

## TERMS OF REFERENCE

### **Individual Contractor: Consultant to support the roll-out and implementation of Sustainable Procurement in UNICEF India Country Office (full time) - Open to Indian Nationals only**

**Duty Station:** New Delhi

**Contract Duration:** 6 months – till 30<sup>th</sup> June 2023 (full-time)

**Closing Date:** 13<sup>th</sup> December 2022

#### **1. BACKGROUND / RATIONALE**

UNICEF globally is one of the largest procurers of supplies and services in the United Nations system. UNICEF's supply operations play a critical role in improving children's health, their environment, learning, protection, and inclusion. UNICEF recognises that the climate crisis is a children's right crisis. Therefore, while delivering essential supplies and services for children to survive and thrive, UNICEF seeks to minimize the negative impacts on the environment and society that may stem from UNICEF's supply operations, as well as consciously promote gender balance and disability-inclusive approaches from procurement to implementation.

UNICEF actively promotes sustainable procurement in its engagement with partners, practitioners, suppliers, and donors. As part of the global Strategic Plan 2022-2025 and the UNICEF India Country Office's Country Programme 2023-2027, UNICEF seeks to expand sustainable procurement, in support of the organization's vision to be a leading practitioner and contributor to the UN sustainable procurement by 2023, and to demonstrate measurable contributions to achieving the Sustainable Development Goals (SDGs) by 2030.

In February 2018, UNICEF Supply Division released its [Procedure on Sustainable Procurement](#). The procedure constitutes UNICEF's policy on Sustainable Procurement, which identifies the dimensions or pillars affected by supply and service procurements: economic, environmental and social. The procedure is applicable across all UNICEF offices engaged in supply planning and procurement, wherever feasible and applicable, whether for goods or services, for programmes or office assets.

Implementation of sustainable, gender responsive and disability-inclusive procurement in UNICEF India Country Office (ICO) is one of the key activities under the Operations Strategic Priorities for 2022-2023. India Country Office is poised to roll out the implementation of Sustainable and Gender-responsive Procurement through the development of a Sustainable, Gender Responsive, and disability-inclusive procurement strategy.

Currently, UNICEF ICO has limited knowledge of the market regarding suppliers that can offer sustainable alternatives and those that follow sustainable practices in favour of the protection of the environment, social progress and in support of economic development.

Hence, it is proposed to gather information, build advocacy and assess the market readiness for sustainable procurement through a sustainable procurement questionnaire. This questionnaire would be included as an ask to future vendors interested in submitting a request for proposal (RFP/ITB). This method is also considered an appropriate way to introduce Sustainable Procurement concepts to the market gradually and demonstrate that UNICEF ICO is committed to sustainable procurement practices.

With a target roll-out date of 2023 to the Field Offices, India Country Office has formed a Sustainable Procurement Working Group (SPWG) led by the Supply & Procurement Section and through a pilot project in Delhi, initiated reviewing the process and developing a Sustainable Procurement Strategy for ICO.

Therefore, it is proposed to hire a consultant to support the roll out and implementation of sustainable procurement in ICO including market analysis, capacity building and documentation of best practices and lessons learnt. It is expected that the consultant will provide strategic guidance and assist ICO in identifying the key requirements included in the Sustainable Procurement Policy and the ICO strategy note and support the implementation of activities thereof.

## **2. PURPOSE OF ASSIGNMENT**

The purpose of the assignment is to guide and support the Supply & Procurement staff in Delhi and 13 Field Offices to roll out and implement the Sustainable, Gender Responsive, and Disability Inclusive Procurement strategy in a phased manner.

## **3. OBJECTIVES**

The following are the broad objectives of the assignment:

1. Provide strategic guidance and inputs in implementation of Sustainable Procurement in ICO.
2. Build capacity and knowledge of UNICEF programme and procurement staff and suppliers on sustainable procurement.
3. Support market survey activities under various service and goods categories undertaken by the S&P staff.
4. Analysis of sustainable procurement practices of vendors/suppliers based on the 3 pillars i.e. Economic, Social and Environment through Requests for Proposals (RFPs), Invitations to Bid (ITBs) Requests for Information (RFIs), Requests for Expression of Interest (REOIs) issued by the S&P staff.
5. Monitor progress of implementation of Sustainable Procurement activities in ICO. The consultant will draw on this information to foster synergies and report progress to the Sustainable Procurement Working Group.
6. Develop and maintain a knowledge-sharing repository for systematic and easy access to all related documentation and information on sustainable procurement.

## **4. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED**

### **4.1 Review and update the existing SP concept note and provide strategic guidance to the Sustainable Procurement Strategy in ICO**

- a) Literature and desk review of policies, procedures and documents on Sustainable Procurement of UNICEF, other organizations such as other UN agencies, corporate organizations, development sector and government sector to understand the existing situation and good practices across the different sectors.
- b) Discuss with programme and operations sections and other groups on climate change and environmental sustainability to understand areas of convergence on sustainability actions.
- c) Based on above, update the strategy and action plan for implementation of Sustainable, Gender Responsive and Disability Inclusive Procurement at ICO.

### **4.2 Capacity Building of staff and suppliers/vendors and support roll out to Field Offices in 2023**

- a) Preparation of an orientation package for introducing the SP concept to Field Offices and coordinate and conduct a minimum of 2 sessions.
- b) Prepare presentations, proposals, documents, reports and/or recommendations for key stakeholders- minimum 4 during the period of the contract.
- c) Prepare orientation package for training and capacity building of UNICEF staff (programme, operations and supply), vendors/suppliers and facilitate at least 4 training sessions.
- d) Support in orientation of suppliers during pre-bid meetings, market engagement events and other activities on UNICEF Sustainable Procurement policy and build awareness.

### **4.3 Analysis of suppliers' SP practices including spot checks for verification**

- a) Support market surveys undertaken by S&P staff and analysis of data/documentation on sustainable procurement provided by vendors in RFPs, ITBs, RFIs, REOIs, etc.
- b) Analysis and presentation of findings of market awareness and readiness for sustainable criteria.
- c) Establishment of a suppliers' database of those suppliers implementing Sustainable Procurement by segregating the suppliers who participated in the market survey in different categories based on their readiness status. (RFI, RFP, REOI and Market Survey).
- d) Identify and prepare category specific sustainability criteria which can assist the category managers and programme/ operations staff in incorporating relevant criteria in the TORs
- e) Prepare checklist to assist the Supply staff in conducting spot checks of suppliers related to information submitted on sustainable procurement.
- f) In support of operationalization of sustainable procurement, and as a follow up of the market survey activities, propose strategies to address various environmental concerns including energy use, conservation, reduction of pollution, recycling, building and facility design, and general education on

sustainability, including areas to reduce waste from the organization's operations, recycling programs, composting initiatives, and green purchasing program, etc.

**4.4 Preparation of lessons learned document and guidance notes for roll out and implementation in the field offices.**

- a) Analysis of lessons learned in Supply & Procurement and update strategy and plan for rolling out SP in field offices.
- b) Document and prepare case studies/projects for submission to the UN Sustainable Procurement Award 2023.

**4.5 Development of monitoring framework for Sustainable Procurement activities.**

- a) Work with programme staff, SPWG and supply staff in Delhi and Field offices to recommend how performance on sustainability activities and expected outcomes can be measured and monitored and establish a specific monitoring framework.
- b) Liaise with the programmes and operations sections to help track the progress of sustainability actions.

**4.5 Other key activities on Sustainable Procurement including collaboration with other UN agencies and the UN Procurement Working Group**

- a) Engage collaboratively with Climate Change and Environmental Sustainable groups within UNICEF such as UNICEF 'Green' team, CCES, ESS groups to encourage staff participation in sustainability initiatives and promote a culture change in ICO.
- b) Participate and support meetings of the PWG and collect details of implementation of SP in other UN organizations.
- c) Incorporate best practices of other UN agencies in UNICEF ICO SP Strategy.
- d) Performs other activities related to implementing sustainable procurement as required.

**5. DELIVERABLES AND DEADLINES**

S. No.	Major Task	Deliverables	Specific delivery date/deadline for completion of deliverable	Estimated travel required for completion of deliverable
1.	<b>Review and update the existing SP concept note and provide strategic guidance to the Sustainable Procurement Strategy in ICO</b>		All activities and deliverables are to be completed on an ongoing basis	Estimated at 5 trips of 2 days each to UNICEF offices and suppliers' offices.
	<ul style="list-style-type: none"> <li>a) Literature and desk review of policies, procedures and documents on Sustainable Procurement of UNICEF, other organizations such as other UN agencies, corporate organizations, development sector and government sector to understand the existing situation and good practices across the different sectors.</li> <li>b) Discuss with programme and operations sections and other groups on climate change and environmental sustainability to understand areas of convergence on sustainability actions.</li> <li>c) Based on above, update the strategy and action plan for implementation of Sustainable, Gender Responsive and Disability Inclusive Procurement at ICO.</li> </ul>	<ul style="list-style-type: none"> <li>Desk review completed and document on current status finalized.</li> <li>Finalized action plan for implementation of SP in ICO developed with all recommendations incorporated.</li> </ul>		Travel will be based on need and reimbursed on actuals.

2.	<b>Capacity Building of staff and suppliers/vendors and support roll out to Field Offices in 2023</b>			
	<p>a) Preparation of an orientation package for introducing the SP concept to Field Offices and coordinate and conduct a minimum of 2 training sessions.</p> <p>b) Prepare presentations, proposals, documents, reports and/or recommendations for key stakeholders.</p> <p>c) Prepare orientation package for training and capacity building of UNICEF staff (programme, operations and supply), vendors/suppliers and facilitate at least 4 training sessions.</p> <p>d) Support in orientation of suppliers during pre-bid meetings, market engagement events and other activities on UNICEF Sustainable Procurement policy and build awareness.</p>	<p>Orientation package for Field Office staff developed and a minimum of 2 sessions conducted and training reports and FAQs submitted.</p> <p>Documents, presentations, reports, proposals developed and submitted-minimum 4 during the contract period.</p> <p>Orientation package for staff and vendor/suppliers prepared and minimum 4 training sessions conducted and reports/FAQs submitted</p> <p>Suppliers' awareness and information sessions conducted and training reports/FAQs submitted.</p>		
3.	<b>Analysis of suppliers' SP practices including spot checks for verification</b>			
	<p>a) Support market surveys undertaken by S&amp;P staff and analysis of data/documentation on sustainable procurement provided by vendors in RFPs, ITBs, RFIs, REOIs, etc.</p> <p>b) Analysis and presentation of findings of market awareness and readiness for sustainable criteria.</p> <p>c) Establishment of a suppliers' database of those suppliers implementing Sustainable Procurement by segregating the suppliers who participated in the market survey in different categories based on their readiness status. (RFI, RFP, REOI and Market Survey).</p> <p>d) Identify and prepare category specific sustainability criteria which can assist the category managers and programme/operations staff in incorporating relevant criteria in the TORs</p>	<p>Market analysis completed and findings summarized in a report and presentation.</p> <p>Suppliers' database on SP submitted.</p> <p>All TORs reviewed and SP criteria provided to the unit leads.</p> <p>Spot checks completed to validate information on SP submitted by suppliers and reports completed.</p>		

	<p>e) Prepare checklist to assist the Supply staff in conducting spot checks of suppliers related to information submitted on sustainable procurement.</p> <p>f) In support of operationalization of sustainable procurement, and as a follow up of the market survey activities, propose strategies to address various environmental concerns including energy use, conservation, reduction of pollution, recycling, building and facility design, and general education on sustainability, including areas to reduce waste from the organization's operations, recycling programs, composting initiatives, and green purchasing program, etc.</p>	Strategies on operationalization of SP provided.		
<b>4.</b>	<b>Preparation of lessons learned document and guidance notes for roll out and implementation in the field offices.</b>			
	<p>a) Analysis of lessons learned in Supply &amp; Procurement and update strategy and plan for rolling out SP in field offices.</p> <p>b) Document and prepare case studies/projects for submission to the UN Sustainable Procurement Award 2023.</p>	<p>Lessons learned document submitted.</p> <p>SP strategy document updated.</p> <p>Case studies prepared for submission to UN Sustainable Procurement Award 2023.</p>		
<b>5.</b>	<b>Development of monitoring framework for Sustainable Procurement activities.</b>			
	<p>a) Work with programme staff, SPWG and supply staff in Delhi and Field offices to recommend how performance on sustainability activities and expected outcomes can be measured and monitored and establish a specific monitoring framework.</p> <p>b) Liaise with the programmes and operations sections to help track the progress of sustainability actions.</p>	<p>Framework on monitoring of SP activities developed and measured.</p> <p>Progress on sustainability initiatives tracked and followed up.</p>		
<b>6.</b>	<b>Other key activities on Sustainable Procurement including collaboration with other UN agencies and the UN Procurement Working Group</b>			
	<p>a) Collaborate with Climate Change and Environmental Sustainable groups within UNICEF such as UNICEF 'Green' team, CCES, ESS groups to encourage staff participation in sustainability initiatives and promote a culture change in ICO. Participate and support meetings of the PWG and obtain SP implementation details in other UN organizations.</p>	Participated in meetings with 'Green' and other sustainability teams attended and recommendations provided to S&P.		

	b) Incorporate best practices of other UN agencies in UNICEF ICO SP Strategy. c) Performs other activities related to implementing sustainable procurement as required.	Best practices included in UNICEF ICO strategy.  Other reports and outputs submitted on a timely basis.		
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**6. DUTY STATION**

UNICEF - New Delhi

**7. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

5 days travel of 2 days each is estimated to be undertaken for spot checks and travel to field offices. This will be based on need and discussed with the supervisor prior to the travel.

**8. ESTIMATED DURATION OF CONTRACT (FULL TIME)**

Full-time contract for 6 months, but till 30<sup>th</sup> June 2023.

**9. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

**Education:** A completed university degree (bachelor's degree) in Supply Chain Management, Public Procurement, Environmental Management, Sustainability, or another related discipline.

**Experience:** A minimum of two years of relevant work experience at national or international level in supply chain, procurement, planning and implementing climate change, environmental and sustainability initiatives. Preferably with emphasis in planning, coordination, organizational communication. ESG certification is preferred.

**Languages:** Fluency in English is required.

**Skills and knowledge:**

- Excellent analytical and report writing skills in English
- Strong communication skills (written and verbal)
- Keen attention to detail
- Ability to multitask and deliver high-quality work in short timeframes
- Demonstrated understanding of issues pertaining to sustainable procurement

**10. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)**

Technical and Financial ratio is 70:30 with the qualifying score of 80% i.e. 56 marks

- (a) Educational Qualification **(10 marks)**
- (b) Relevant work experience including the list of relevant projects undertaken in the past **(25 marks)**
- (c) 1 Case Study that can demonstrate report writing skills and the work previously undertaken **(15 marks)**
- (d) Interview **(20 marks)**

Candidates who score 40/50 marks will be shortlisted for an interview. Candidates who score 56/70 will be technically qualified and their financial offers will be opened.

**11. PAYMENT SCHEDULE**

Payment will be made against a monthly progress report on key deliverables and tasks.

## 12. IMPORTANT NOTES

- 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.
- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

### **HOW TO APPLY:**

The application to be submitted through the online portal and must contain four separate attachments, as follows:

1. A cover letter with details of skills acquired and experience, explaining suitability for the position **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all the requirements stated above **(to be uploaded online under “Resume” tab)**
3. One Case Study that can demonstrate report writing skills and the work previously undertaken **(to be uploaded online under ‘Other – Applicant’)**
4. A financial proposal indicating monthly professional fee, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

**Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**

**Without all the above 04 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.
- 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.

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**For any clarifications, please contact:**

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