1. Background
National Maternal and Child Health Center (NMCHC), request UNICEF Cambodia assistance for the procurement of Goods/Services under Gavi HSS Project from 2020 onward. In order to support the government request, the Cambodia Country Office is needed to ensure continuity in its supply function to support the government in Procurement Services requests. Temporary assistance by a qualified supply consultant, associate level is therefore required to support the Supply and Procurement unit. The interim position is foreseen to cover a eleven and half-months period.

2. Purpose of the assignment
To provide supply and procurement technical assistance to National Maternal and Child Health Center (NMCHC) on the procurement of Goods/Services under Gavi HSS Project from 2020 onward.

3. Assignment tasks
Under the direct supervision of the Supply and Procurement officer, the consultant provide technical assistance to the supply chain operations of the Cambodia Country Office.

Specific tasks include:
1. Provides technical assistance on Procurement Services requests from Government partners and NGOs (cost estimates, order confirmation, delivery, and settlement of accounts).
2. Assist in Monitoring of the status of transactions and provides progress updates to the partners.
3. Assists in the preparation of appropriate bidding documents (RFQ/ITB/RFP invitations to potential suppliers), and evaluates offers, bid tabulations, draft CRC submission documentation and makes recommendations for finalization of purchases according to established procurement rules, regulations and procedures.
4. Monitors delivery and performance of suppliers, prepares and updates status report on the Supply Requisitions (SRQs)/ Purchase Orders, expedites delivery, continuously updating partners on status and providing other related information as required.
5. Assists in monitoring the closure of POs by keeping an eye on PRQs status which are under payment and forwarding the POs for closure. This includes alerting Program staff to close/ adjust expenditure to obligation level when POs are all placed.
6. Building and maintaining information networks on suppliers. Establish and maintain external relationship with a wide range of potential suppliers/contractors to keep abreast of information relevant to UNICEF supply operations.
7. Verify and validate the accuracy of invoices & payment requests for local purchase and inspection. Review PRQs and obtain additional documents (if necessary) and ensure all papers are completed and acknowledgment of receipt is signed by authorized person.

8. Helps manage the immediate procurement documentation with respect to administrative work, communications, workflow, and filing of all documents related to local procurement e.g. outgoing correspondence, request for quotation, invitation to bids, tabulation sheets, CRC submissions/minutes, note for the records, PO/contracts, and memos etc.

9. Assist in the management of procurement goods and services activities for both programme and administrative supplies and equipment in a timely and economic manner from inception until final delivery to the office or project sites in order that programme and administrative items meet targeted goals and objectives.

4. Expected deliverables

On day-to-day basis, the consultant shall support the Supply Section as described under point 3 following a monthly work program agreed to with the contract supervisor. A brief end of assignment report shall be required prior the last working day.

<table>
<thead>
<tr>
<th>Tasks and Deliverable</th>
<th>Output</th>
<th>Timeframe</th>
<th>Estimate No. of working day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1 (22 working days)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1. Develop Monthly Workplan</td>
<td>Detail approach for the workplan activities for the first three month.</td>
<td>1 week upon sign the contract</td>
<td>2</td>
</tr>
<tr>
<td>2. Support PS partner in completing information required in the Procurement Service Request Form.</td>
<td>Completeness of information required in the form before submitting to Supply Division for requesting cost estimate, at least from the supply plan.</td>
<td>Throughout the consultancy period</td>
<td>2</td>
</tr>
<tr>
<td>3. Conduct bidding process in compliance to UNICEF rule and regulations.</td>
<td>of the solicitations document distributes in the market</td>
<td>Throughout the consultancy period</td>
<td>5</td>
</tr>
<tr>
<td>4. Follow up delivery with vendors or Supply Division Focal point.</td>
<td>70% of PO deliver based on the agreed TAD.</td>
<td>Throughout the consultancy period</td>
<td>1</td>
</tr>
</tbody>
</table>
5. Logistics Support/Customs Clearance Services to UNICEF Procurement Service Partners

Completeness and correctness of shipping documents provided to the partner.

Throughout the consultancy period

5.

6. Visual inspection of supplies and coordinate with MNCHC to provide UNICEF certificates of Goods receipts or Performance Evaluation for service providers.

Certificates of Good Receipt Note (GRN) within 10 days of arrival of equipment/products at NMCHC warehouse or Central Medical Store.

Or Performance Evaluation of service providers.

Based on the PO issued and TAD in the PO

5.

8. Support NMCHC to close the procurement service transaction

FY Statement of Account and Payment advice to the partner

Throughout the consultancy period

2.

9. Support to close the local procurement transaction

100% of record are available in file for audit purpose (Close PO/Contracts) by ensuring availability of the performance evaluation from the partner.

Throughout the consultancy period

2.

Deliverable: 2-10 (estimated 22 Working days for each deliverable): Detail work assignment and output are referred to deliverable 1 due to the consultant will be routinely provide the support on the supply and procurement activity for NMCHC request.

5. Payment schedule linked to satisfactory deliverables

Payments upon certification of services rendered satisfactorily in accordance with agreed deliverables:

- 10% of total payment will be paid upon approval of deliverable 1
- 10% of total payment will be paid upon approval of deliverable 2
- 10% of total payment will be paid upon approval of deliverable 3
- 10% of total payment will be paid upon approval of deliverable 4
- 10% of total payment will be paid upon approval of deliverable 5
- 10% of total payment will be paid upon approval of deliverable 6
- 10% of total payment will be paid upon approval of deliverable 7
- 10% of total payment will be paid upon approval of deliverable 8
- 10% of total payment will be paid upon approval of deliverable 9
- 10% of total payment will be paid upon approval of deliverable 10
6. Location and duration
The contract duration is initially for 11.5 months period, starting from 1st June 2020 to end July 2021. The contract may be renewed subject to satisfactory performance, availability of funding. The consultant is expected to work full time during office hours. Workspace will be allocated for the consultants at the Supply Section for the duration of this contract. The assignment is Phnom Penh based. NO in-country travel outside duty station is foreseen.

7. Qualifications or Specialized Knowledge/Experience Required
- Completion of secondary education or equivalent, supplemented by courses in purchasing methods and/or accounting.
- Six years of progressively responsible clerical or administrative work, with specialized experience in purchasing a variety of materials and services.
- High level knowledge of procurement procedures.
- Technical knowledge of health sector products desired.
- Good negotiating skills.
- Ability to work with minimum of supervision.
- Ability to extract and format data and to solve operational problems.
- Ability to organize work, set priorities and meet deadlines.
- Ability to handle work quickly and accurately under time constraints.
- Ability to work in a team.
- Basic knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics and risk management of supply chain operations.
- Knowledge of and experience with Enterprise Resource Planning (ERP) systems and procedures (e.g., SAP).

8. Contract supervisor
The consultant will work under the direct supervision of the Supply and Procurement officer. In addition to day-to-day interactions, supervisor will agree with the consultant on the proposed workplan and on regular meetings throughout the consultancy period. UNICEF Cambodia Supply Officer, who will be responsible for final review of the deliverables and certification of payments to the Consultant. The consultant will also be expected to closely liaise and update the UNICEF Supply Officer the deliverables related to the key task assignments. The Supply Officer will provide strategic direction and orientation to the consultant, as required, in addition to technical guidance from the Deputy Representative, Operations.

9. Penalties for underperformance
All payments are subject to satisfactory completion of tasks as agreed in monthly work plan. The contract supervisor shall certify and evaluate the work done.
Performance indicators: Consultants’ performance will be evaluated against the following criteria: meeting TOR requirements, timeliness, quality of due deliverables, work relations, initiative/drive for results, communication, dependability/reliability in carrying the assignments.
10. Termination of contract
This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

11. Submission of applications
Interested candidates are kindly requested to apply and upload the following documents to: http://www.unicef.org/about/employ/
1. Letter of Interest (cover letter) with indication of applicant’s ability and availability
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Example/s of applicant’s Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
4. Your fee proposal or price proposal by indicating daily/monthly rate (in US$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.

The deadline for applications is 20th April 2020.

12. Assessment Criteria
A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

NOTE:
For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification: max. 70 points
   □ Education (15 points)
   □ Relevant working experience (40 points)
   □ Knowledge and Skills (15 points)

b) Financial Proposal: max. 30 points
   □ The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 50 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.