

TERMS OF REFERENCE

Title:	Partnerships Development Senior Officer (Procurement)
Project:	
Duty Station:	Islamabad, Pakistan
Office:	SAMCO/ Pakistan CO
Contract/Level:	ICS 9
Supervisor:	Partnership Specialist - ICS 10

1. Background Information

Country-Specific Information

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peace building, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

In Pakistan, UNOPS aims to make significant strides in promoting sustainable development, aiding the federal and provincial government in Sustainable Development Goals (SDGs) attainment, and establishing itself as a reliable provider of efficient services for development programming around Climate Adaptation, Basic Service Delivery and Energy Efficiency. Operational since 1999, UNOPS Pakistan (Project Office) is part of the South Asia Multi-Country Office (SAMCO) in the Asia Region.

Job-Specific Information

The Partnerships Development Senior Officer (Procurement) will be will be part of the Partnership Unit in the Pakistan Country Office under the South Asia Multi Country Office (SAMCO) with the following key functions;

1. Partnership and programme development planning in particularly for Procurement
2. Development and follow up of partnership opportunities particularly for Procurement
3. Representation, inter-agency collaboration and partnership development particularly for Procurement
4. Knowledge sharing and knowledge building

The position strongly contributes to moving the Pakistan Office toward achieving its mission-focused goals and objectives. This position will report to the Partnerships Specialist under the overall guidance and support of the Country manager for Pakistan. Country Manager Pakistan, under the technical supervision of the PMO Specialist in the SAMCO unit.

2. Functional Responsibilities

1. Partnership and programme development planning in particular for Procurement
2. Development and follow up of partnership opportunities particularly for Procurement
3. Representation, inter-agency collaboration and partnership development particularly for Procurement
4. Knowledge sharing and knowledge building

1. Partnership and Programme Development Planning in particular for Procurement

- Contribute to the development of partnership and programme development plan in line with , Pakistan Country Office Strategy, UNOPS Strategic Plan and Asia Pacific Regional Strategies including country context and analysis of development and humanitarian landscape particularly for procurement service line;
- Provide support in formulation and implementation of annual Partnerships work plans;
- Support the Partnership Specialist to coordinate and promote collaboration between relevant Partnerships personnel at local, liaison, and HQ levels, and key personnel across the Pakistan Office, to ensure aligned and coherent interactions with partners;
- Research events, publications, and announcements, to track and screen opportunities for possible UNOPS Pakistan Office interventions and identify trends that will drive partnership opportunities;
- Contribute to the identification, design, formulation and negotiation of new projects and programs particularly for procurement and draft concept notes and project document briefs for discussion with partners;

2. Development and follow up of partnership opportunities particularly for Procurement

- Contribute to the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners.
- Create and maintain oneUNOPS opportunities and engagement functionalities in alignment with UNOPS corporate guidelines.
- Coordinate technical and financial requirements, and negotiate proposals to close new project opportunities.
- Drafts agreements and/or contractual documents required for the signature and implementation of new projects.
- Understand and clearly explain UNOPS pricing policy to partners.

3. Representation, inter-agency collaboration and partnership development particularly for Procurement

- Build a network of key partners, keeping abreast of evolving trends (social, economic, and political), including the application of innovation to project and partnership development.
- Represent UNOPS in inter-agency groups related to procurement

4. Knowledge sharing and knowledge building

- In coordination with Program Management Officers, collate and report project and country office data to Government when required;

- Provide support in designing and consolidate programmatic reports for donors, stakeholders or internal purposes;
- Participate in the UNOPS' relevant groups, fora, and communities for information and knowledge sharing
- Ensure effective internal communication within the country office by utilizing innovative approaches.

3. Qualifications and Experience

Education

- An advanced university degree (e.g. Master) in Public Procurement, International Development or other related field is required. A first-level university degree (e.g. Bachelor) in the abovementioned fields in combination with two (2) additional years of relevant work experience may be accepted in lieu of the advanced degree.

Experience

Required:

- A minimum of 2 years of experience in partnership development is required.

Desirable:

- Experience in procurement is desirable.
- Experience working for civil society organizations, non-governmental organizations, UN agencies and/or international development organizations is considered an asset.
- Experience working in developing countries is appreciated.

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.