

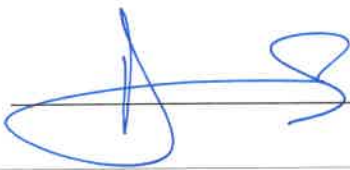


United Nations Children's Fund

Title Supply Officer	Funding Code Grant: SC190340	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor	Duty Station: Yemen (Out post Amman, Jordan)
Purpose of Activity/Assignment: Provide support in WASH programme Supply and contract related activities as part of section follow-up and timely processing of supply and procurement transactions			
<p>Background/ Scope of Work:</p> <p>UNICEF Yemen Country Office and in response to the ongoing crisis in the country is working on supporting Water, Sanitation and Hygiene (WASH) programmes. The WASH yearly estimated procurement plan for both Goods and Services is above \$120 Million. To ensure timely processing of WASH procurement transactions and coordination between the relevant internal and external counterparts, the need of hiring a Supply Officer consultant is identified. The Consultant will act as a WASH focal point with the Supply and Logistics team out posted in Amman, Jordan and will carry the following activities:</p> <ol style="list-style-type: none"> 1- Coordination on WASH section procurement transactions quality 2- Tracking and reporting of WASH supply requests 3- Assist Procurement team in specific tendering areas (E.g. bid tabulations) 4- Assist in tender submission for awarding preparation 5- Follow-up/administrate WASH contracts, Purchase orders, etc.. 6- Follow-up on delivery of WASH supplies to final consignees 7- Share the update of overall WASH supply/procurement status in weekly basis <p>Due to the urgency of the function and considering the ongoing PBR exercise in YCO, it was decided that the recruitment of a consultant is in the best interest of the office especially that the function does not require any VISION transaction processing thus would not dictate the need of granting system access. The recommended duration of the consultancy for 6 months would allow the office finalization of PBR submission for the creation of a new FT position for continuity and undertaking the recruitment process up to the hiring of the staff while ensuring there will be no gap in performing the required tasks.</p>			
Budget Year: 2021	Requesting Section/Issuing Office: WASH	Reasons why consultancy cannot be done by staff: <i>Due the high volume of supply& procurement of services, the existing staff in the section cannot focus of monitoring and tracking of the progress in this aspect</i>	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: The proposed staff need came up as per current volume of work needed for tracking and monitoring of WASH related projects			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor:  *Ali Abdallah - S&L Specialist 17.10.2021	Start Date: 01.11.2021	End Date: 03.04..2022	Number of Days (working)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Coordinate with WASH section (and counterparts when applicable in coordination with WASH) on the proper submission of Term of Reference (for procurement of services) and Material description (for procurement of goods) to ensure document readiness for tendering process or alignment with existing LLTS/LLTA	1- Proper submission of Sales Order material description and supporting documents 2- Proper drafting of TORs for WASH services and PRs	Daily activity	
Provide tracking and monitoring on WASH related procurement of services and goods requests	Provide weekly report on the status of WASH supply transactions	Daily activity	
In coordination with procurement team, conduct tabulation for WASH related procurement bids when applicable	Timely and accurate completion of WASH bid related tabulations	Daily activity	
Assists with preparations of Contract Review Committee submissions in e-CRC system and submission	Timely preparation of CRC submission for WASH relevant procurement transactions within CRC threshold	Daily activity	
Follow-up with WASH and Procurement team on WASH LLTA/LLTS, contracts and purchase orders in term of monitoring of expiry dates, renewal and/or re-tendering, finalization of vendor evaluation, closing of contracts, invoice settlement	Ensure LLTA/LLTS, Contracts and Purchase order of WASH are properly administrated and finalised (depending on case requirement "e.g. renewal, closure, etc.")	Daily activity	
Follow-up on delivery of supplies ordered by WASH sections to final consignee and report status	Timely follow-up on delivery of supplies based on issued SO/PO (including inspection clearance and DN development)	Daily activity	
Estimated Consultancy fee	USD:21,600		
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costs¹	USD:21,600		
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> - University degree in Business Administration, procurement, supply management or related field - Minimum of 2 years of in procurement and contracting - Fluency in English and Arabic is required - Proficiency in Microsoft Office such as word, excel, etc. 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		

Request Authorised by Section Head:	D Porteaud Chief of WASH 17/10/2021	Request Verified by HR:	Talat Abdullah - HR Officer - 13.10.2021
Approval of Chief of Operations (if Operations):		Approval of Deputy Representative (if Programme)	
Representative (in case of single sourcing/or if not listed in Annual Workplan)		 Shaddeh Omri	
Philippe Duamelle Representative		09/11/21	4 Nov 2021

¹ 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

