at week 9 upon validation by UNICEF of final report

Financial proposal

The financial proposal should be all inclusive and in the following format and in EURO or USD.

When quoting for travel cost:

- travel cost shall be calculated based on economy class travel, regardless of the length of travel

- costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

Description	Unité	Qté	Prix unitaire	Total
Consultant				
Honoraires	h/j			
Frais de mission (DSA)	DSA/j			
Transport				
International	Ticket			
Local				
Autres				
.... (préciser)				
TOTAL				

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☐ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☐ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021	Requesting Section/Issuing Office: Supply - Operations	Reasons why consultancy cannot be done by staff:	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Rachel Lebomo, Supply Associate	Start Date: 01 September 2021	End Date: 31 October 2021	Number of Days (working) 45 days

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget USD
Preliminary review and notation of the all received supplier forms is done and documented. .		Week 1-2:	
A list of short-listed suppliers for various categories of commodities and services is available based on the documentation submitted.	list of short-listed suppliers available before physical premises visits	Week 3-4	6 176.4
To assess the suitability of each supplier, physical visits and inspections of short-listed suppliers are undertaken together with one local team Supply team with Supplier Inspection Reports available and signed.		Week 5-8:	
Submit a Final report and the data base containing the methodology, principal conclusions and recommendations of the market survey	List of pre-qualified suppliers is available and ranked according to UNICEF standard market survey methodology Final report to CO Supply with copy to Regional Supply Unit	Week 9	14 411

Estimated Consultancy fee			
Travel International (if applicable)			2 500
Travel Local (please include travel plan) – Urban transportation			1 250
DSA (if applicable) 2 weeks in Libreville, 2 weeks in Sao Tome			6 412
Total estimated consultancy costsⁱ			30 000
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines Advanced university degree in business administration, procurement, management, marketing or a related technical field. A relevant first-level university degree (Bachelor's) in one of the field listed above, combined with 8 years relevant experience at the international level may be taken in lieu of an advanced university degree.			
Knowledge/Expertise/Skills required: <u>Work Experience:</u> Five years progressively responsible professional work experience at the international level in procurement, supply and logistics, business administration and management. Proven experience in similar assignments with UNICEF, preferably in West Africa will be an additional advantage. Languages: Fluency in French is required. Working knowledge of Portuguese is desirable. English will be an advantage Competencies: <ul style="list-style-type: none"> ○ In depth knowledge of procurement and good concept of analyzing technical financial documents. ○ Proven ability to develop, plan and manage market research and similar projects ○ Good analytical, negotiating and communication skills. ○ Demonstrated ability to work independently in a multi-cultural environment effective working relationship both within and outside the organization. ○ Excellent computer skills, including database applications and internet navigation. ○ Expertise in public procurement. ○ Experience in report writing. ○ Planning and Organizing skills/Accountability and ability to work independently 			
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/> : No			
<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: Home based + 2 weeks in Libreville, 2 weeks in Sao Tome If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>			

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.