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 junior level supply consultant 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 consultants 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. Monitors 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. Prepare relevant supply reports to facilitate advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; local market development, and private sector engagement.
5. Monitor and review supply spend and draft procurement strategies based on category management in order to focus on strategic, essential supplies and services that contribute to results for children, and support the establishment of long term agreements (LTAs) where relevant.
6. Maintain highest level of integrity, ethical standards and accountability in the procurement of goods and contracting of services.
7. Assists in the implementation of the supply component of the Country Programme, with an emphasis on the procurement and delivery of UNICEF provided supplies.
8. Interacts with Programme Sections/Government counterpart on the identification of supply needs, product specifications, quantification and sourcing options.

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><strong>Deliverable 1 (23 working days)</strong></td>
<td></td>
<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>3</td>
</tr>
<tr>
<td>2. Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan</td>
<td>At least 10% completeness of technical specification of the products and service requirement from the supply plan are available for the bidding process.</td>
<td>2-3 weeks upon signed the contract</td>
<td>10</td>
</tr>
<tr>
<td>3. 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 20% from the supply plan.</td>
<td>3-4 weeks upon signed the contract</td>
<td>5</td>
</tr>
<tr>
<td>4. Conduct bidding process in compliance to UNICEF rule and regulations.</td>
<td>5% of the solicitations document distributes in the market</td>
<td>3-4 weeks upon signed the contracts</td>
<td>5</td>
</tr>
</tbody>
</table>

**Deliverable 2 (24 working days)**

<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>1. Provide update on monthly overview to NMCHC under Gavi HSS project</td>
<td>Monthly progress update report.</td>
<td>6 weeks upon signed the contract</td>
<td>2</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>2. Support Procurement Service partner in completing information required in the Procurement Service Request Form.</strong></td>
<td>Completeness of information required in the form before submitting to Supply Division for requesting cost estimate, at least 30% from the supply plan.</td>
<td>6 weeks upon signed the contract</td>
<td>2</td>
</tr>
<tr>
<td><strong>3. Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan</strong></td>
<td>At least 30% completeness of technical specification of the products and service requirement from the supply plan are available for the bidding process.</td>
<td>4-8 weeks upon signed the contract</td>
<td>10</td>
</tr>
<tr>
<td><strong>4. Conduct bidding process in compliance to UNICEF rule and regulations.</strong></td>
<td>15% of the solicitations document distributes in the market</td>
<td>5-8 weeks upon signed the contract</td>
<td>5</td>
</tr>
<tr>
<td><strong>5. Issued Contracts</strong></td>
<td>15% of Purchase order issued against solicitation document</td>
<td>8-10 weeks upon signed the contract</td>
<td>5</td>
</tr>
</tbody>
</table>

**Deliverable 3 (38 working days)**

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1. Provide update on Monthly overview to NMCHC under Gavi HSS project</strong></td>
<td>Monthly progress update report.</td>
<td>14 weeks upon signed the contract</td>
<td>2</td>
</tr>
<tr>
<td><strong>2. Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan</strong></td>
<td>At least 50% completeness of technical specification of the products and service requirement from the supply plan are available for the bidding process.</td>
<td>12-14 weeks upon signed the contract</td>
<td>5</td>
</tr>
<tr>
<td><strong>3. Support Procurement Service partner in completing information required in the Procurement Service Request Form.</strong></td>
<td>Completeness of information required in the form before submitting to Supply Division for requesting cost estimate, at least 80% from the supply plan.</td>
<td>12-14 weeks upon signed the contract</td>
<td>2</td>
</tr>
</tbody>
</table>
4. **Conduct bidding process in compliance to UNICEF rule and regulations.**
   - 30% of the solicitations document distributes in the market
   - 12-14 weeks upon signed the contract
   - 10

5. **Logistics Support/Customs Clearance Services to UNICEF Procurement Service Partners**
   - Completeness and correctness of shipping documents provided to the partner.
   - 12-14 weeks upon signed the contract
   - 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
   - 2

7. **Follow up delivery with vendors or Supply Division Focal point.**
   - 70% of PO deliver based on the agreed TAD.
   - Based on the PO issued and TAD in the PO
   - 2

8. **Issued Contracts**
   - 30% of Purchase order issued against solicitation document
   - 12-14 weeks upon signed the contract
   - 10

**Deliverable 4 (43 working days)**

1. **Provide update on quarterly overview to NMCHC under Gavi HSS project**
   - Quarterly progress update report.
   - 18 weeks upon signed the contract
   - 3

2. **Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan**
   - At least 80% completeness of technical specification of the products and service requirement from the supply plan are available for the bidding process.
   - 16-18 weeks upon signed the contract
   - 4

3. **Conduct bidding process in compliance to UNICEF rule and regulations.**
   - 80% of the solicitations document distributes in the market
   - 16-20 weeks upon signed the contract
   - 20
<table>
<thead>
<tr>
<th>Deliverables 5 (35 working days)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4. Visual inspection of supplies and coordinate with MNCHC to provide UNICEF certificates of Goods receipts or Performance Evaluation for service providers.</strong></td>
<td><strong>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.</strong></td>
<td><strong>16-20 weeks upon signed</strong></td>
<td><strong>11</strong></td>
</tr>
<tr>
<td><strong>5. Follow up delivery with vendors or Supply Division Focal point.</strong></td>
<td><strong>70% of PO deliver based on the agreed TAD.</strong></td>
<td><strong>16-20 weeks upon signed the contract</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>Deliverables 5 (35 working days)</strong></td>
<td><strong>Deliverables 5 (35 working days)</strong></td>
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<td><strong>Deliverables 5 (35 working days)</strong></td>
</tr>
<tr>
<td><strong>1. Monthly Report</strong></td>
<td><strong>Monthly progress update report</strong></td>
<td><strong>22 Weeks upon signed the contract</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>2. Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan</strong></td>
<td><strong>At least 100% completeness of technical specification of the products and service requirement from the supply plan are available for the bidding process.</strong></td>
<td><strong>20 weeks upon signed the contract</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>3. Conduct bidding process in compliance to UNICEF rule and regulations.</strong></td>
<td><strong>80% of the solicitations document distributes in the market</strong></td>
<td><strong>20-25 weeks upon signed the contract</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>4. Logistics Support/Customs Clearance Services to UNICEF Procurement Service Partners</strong></td>
<td><strong>Completeness and correctness of shipping documents provided to the partner.</strong></td>
<td><strong>Based on the PO issued and TAD in the PO</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>5. Issued Contracts</strong></td>
<td><strong>60% of Purchase order issued against solicitation document</strong></td>
<td><strong>20-24 week upon signed the contract</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>6. Follow up delivery with vendors or Supply Division Focal point.</strong></td>
<td><strong>70% of PO deliver based on the agreed TAD.</strong></td>
<td><strong>Based on the PO issued and TAD in the PO</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>
7. 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

2

8. Closure of procurement transaction for Procurement Service Transaction

Performance Evaluation Report available in the file

Upon products/Service delivered and payment is made

2

**Deliverable 6 (35 Working days)**

1. Provide update on quarterly overview to NMCHC under Gavi HSS project

Quarterly progress update report.

26 Weeks upon signed the contract

2

2. Support the Procurement Service Partners to determine the product specification, service requirement, and delivery plan

At least 100% Completeness of technical specification of the products and service requirement from the supply plan.

24-26 weeks upon signed the contract

5

3. Conduct bidding process in compliance to UNICEF rule and regulations.

70% of the solicitations document distributes in the market

24-26 weeks upon signed the contract

10

4. Logistics Support/Customs Clearance Services to UNICEF Procurement Service Partners

Completeness and correctness of shipping documents provided to the partner.

Based on the PO issued and TAD in the PO

2

5. Issued Contracts

80% of Purchase order issued against solicitation document

24-28 week upon signed the contract

10

6. Follow up delivery with vendors or Supply Division Focal point.

70% of PO deliver based on the agreed TAD.

Based on the PO issued and TAD in the PO

2
<table>
<thead>
<tr>
<th>Deliverable 7: (50 working days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide Final overview to NMCHC under Gavi HSS project</td>
</tr>
<tr>
<td>2. Conduct bidding process in compliance to UNICEF rule and regulations.</td>
</tr>
<tr>
<td>3. Logistics Support/Customs Clearance Services to UNICEF Procurement Service Partners</td>
</tr>
<tr>
<td>4. Issued Contracts</td>
</tr>
<tr>
<td>5. Follow up delivery with vendors or Supply Division Focal point.</td>
</tr>
<tr>
<td>6. Visual inspection of supplies and coordinate with MNCHC to provide UNICEF certificates of Goods receipts or Performance Evaluation for service providers</td>
</tr>
</tbody>
</table>
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
- 15% of total payment will be paid upon approval of deliverable 3
- 15% of total payment will be paid upon approval of deliverable 4
- 15% of total payment will be paid upon approval of deliverable 5
- 15% of total payment will be paid upon approval of deliverable 6
- 20% of total payment will be paid upon approval of deliverable 7

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

- A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or related social science field
- At least 5 years of relevant professional work experience, such as national or international work experience in supply, logistics, purchasing, contracting and/or related fields. Work experience in developing countries desirable.
- Technical knowledge of health sector products desired.
- Ability to engage in substantive technical discussion with all stakeholders
- Health supply chain management experience an advantage
- Good analytical skill and negotiating skills.
- Ability to clearly and concisely express ideas and concepts in written and oral form.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Basic knowledge of latest developments and technology in supply chain management.
- Basic understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
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 would be an advantage (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.