

# TA Requisition/TOR Form

(FOR Temporary Appointments)



## UNICEF-Cameroon : TERMS OF REFERENCE (TOR)

**Job Title and Level: Contracts Officer (P2 TA)**

**Section: Supply and Logistics, Operation**

**Duration: 12 months with possibility of 6 months extension**

**Duty Station: Yaounde, Cameroon**

### 1. Purpose of Assignment & Justification:

With projection of the procurement and contracting workload in health, and the high expectation in managing complex and demanding requests from the partner, this job profile complement the current staffing issues in the supply function and with the intention to establish a dedicated contract officer in managing all health related requests for the procurement and service contracting including the construction projects.

The candidate shall ensure effective and efficient planning, development, and execution of procurement strategies, improve the operational efficiency in the contract implementation and management, monitoring suppliers' performance, conduct market research and establish local LTAs for the regular procured kits and services.

The impact of work directly affects the perceived professionalism of the incumbent and the overall reputation of the Supply and Logistics Section for high quality work for mitigating the public procurement principles of integrity, fairness, transparency and value for money. This in turn contributes to the effective and efficient management of UNICEF CCO programmes and maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results for children.

### 2. Indicative assignment dates: January 2024

### 3. Supervisor: Ling Chen

### 4. Major duties and responsibilities: Fill in here key responsibilities

- Ensures all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
- Works closely with programmes and partners on project/TOR design, work plan and coordination, issues of long term forecasting of procurement plan and funding availability.
- Ensure and coordinated planning of procurement and demand of the required supplies and services, including coordination on LPA if it is required.
- Review the requirements for supplies and services, such as specification, TOR, evaluation criteria, pricing structure, taxation and appropriateness of supply requests (PR and SO). Ensure terms and conditions are well understood by bidders / proposers. To take preventative measure to secure value for money, efficiency and timely completion of the project.

- Issues UNICEF tender invitations to acceptable suppliers, evaluates quotations, clarifies offers, and negotiates with suppliers as appropriate. Makes recommendations for finalization of contracts, adjudicates offers in consultation with technical unit.
- Prepares and defends submissions to CRC. Oversight for quality contract / PO and LTAs. Scope of work, deliverables and payment schedule should be clearly described in these documents. Ensure integrity with solicitation.
- Monitor and identify issues related to ongoing contract. It includes to ensure monitoring the execution of contract as per terms and conditions stated in contract, appropriate timing (e.g. not opening after contract duration is overdue) and cost effectiveness. Work for complex cases of contract management. If it is necessary, it requires coordination with local partners, legal department, field visit etc. Ensure to place professional monitoring at site (for construction) / progress of deliverables.
- Maintain system for supplier / contractor performance evaluations. Establish KPI for the effectiveness and efficiency of Local Procurement.
- Define, establish and implement quality control procedures on contract documentation, storage and follow up; approve all functional group standard operating procedures.
- Ensure provision of the updated data related to contracts from established data source. The data will be used for programme meeting, CMT etc.
- Compile and analyse historical data and forecasts of programme requirements. It includes supply planning and monitoring.
- Supervise and identify training needs of staff under supervision.

## **6. Qualifications or specialized knowledge/experience/competencies required for the assignment:**

### **a) EDUCATION**

A first level university degree (Bachelor's) is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or relevant technical field.

### **b) WORK EXPERIENCE**

A minimum of two (02) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required.

### **c) LANGUAGES**

Fluency in English and/or French is required.

### **d) COMPETENCIES**

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (level II)
- Drive for results (level II)
- Working with people (level II)

Functional Competencies:

- Leading and Supervising (level I)
- Deciding and Initiating action (level II)
- Applying Technical Expertise (level II)
- Planning and Organising (level II)
- Following Instructions and Procedures (level II)

**e) TECHNICAL KNOWLEDGE**

Understanding of UN public procurement principle and policies.  
Experience in the Emergency Procurement is an advantage.  
Experience in Health supply chain management is preferred.

**7. Submitted by:**

**Name and Title:**

**Date: Signature:** \_\_\_\_\_

**8. Review & Endorsement:**

**1) Reviewed by Human Resources:  
Signature and Date:** \_\_\_\_\_

**9. Certified by: Dep Prog or Deputy Rep Ops:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**10. Approved by: Representative:**

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_