DESCRIPTION OF ASSIGNMENT

**Preamble:**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **Assignment title:** Procurement and Supply Chain Management Specialist
2. **Host entity:** United Nations Development Programme (UNDP)
3. **Volunteer category:** International UN Volunteer
4. **Duty station, country:** Insert duty station, country
5. **Number of UN Volunteers:** Enter number of volunteers
6. **Duration (in months):       or expected contract end date:**
7. **Possibility of extension\*:** Choose an item:

\*Dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

1. **Assignment family status:** Choose an item:
2. **Expected start date:** Enter expected start date
3. **Organizational context and brief project description:**

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The [UNDP HIV, Health & Development Strategy 2016-2021: Connecting the Dots](https://www.undp.org/content/undp/en/home/librarypage/hiv-aids/hiv--health-and-development-strategy-2016-2021.html) outlines its unique contribution to the global health response through its work to reduce inequalities and social exclusion that drive HIV and poor health, promote effective and inclusive governance for health, and build resilient and sustainable systems for health.

[Provide brief description of the project under which the UN Volunteer is assigned, including relevant stakeholders, outcomes etc. and/or include web link. Example text for Global Fund-supported procurement activities is included below (to be adapted to the programme context – e.g. procurement activities under agreements with government rather than Global Fund)]

UNDP partners with the Global Fund to Fight AIDS, Tuberculosis and Malaria (Global Fund) to support national responses to the three diseases and strengthen systems for health. In [insert country], UNDP is the Principal Recipient (PR) of the [insert grant component (i.e. HIV/TB/Malaria/resilient and sustainable systems for health)] Global Fund grant. The objective is to ensure access to quality health services for all and enable all those living or affected by the diseases to live healthy, productive lives. The partnership leverages UNDP’s mandate to strengthen institutions to deliver universal access to basic services, including through rebuilding resilient health services in crisis and post-crisis settings.

UNDP is requested to serve as PR on an interim basis in countries facing a wide variety of special challenges, including serious capacity constraints, post-crisis or complex emergencies, weak governance and accountability, grant implementation difficulties and financial irregularities, or other exceptional circumstances that prevent a national entity from acting as PR. In the role of interim PR, UNDP is responsible for the financial and programmatic management and oversight of the Global Fund grants as well as for the procurement of health (pharmaceutical and non-pharmaceutical) and non-health products and the quality of the services provided under the programmes. In all areas of implementation, UNDP provides support to national partners to strengthen health systems to assume the PR role when capacities permit. Central to UNDP’s work is strengthening partnerships between ministry of health, other government agencies, affected communities, development partners and UN agencies to ensure more effective and inclusive governance of the response against the three diseases.

Procurement of affordable quality-assured health products is a key aspect of maximizing the quality and reach of essential health services and improving peoples’ lives. As interim PR, it supports the ministry of health’s procurement processes by offering reliable and timely delivery, quality-assured products, and excellent value for money. Further to supporting the procurement of medicines and health products under the Global Fund grant, UNDP provides end-to-end capacity development support to strengthen national procurement and supply chain systems. This includes through the provision of technical expertise to strengthen policy and regulatory frameworks, manage intellectual property rights, improve procurement strategies and regulations, promote pharmacovigilance, and remove potential barriers to equitable access to affordable medicines.

Under the guidance and direct supervision of the Programme Manager, the UN Volunteer Procurement and Supply Chain Management (PSM) Specialist will provide leadership, supervisory, and technical support for the management and oversight of all procurement and supply chain strengthening activities under the UNDP-managed [insert grant] programme. The PSM Specialist will support activities related to the planning, coordination, execution, monitoring, risk management, and quality assurance of the PSM process, with a focus on ensuring reliable and timely delivery of quality-assured products and effective support to government to strengthen national supply chains of health products. He/she will work in close collaboration with other members of the Procurement team and wider UNDP Programme Management Unit that implements Global Fund grants, as well as with government counterparts, UN agencies, and other stakeholders at all levels of the health supply chain.

1. **Sustainable Development Goals:** Choose an SDG.

**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

* Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
* Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
* Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
* Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
* Access to shared host entity corporate knowledge, training and learning; ​
* Inclusion of the volunteer in emergency procedures such as evacuations;
* Leave management;
* DSA for official travel, when applicable​;
* All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

1. **Description of tasks**

*The below tasks are noted as potential support UN Volunteers could provide. You are encouraged to adapt them to your country or programme context.*

Within the delegated authority and under the supervision of Insert function or his/her designated mandated representative(s), the UN Volunteer Procurement and Supply Chain Management Specialist will undertake the following tasks:

1. **Efficient advisory support, oversight, and risk management**

* Ensure the execution of PSM requirements of the programmes according to UNDP’s service level agreement (SLA) with government [as applicable] and/or grant agreement with the Global Fund, applicable local and Global Fund rules, policies and procedures pursuant to corporate agreements, and UNDP rules, policies, procedures and guidelines for procurement;
* Anticipate procurement and supply chain management (PSM) issues and guide Country Office senior management and relevant focal points (programme, finance, M&E) on key PSM issues;
* Promote and monitor the transparency of PSM processes and the use of international best practice;
* Work with the Country Office colleagues during audit and review processes as they relate to PSM and lead on the timely implementation of PSM recommendations/management actions from Global Fund management letters, internal (Office of Audit and Investigations) and external (Global Fund Office of Inspector General) audits and reviews;
* Develop a risk matrix for PSM activities and the implementation of mitigation measures;
* Coordinate and collaborate with the Global Fund, Local Fund Agent, UNDP HQ PSM Specialist, Country Office, and relevant governmental and non-governmental departments and stakeholders to address in-country PSM issues;
* Report on PSM issues to the Global Fund/Local Fund Agent and others as needed in accordance with corporate agreements between UNDP and the Global Fund;
* Participate in and support the coordination of relevant PSM-related national coordination bodies and multi-stakeholder meetings to ensure effective engagement with all relevant stakeholders.
* Ensure quality submissions to and compliance with the procedures and regulations established by the local Contract, Asset and Procurement Committee (CAP), Regional Advisory Committee on Procurement (RACP) and Advisory Committee on Procurement (ACP);

1. **Implementation of operational strategies**

* Execute transparent and timely procurement processes for goods and services complying with UNDP policies and processes (POPP; UNDP Quality Assurance Policy for Health Products; UNDP Procurement Architecture), Global Fund guidelines and policies, and national government rules;
* Coordinate UNDP’s PSM support throughout the programme life cycle, working closely with national counterparts, from the formulation of health product lists to grant closure, and support the preparation, implementation and monitoring of Procurement Action Plans, Quality Assurance Plans, and other planning instruments;
* In close collaboration with the Country Office Procurement Unit and Copenhagen Procurement Support Unit, support due diligence processes for supplier sourcing, selection and evaluation, solicitation exercises, deliberation of offers, negotiation of offers, draft submissions for review by contract committees, award of tenders, contractor appraisal, legal considerations and payment conditions and risk assessment;
* Advise the Country Office/PMU, Global Fund Sub-recipients (SRs) and relevant partners on proposals for procurement services;
* Assess or facilitate the assessment of the national PSM systems according to best practices and contribute to the development and implementation of capacity development plans to strengthen national supply chains, including on product selection, forecasting/quantification, quality assurance, Logistic Management Information Systems, inventory management, distribution, storage and waste management;

1. **Monitoring and quality assurance**

* Coordinate regular meetings of relevant PSM monitoring committees and ensure joint decisions on monitoring stocks of health products related to UNDP programme in country
* Monitor SRs of UNDP-supported Global Fund grants and/or relevant partners as to the accuracy of inventory and supply chain information for products related to UNDP programmes in country;
* Provide analysis of PSM delivery and its appropriateness against project work plan, identify the bottlenecks and propose solutions with analytical supporting documentations;
* Advise and provide technical support to SRs, central medical stores, and technical partners to improve the data management system for supply chain activities - both at the Central Medical Stores (CMS) and SR or partners levels;
* Monitor CMS quality of services in compliance with WHO good storage and distribution practices and international standards, and monitor CMS performance as specified in the service agreement;
* Ensure development and implementation of relevant Quality Assurance plan(s), including quality control testing activities for health products in compliance with UNDP Guidance for Country Offices on Health Products Quality Assurance in the Supply Chain;

1. **Capacity development and knowledge sharing**

* In line with the capacity development plan, organize capacity building activities for personnel of the Country Office, ministry of health, and other implementing partners, including on-the-job support, trainings, and development of guidance materials and tools;
* Synthesize lessons learned and best practices in PSM and share on UNDP and external networks;
* Ensure timely and accurate completion of performance reviews of PSM unit staff and completion of mandatory trainings;
* In coordination with Country Office senior management, support the recruitment of staff and consultants for the PSM unit;
* Contribute to relevant knowledge networks and communities of practice;

[Insert additional tasks as necessary given local context];

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

* Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
* Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
* Provide annual and end of assignment self- reports on UN Volunteer actions, results and opportunities.
* Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
* Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
* Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible;

1. **Results/expected outputs**

As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

* PSM operations of UNDP-supported health programmes run smoothly;
* Sound oversight and management of the PSM team ensuring effective delivery of objectives;
* Corrective measures are put in place in a timely manner following audit and review;
* A risk matrix is developed and used for PSM activities;
* PSM activities are carried out in the framework of the signed agreements with the Global Fund and/or government;
* Procurement activities are fully compliant with UN/UNDP rules, regulations, policies and strategies;
* Procurement processes for goods and services are transparent and timely;
* Procurement responsibilities are adequately defined, with appropriate time and resource estimates for the implementation of the proposal/procurement plan in accordance with contracts;
* Relevant, compliant quality assurance plan(s) are developed and implemented;
* Health products and expiries are effectively tracked;
* The Country Office PSM team, national entities, and implementing partners are empowered on PSM issues through capacity building and performance monitoring;
* Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
* A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

1. **Qualifications/requirements**

Required Degree Level**:** Master's degree

Required Experience:5years

1. Qualifications, skills, experience [the below is indicative, to be adapted by the host entity]:
   * + Master’s degree in pharmacy, procurement, supply chain management, logistics, or a related field with minimum 5 years of relevant experience, or a Bachelor’s degree with minimum 7 years of experience;
     + Complementary qualifications in public health, health systems management, programme management or any development-related field of study an asset;
     + UNDP procurement certificate (CIPS) or equivalent is an asset;
     + At least five years of professional experience in procurement and supply chain management - health and non-health related;
     + Experience working in an international setting or developing countries an asset;
     + Knowledge of and/or expertise of UNDP procurement policies and procedures is highly desirable;
     + Procurement and supply chain management experience under Global Fund projects as the Principal Recipient an asset;
     + Proficiency in MS Office suite and advanced knowledge of web-based management systems;
     + Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners.

* **Driving license required:** Choose an item.

b) Competencies and values [Edit as required]:

* Professionalism: demonstrated understanding of operations relevant to UNDP; technical capabilities or knowledge relevant or transferrable to UNDP procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
* Integrity: demonstrate the values and ethical standards of the UN and UNDP in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization’s interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority;
* Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues;
* Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
* Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
* Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
* Flexibility: adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary;
* Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards UNDP’s mission and vision, as well as to the UN Core Values.

c) Language skills

Choose an item. spoken and written [language(s)] is required;

Choose an item. [other language(s)] is an advantage;

1. **Living Conditions**

[Provide brief description of relevant living conditions in duty station – e.g. security situation, access and air travel, climate, cultural awareness such as dress code / alcohol use, cost of living, accommodation options, availability of food/water/electricity, medical facilities, banking facilities, communications infrastructure, etc.

If duty station is a challenging operating environment, end with encouraging but cautioning statement such as “XXX is a unique country and XXX is a unique (humanitarian) operation. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

1. **Conditions of Service**

The initial contract is issued upon arrival for the period indicated above. The contract can be extended depending on continuation of mandate, availability of funding, operational necessity and satisfactory performance. However, there is no expectancy of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA), which is composed of a Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be calculated using by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website - [http://icsc.un.org](http://icsc.un.org/).

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.  
Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.  
  
UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).  
  
UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.  
  
UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Description of Assignment prepared by the Project Manager/UN Entity:**

[Name, functional title, Host Agency, location, date]

**Description of Assignment approved by UNV Country Office Team/Support Office:**

[Name, functional title, Host Agency, location, date]

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality, age and culture.*