



## Terms of Reference

<b>Job title:</b>	<b>Procurement Assistant (temporary replacement)</b>
<b>Duty Station:</b>	Chisinau, Republic of Moldova
<b>Reference to the project:</b>	Democracy Programme
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	5 months
<b>Indicative starting date:</b>	16 May 2016

### Job content

#### 1. Background

Improving the quality of Moldovan democracy through parliamentary and electoral support Programme (Democracy Programme) aims to strengthen the institutional capacity of the Parliament and Central Electoral Commission, improving their main functions and entrenching gender and human rights considerations in formal political process. In particular, the Programme will improve the legislative, oversight and representation functions of the Parliament, provide a solid basis for the improvement of the electoral process and supporting, when necessary, an inclusive process of constitutional reform. At the Central Electoral Commission, the Programme will support the further development of an enabling environment for the delivery of modern and inclusive electoral services.

The Programme activities will be implemented in close coordination and cooperation with the on-going UN Women programme "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics) aiming at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation. The electoral component of this programme provides multi-year institutional development for the Central Electoral Commission of the Republic of Moldova.

#### 2. Objectives

Under the guidance and direct supervision of the Programme Manager the incumbent assists the programme team, UNDP Country office, as well as national counterparts and clients in the effective and efficient implementation of the Democracy Programme, through provision of procurement services of the highest quality and standards. The Procurement Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The incumbent will provide procurement assistance to the Parliament and Electoral Senior Project Officers as well as to Programme Manager in implementation of day-to-day procurement activities, working in close collaboration and coordination with Programme and Finance Assistants. The incumbent will also work in collaboration with the Programme, Operations and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The Procurement Assistant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Procurement Assistant under the guidance and supervision of the Programme Manager and in close cooperation with all members of the programme team, will ensure the provision of high quality procurement services and products, as outlined in the Programme's plans, for the Parliament and Central Electoral Commission and their Moldovan partners. All work will be based on an appreciation of human rights and gender equality.

In particular, the Procurement Assistant will:

1. Contribute to the timely and efficient delivery of outputs and products leading to the achievement of expected results;
2. Contribute to the preparation and implementation of work and procurement plans that reflect the scope of activities, timing, sequencing, cost and other inputs for the implementation of activities;
3. Assist programme management in assessing proposals and preparing documentation for approval;
4. Prepare and issue contracts;
5. Maintain records on all contractors and their respective status (contracts, ToRs etc.) in accordance with accepted policies and procedures; Prepare the submissions to the Contract, Asset and Procurement Committee (CAP);
6. Arrange the procurement of equipment, supplies and services in accordance with the Work Plan;
7. Arrange for equipment maintenance and insurance as required;
8. Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
9. Maintain the equipment and spare inventory including verification and transfer when required;
10. Ensure that contractual processes follow the stipulated UNDP procedures;
11. Draft the Minutes of pre-bidding meetings;
12. Along with other team members, develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
13. Ensure all actions are fully compliant with UNDP procurement policies and procedures;
14. Perform any other duties connected directly with the implementation of the Programme as required.

*Specific tasks:*

15. Support increasing collaboration among the Parliament, the Central Electoral Commission, relevant Government authorities and other stakeholders;
16. Support the development of a shared approach to human rights and gender equality in all institutions;
17. Design and lead activities in a designated area(s) of the project's intervention.

### 3. Key Deliverables and Tentative Timetable

No.	Deliverables	Tentative timeframe/deadline
1	A detailed <b>Work Plan developed</b> , coordinated with Programme Manager;	<b>By 20 April, 2016</b>
2	Support to implementation of Programme procurement activities provided;	<b>During the contract validity period</b>
3	Minutes of pre-bidding meetings drafted;	
4	Contracts prepare, issue and monitored following the stipulated UNDP procedures;	
5	Equipment and spare inventory maintained;	
6	Inputs on narrative progress report to the Programme Board provided	
7	Monthly activity report developed*	<b>Monthly</b>

*\*The report will have to be approved by Programme Manager*

### 4. Institutional Arrangements

The Procurement Assistant will work under the supervision of the Programme Manager of UNDP Democracy Programme and guidance of Senior Project officers.

*Timeframe*

This is a full-time assignment. The timeframe for the work of consultant is planned for May – October 2016.

### *Language*

All communications and documentation related to the assignment will be in English and Romanian. The Programme will provide consultant with working space, access to Internet, printer and telephone line.

### *Financial proposal*

The financial proposal should specify the daily fee. Payments are made to the Individual Consultant based on the number of days worked.

## **5. Qualifications and skills required**

### Academic Qualifications:

- University Degree in economics, finance, accounting, law, public administration or other related field. Additional training or certification in procurement or financial management would be an advantage.

### Work experience:

- At least 5 (five) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO, or previous experience with UNDP is a very strong advantage.

### Competencies:

- Knowledge of procurement principles and requirements
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of automated procurement systems, experience in handling of web based management systems;
- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout;
- Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

## **6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- b. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc. );
- c. Duly completed P 11 form, personal CV and at least 3 references.