



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>Post Title:</b>	RDA expert on ProZorro Procurement
<b>Duty Station:</b>	Severodonetsk
<b>Expected Places of Travel:</b>	Within Luhansk oblasts
<b>Supervisor's Title:</b>	Local Governance and Decentralisation Reform Component manager
<b>Starting Date of Assignment:</b>	01 July 2017
<b>Duration of Assignment:</b>	Up to 6 months
<b>Administrative Arrangement:</b>	Working space and computer will be provided by the Regional Development Agency.
<b>Selection Method:</b>	Competitive recruitment

### Background

In 2016, Regional Development Agencies (RDAs) were established in Donetsk and Luhansk oblasts. Existing political will on the regional level is a window of opportunity to introduce better, more effective practices of governance including the management of regional development and recovery funds. The RDAs will assist in the promotion of the oblasts, on cooperation inside the oblast and between regions, the attraction of investments and funds, the improvement of the investment climate as well as to channel and provide information and services. They will also engage in wider networking, partnerships with public and private sectors, and build a pool of in-house and external capacities with partners to accomplish the development tasks. The RDA is designed as an independent non-profit agency (ustanova) and is governed by a Supervisory Board that includes representatives of the Oblast Administration, as well as representatives of civil society and international partners. The procurement and other related operations require the highest possible level of integrity in the utilization of the resources, and very carefully designed business processes to ensure integrity.

Against this context, UNDP has provided technical assistance to the Regional Development Agencies in Donetsk and Luhansk oblasts to develop a comprehensive "Operational Principles and Policy Guidelines" for more transparency in their business processes, based in international best practices. The Guidelines are intended to set standards and provide practical support to the RDA officials directly involved in the operational activities. The Guidelines also are intended to help in understanding the business processes and to achieve uniformity of actions in the implementation of projects and all administrative and financial actions. Business Processes are being developed for the RDAs in the following areas of management: 1. Financial management and reporting; 2. Procurement and asset management; 3. Human Resource

management; and 4. Office management and administration. Training manuals for these business processes are being developed and training will be conducted to establish the capacity of permanent and short-term personnel of the RDAs of Donetsk and Luhansk oblasts.

### **1. Main Objectives of the Assignment**

The main objective of the assignment is to establish a fully functional procurement service in the RDA, in accordance with the Operational Guidelines and business processes of the RDA; and to conduct the business processes of the RDA for a short-term period sufficient to fully establish the department with functioning management processes, and identify any areas for improvement or further development for the respective department.

### **2. Description of Responsibilities / Scope of Work**

The Expert on RDA ProZorro Procurement will carry out the following tasks for the Regional Development Agency: Ensure effective delivery of procurement services in RDA, RDA partners and local authorities; analyze and interpret the financial rules and regulations and provide solutions to complex issues related to procurement with ProZorro; promote a collaborative, client-focused, quality and results-oriented approach in the team. The Expert on RDA ProZorro Procurement shall work in close collaboration with the Legal Adviser, Procurement expert, Anti-Corruption expert, Experts in other Teams, and development partners to successfully deliver ProZorro procurement services.

#### **Specific responsibilities:**

- a) Full compliance of ProZorro procurement activities with RDA rules, regulations, policies and strategies;
- b) Implementation of the effective internal control, analysis of parameters in support of proper design and functioning of a client-oriented ProZorro procurement management system;
- c) RDA ProZorro Procurement business processes mapping and elaboration/establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in coordination with supervisor;
- d) Analysis and proposals on cost saving and reduction strategies in the Agency ProZorro procurements;
- e) Analysis and proposals on elaboration of contract strategy, sourcing strategy, quality management, supplier selection, improvement of ProZorro procurement processes in the agency.
- f) Analytical reports for senior management and the Supervisory Board;
- g) Relationships of cooperation/exchange experience with entities with similar responsibilities in Ukraine and abroad
- h) Analysis of information for preparation of ProZorro procurement plans for the office and projects and monitoring of their implementation;
- i) Implementation of proper monitoring and control of ProZorro 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 RDA rules and regulation;
- j) Preparation of submissions to the Contract and Purchase Review Committee;
- k) Implementation of the internal control system which ensures that Purchase orders are duly prepared and dispatched. Follow up on timely corrective actions on POs with budget check errors and other problems;

- l) Elaboration of proposals and implementation of the ProZorro procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement;
- m) Act as focal point and coordinator for ProZorro e-procurement platform in RDA. Keep constant liaison and working relationship with ProZorro technical team;
- n) Organise training for RDA staff on how to operate with ProZorro platform for procurement and also on the RDA Procurement guidelines/operational policies;
- o) Implementation of procurement services using ProZorro and evaluation report on each case to fine tune the process for next purchase;

### Competencies

- Strong ethical standards, integrity, honesty and compliance to international best practices in ProZorro procurement management;
- Excellent drafting skills (including experience of drafting minutes, notes and resolutions);
- Confidence, sound judgement and self-reliance;
- Ability to work autonomously and on own initiative;
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position;
- Analyses the requirements and synthesizes proposals;
- Demonstrates good knowledge of information technology and applies it in work assignments Ability to prioritise and work well under pressure;
- Experience in interpreting legislation into practical application;
- Strong analytical skills and experience of analysing complex issues.

### Required Educational Qualification, Skills and Experience

- University degree in the fields of Supply chain management, Business management, Public Relations, Political Science, Law or other related field;
- Practical experience of e-procurement, excellent knowledge of ProZorro e-procurement platform;
- Minimum 3 years of professional experience as procurement Team Leader, responsible for ProZorro procurements in any public or private business enterprise in the field of State (budget) procurement;
- At least 1 year of experience of working in or with government structures, civil society organizations or international organizations;
- Strong practical experience in contracting, tendering, procurement of goods and services in any reputed organization;
- Fluency in Ukrainian, Russian working knowledge of English language. Knowledge of other European languages will be an asset;
- Strong IT skills, command on computer programs (MS Office, Excel, PowerPoint etc.);
- Experience of working with international development agencies and organizations will be an asset.

### 3.Deliverables

№	Deliverables	Deadlines
1	<ul style="list-style-type: none"> <li>• Launching meeting with the RDA and UNDP;</li> <li>• In coordination with the Executive Director and other personnel of the RDA, assessment of the current status of RDA operations with regard to the area of the TORs;</li> </ul>	Within 1 month after the starting date of the assignment.

	<ul style="list-style-type: none"> <li>• Analysis of the Operations Guidelines for the RDA and identification of key tasks relevant to the area of the TORs;</li> <li>• First report with description of all fulfilled tasks prepared and submitted.</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>• Organization of the work flows and business processes of the RDA related to the TORs;</li> <li>• Development of Action Plan, including goals, targets, actions and timelines to improve work flows and business processes of the department, in consultation with the Executive Director of the RDA, RDA Procurement expert and UNDP;</li> <li>• Second report with description of all fulfilled tasks prepared and submitted.</li> </ul>	Within 2 months after the starting date of the assignment.
<b>3</b>	<ul style="list-style-type: none"> <li>• Participation in trainings provided by the UNDP consultants on RDAs;</li> <li>• Report on learning from the trainings;</li> <li>• Proposed revision to the Action Plan, with details related to adoption of the new business processes, as per the training received from the UNDP consultants on RDAs.</li> </ul>	Within 3 months after the starting date of the assignment.
<b>4</b>	<ul style="list-style-type: none"> <li>• Report on progress implementing the new ProZorro procurement business processes, including challenges and achievements;</li> <li>• Brief information on events related to the department related to the TOR.</li> </ul>	Within 4 months after the starting date of the assignment.
<b>5</b>	<ul style="list-style-type: none"> <li>• Report on exchange visits and learning from other RDAs;</li> <li>• Report on progress implementing the new ProZorro procurement business processes, including challenges and achievements;</li> <li>• Brief information on events related to the department related to the TOR.</li> </ul>	Within 5 months after the starting date of the assignment.
<b>6</b>	<ul style="list-style-type: none"> <li>• Report on progress implementing the new ProZorro procurement business processes, including challenges and achievements;</li> <li>• Brief information on events related to the department related to the TOR.</li> <li>• Final report with description of all fulfilled tasks prepared and submitted. Recommendations on further activities.</li> </ul>	Within 6 months after the starting date of the assignment.

#### **4. Proposed payment schedule**

RDA will pay the negotiated amount in six equal tranches according to the schedule of deliverables, above.

The payments will be paid upon the full completion and acceptance of contractual obligations whereupon the Executive Director of the RDA accepts the draft deliverables report and UNDP accepts the final deliverables report.

#### **5. Monitoring/Reporting Requirements**

The Expert will report on a daily basis to the Executive Director of the RDA and will work under the overall supervision of the UNDP Local Governance and Decentralisation Reform Component manager.

The Expert will submit deliverables reports as indicated in the table of deliverables, above. The final report at the end of the assignment should include the achievements, lessons learned, and recommendations for further actions.

## **6.Experience and Qualifications Requirements**

- Higher university Degree (minimum requirement - Master’s degree) in Supply chain management, Business management, Public Relations, Political Science, Law or other related field;
- Minimum 3 years of professional experience as procurement Team Leader, responsible for ProZorro procurements in any public or private business enterprise in the field of State (budget) procurement;
- At least 1 year of experience of working in or with government structures, civil society organizations or international organizations;
- Fluent in Ukrainian, Russian and working knowledge of English language. Knowledge of other European languages will be an asset;
- Experience of working with international development agencies and organizations will be an asset.

## **Competencies**

- Ability to build good relations with partners, focus on impact of the project and positive respond to feedback;
- Good managerial, administrative, planning, analytical and written skills;
- Good communication skills;
- Initiative and ability to work independently as well as in a team;
- Excellent usage of computer and office software packages.

## **Corporate Competencies**

- Demonstrates integrity by modeling the UN’s values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

## **7.Documents to be Included when Submitting the Proposals**

Applicants shall submit the following documents:

- Personal CV, including information about past experience in similar projects / assignments and contact details for referees.
- Financial proposal

## **8.Financial Proposal**

### **Lump sum contract**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.

**9.Evaluation criteria**

- Educational background – 20 points max  
{15 pts – Master’s degree; 20 pts – Post-graduate degree };
  - Proven experience in the field of State (budget) procurement and ProZorro using – 40 points max  
{40 pts – 6 years years and more; 20 pts – from 4 to 5 years; 10 pts –from 3 to 4 years};
  - Proven experience of working in or with government structures, civil society organizations or international organization – 20 points max  
{20 pts –4 years and more; 10 pts – from 2 to 4 years; 5 pts – from 1 to 2 years};
  - Working knowledge of other European languages - 10 points  
{10 pts – Working knowledge European languages other than English }
  - Experience of working with international development agencies and organizations - 10 points max  
{10 pts – 2 years and more; 5 pts – from 1 to 2 years};
- Maximum available technical score - 100 points.

**EVALUATION METHOD:**

**Cumulative analysis**

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight: 70%

\* Financial Criteria weight: 30%

Only candidates obtaining a minimum 70% from the maximum available technical score would be considered for the Financial Evaluation.

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:

30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract.

**Technical Evaluation Forms:**

Form 1. Experience of the candidate submitting the proposal (P11 form)

Form 2. Financial proposal

Prepared by \_\_\_\_\_

Approved by \_\_\_\_\_

Approved by \_\_\_\_\_