

TERMS OF REFERENCE

Title: Procurement Senior Officer
Duty Station: Kathmandu, Nepal
Office: Nepal, SAMCO
Contract/Level: ICS-9
Supervisor: Portfolio Manager, ICS 10

1. Background Information

Country-Specific Information

Since 2015, UNOPS has engaged closely with the Government of Nepal and several development partners in development efforts of the Government of Nepal including the modernization of the Nepal Police, helping to improve policing services, conducting the post-earthquake assessment of damaged buildings, and enrollment of beneficiaries into housing grant schemes, retrofitting damaged houses, reconstruction of disability-friendly schools, and delivering of essential equipment to support COVID-19 response efforts amongst others.

The functional objective of UNOPS Nepal is to deliver its projects efficiently and effectively in alignment with government priorities following UNOPS rules and regulations. This is to drive forward the outcomes sought by the clients and funding partners and contribute to the achievement of Sustainable Development Goals (SDGs) while ensuring gender, diversity, and inclusion are mainstreamed in all its work for the people of Nepal

Job-Specific Information

Under the direct supervision of the Portfolio Manager, the Procurement Senior Officer will be responsible for supporting UNOPS Nepal on Public Procurement related works.

2. Functional Responsibilities

- 1. Implementation of transactional procurement**
- 2. Management of procurement processes**
- 3. Implementation of sourcing strategy and e-procurement tools**
- 4. Team Management**
- 5. Facilitation of knowledge building and knowledge sharing**

- 1. In close cooperation with the Project Managers, under the guidance of a technical supervisor, and reporting to the management on central issues related to procurement activities, implements operational strategies and manages procurement, contract, and sourcing transactions, actions and processes for goods, services, and works, focusing on achievement of the following results:**

- Full compliance of assigned procurement activities with UNOPS rules, regulations,

policies and strategies; internal controls and client orientation.

- Implementation of the different steps of the procurement processes, including Pre-Purchasing: Strategy and Planning; Requirements Definition; Sourcing; Purchasing: Solicitation; Management of Submissions; Evaluation; Review and Award; Post Purchasing: Contract finalization and issuance; Logistics; and Contract Management.
- Implementation of strategic procurement for projects assigned in the Business Unit.
- Research undertaken and data provided for Business Unit's supply market intelligence and analysis.

2. Manages and guides procurement processes for a select group of technically complex goods, services within a given geographical area and/or Business Unit, focusing on achievement of the following results:

- Sustainability embedded along the procurement process.
- Timely and duly prepared procurement plans for projects and monitoring of their implementation.
- Establishment of Long Term Agreements (LTAs) and/or service contracts and other instruments, when necessary, either through standard or emergency procurement procedures in compliance with the Procurement Policy.
- Implementation of proper monitoring and control of procurement processes including organization of RFQ, ITB or RFP, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNOPS rules and regulation.
- Awards recommended based on UNOPS procurement rules and procedures.
- Management of procurement contracts, analysis of contract performance against agreed benchmarks and pre-established reporting mechanisms.
- Advice, remedial actions, or solutions to Programme Managers on procurement issues related to the procurement process and project cycle.

3. Implements sourcing strategy and e-procurement tools focusing on achievement of the following results:

- Development and management of the rosters of suppliers.
- Utilization of sourcing module in accordance with UNOPS Procurement Groups' goals and standards in this area.

4. Team management

- Facilitate the engagement and provision of high quality results and services of the team supervised through effective work planning, performance management, coaching, and promotion of learning and development.
- Provide oversight, ensuring compliance by team members with existing policies and best practices.

5. Knowledge building and knowledge sharing

- Organize, facilitate and/or deliver training and learning initiatives for Business Unit personnel on Procurement-related topics.
- Contribute to Procurement knowledge networks and communities of practice by providing collaborative synthesis of lessons learnt and dissemination of best practices in procurement.
- Collect feedback, ideas, and internal knowledge about processes and best practices and utilize productively.

3. Qualifications and Experience

Education

- A first-level university degree (e.g. Bachelor) in Procurement Management, Business Administration, Public Administration or other related field is required. An advanced university degree (e.g. Masters) in the abovementioned fields may be considered as a substitute for two (2) years of work experience.
- A professional certificate in the Chartered Institute of Supply and Management (CIPS) or similar Certification from an internationally recognised institution is considered an asset.
- PRINCE2® Foundation is desirable. Candidates who do not have a PRINCE2® Foundation will be required to complete the certification within the first six (6) months of appointment.

Experience

- A minimum of two (2) years of relevant experience at the national or international level in procurement management is required.
- Experience in procuring requirements of significant complexity and value is desirable.
- Experience in UNOPS procurement work procedure & system with a range of stakeholders in developing and developed countries is an added advantage.
- Experience in procuring high-value requirements (experience in establishing long-term supply contracts would be an advantage).
- Some experience in UN system organizations, preferably in a developing country, is desirable.

Language Skills

- Fluency in English is required.

4. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. **APPLICABLE ONLY FOR ICS-10 AND ABOVE**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.