



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE**

I. Post Information

Job Title: Contracts Specialist/P3
Supervisor Title/ Level: Supply Manager
P4
Organizational Unit: Operations
Post Location: State of Palestine

Job Level: P3
Job Profile
No.:
CCOG Code:
Functional Code:
Job Classification Level: P3

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, 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 a society's most disadvantaged citizens — addressing inequity — not only will give all 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.

Purpose for the job:

Given the complexity and culturally sensitive operating environment as well as the increased scale of procurement of Institutional services the Contracts Specialist, under the supervision of the Supply Manager (P4) will manage contracting for Institutional services of complex nature and impactful that require strong professional technical expertise and extensive hands-on experience in support of Operations and Programme activities.

The incumbent will be accountable for effective planning, contracting, procurement and monitoring of end-to-end of all institutional service contracts for the Country Office. As well as handle and coordinate all aspects of the contracting processes including establishment of performance indicators, and assessment of fit for purpose of services.

The Contracts Specialist (P3) will provide technical leadership in the implementation of the procurement and/or contracts strategy for services based on informed risk assessment analysis and assumptions; they will ensure that contract plan of actions is established and implemented (establishment of relevant LTAs and frame agreements).

There are variety of risks faced during the procurement process (cross cutting risks and risks in every phase and stage of the process) which need the involvement in risk assessment and planning practical management and operational measures. To manage and ensure the best value for money and mitigate risks, creation of a Contracts Specialist is needed as there is a

clear trend and strategic shift from donor funding for delivery of goods to demand for more complex and high-value infrastructural projects, and/or highly technical institutional services in the new ADP document.

As the works for procuring services are more complex than supplies such as sourcing service provider, defining clear TOR including clear technical evaluation criteria, appropriate pricing, setting pre-bid meeting, evaluation, awarding contract, monitoring the progress of contract and timely response to individual case for dispute.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

Below are the main foreseen activities for this assignment. It shall be noted that many of the tasks mentioned below will have to be run simultaneously for different projects, hence requiring good organizational and time management skills. Key tasks will include:

- Provide rapid and relevant procurement support and guidance, with a priority on achieving value for money, to internal customers from Country Office
- Develop tender strategies, with a goal to achieve best value for money in contracting for goods and services for the organization
- Secure compliance with established UNICEF Financial rules & regulations to maintain the highest level of integrity, standards, and accountability.
- Ensure that effective support to UNICEF and Government capacity-building efforts are provided to enhance efficient, effective, and timely supply delivery
- Effective collaboration and partnership in supply, procurements, purchasing, contracting, and logistics services with internal and external counterparts developed and maintained through better coordination, communication, and networking. Effective partnership standby agreement concluded to ensure timely procurement, delivery, utilization and monitoring of quality and movement of supply assistance

1. Provide rapid and relevant procurement support and guidance, with a priority on achieving value for money, to internal customers from Country Office

- Establish close collaboration with programme sections through involvement in programme planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish accountability framework with programmes, for delivery of results for children.
- Analyze supply spend and establish procurement strategies based on category management to focus on strategic, essential supplies and services that contribute to results for children, including establishment of long-term agreements (LTAs) where relevant
- Provide continuous and updated guidance on procurement for services activities to all internal customers as required and advise on the most appropriate procurement strategy.
- Support procurement planning through coordination with internal customers. Provide technical support in preparation of appropriate documents, and input on specifications, on procurement of fundraising services, facilitating cost-effective and efficient procurement.
- Provide proactive procurement support, review ongoing and future procurement requirements. Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a

view to drive improvements and ensure efficient and effective supply chains for children.

- Collaborate efficiently and effectively with all members of the procurement team to maximize the outputs of the team and achieve the unit's objectives.
- Ensure appropriate vendor management practices e.g., supply performance reviews are established and applied.
- Participate in high level emergency coordination, implementation and monitoring meetings with internal and external partners and establish close collaboration with Procurement Working Group.

2. Develop tender strategies, with a goal to achieve best value for money in contracting for goods and services for the organization.

- Compile lists of possible sources of procurement.
- Prepare and issue international tenders, manage 2-stage RFP evaluation process and tabulate results in a comparison matrix. Manage bidding processes using UNICEF web tendering tool, and orienting service providers/suppliers on the use of the tool.
- Prepare Contracts Review Committee (CRC) submissions for orders above the CRC threshold and present the cases to the CRC committee for review and approval.
- Develop and prepare complex contracts for procurement of both once-off and long-term requirements for routine and non-routine services.
- Effectively manage ongoing long-term contracts for provision of goods and services to ensure that service provider/supplier's performance is within stated service levels.
- Proactively initiate renewal of contracts before their expiry.
- Assist in the identification of new service providers/suppliers.
- Carry out other procurement related tasks as requested by the Supply Manager.

3. Secure compliance with established UNICEF Financial rules & regulations to maintain the highest level of integrity, standards, and accountability.

- Ensure a procurement plan is prepared and updated for each Section.
- Ensure that contracts are in place because of competitive bidding exercises, in a timely manner and in accordance with UNICEF Financial rules & regulations and procurement guidelines and processes.
- Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on procurement policies, procedures, and guidance. Advise the internal customers on policies and procedures.

4. Ensure that effective support to UNICEF and Government capacity-building efforts are provided to enhance efficient, effective and timely supply delivery,

- Plan, design and conduct training for UNICEF's staff/consultants and counterparts in supply management, customs clearance, distribution and inventory management of supplies and equipment in order to maximize supply delivery.
- Provide effective coaching to the staff/consultants as required.
- Promote/drive supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children.
- Promote critical thinking, innovative approaches, and good practices on supply chain management within the organization as well as with externals to ensure effective and efficient supply chains for children

<p>5. Collaboration and Partnership</p> <ul style="list-style-type: none"> • Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities. • Provide supply input to donor dialogue, and support development of supply of cash services components of proposals to donors including budgeting and use of innovative financing mechanisms for supplies and services. • Support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT). • Develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in contracting for services activities including harmonized and collaborative procurement. 	
<p>IV. Impact of Results</p>	
<p>The ability of the Contracts Specialist to successfully plan, manage and oversee the effective and efficient supply chain management of goods and services for UNICEF Sudan, directly impact on programme goals and results for children. This in turn contributes to 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.</p> <p>This job profile contributes to delivery of quality services / goods to the right holders. It is expected to prevent risks of delay, hazard caused by poor service, reputation damage etc. in line with procurement strategies, including quality and end to end supply chain performance objectives and monitoring. Efficient and effective coordination with requesting sections, contractors, national and local authorities, UNICEF regional office, legal office and SD.</p>	
<p>V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles).</p>	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ▪ Communication (II) ▪ Working with people (II) ▪ Drive for results (II) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ▪ Leading and supervising (II) ▪ Formulating strategies and concepts (II) ▪ Analyzing (II) ▪ Applying technical expertise (II) ▪ Planning and Organizing (II) ▪ Relating and Networking (II) ▪ Coping with set-back and pressure(II)
<p>VI. Recruitment Qualifications</p>	
<p>Education:</p>	<p>Advanced university Degree in Business Administration, Management, Economics, Supply Chain Management, Logistics,</p>

	Procurement, Contract/Commercial Law, International Development, Health or related social science field, or relevant first-level university degree (Bachelor's) With additional 2 years of experience is required.	
Experience:	A minimum of five (5) 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. Understanding of development and humanitarian work. Emergency experience is required. Experience in managing complex and high value institutional contracts is an asset.	
Language Requirements:	Fluency in English is required. Knowledge of another official UN language is an asset.	
VII. Signatures- Post Description Certification		
Name:	Signature	Date
Title: Supervisor		
Name:	Signature	Date
Title: Head of Office		