

Terms of Reference for National Procurement/Logistics Assistant

Procurement/Logistics Assistant

Duration: 2.5 Months (expected start date from 15 September 2010)

Duty Station: Vientiane, UNDP Lao PDR (UNDP Support the project for the National Regulatory Authority in the UXO sector in the Lao PDR)

Type of assignment: SSA

Background:

The Government of the Lao PDR will host the First Meeting of States Parties to the Convention on Cluster Munitions (1MSP) from 9-12 November 2010 and a field trip to Xieng Khouang province is planned prior to the 1MSP. Some 600 participants of states delegates are NGOs' representative will gather as well as the media, and it will be the largest conference that the Government of the Lao PDR will ever host. UNDP Lao PDR supports the 1MSP through policy advice and project support.

The project "Establishment and Support to the National Regulatory Authority (NRA) in the UXO sector" is the main vehicle to implement the 1MSP and entails a great component of international and local procurement of goods and services to convene the 1MSP. The project is NIM and thus the NRA as an implementing partner.

Duties and Responsibilities:

Under the matrix management of Chiefs of the Crisis Prevention and Recovery Unit and UNDP Procurement unit, the Procurement/Logistics Assistant provides procurement/logistics services to the UNDP and NRA project by ensuring high quality and accuracy of work. The Procurement/Logistics Assistant works in close collaboration with the operations, programme and project staff to exchange information and ensure consistent service delivery.

Functions / Key Results Expected:

Summary of Key Functions:

- Assist in implementation of the 1MSP procurement plan through procurement of goods and services for UNDP and NRA;
- Monitoring of the procurement activities according to established procurement plan.
- Assist in preparation of request for proposals/quotations, technical specifications.

- Market research of potential suppliers of required goods and services and gathering information in one database.
- Collection of quotations and preparation of evaluation reports for review by UNDP and Project.
- Distribution of received goods to relevant partners;
- Assets control;
- Maintain all fillies and records with further submission to UNDP;
- Assist in customs clearance of shipments.
- Other duties which may be requested by UNDP and Project.

1. Assist in implementation of the 1MSP procurement plan focusing on achievement of the following results:

- Full compliance of procurement activities in support to the 1MSP in accordance with UN/UNDP rules, regulations, policies and strategies.

2. Supports procurement processes for the NRA focusing on achievement of the following results:

- Assists in the preparation of procurement plans for the project, providing input to the overall Procurement Plan for the 1MSP
- Support the NRA, if it is required, on procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.

3. Ensures proper control of assets focusing on achievement of the following result:

- Tracks acquisitions of project items through spreadsheet and update on a monthly basis.
- Implementation/Preparation of Inventory and physical verification check-up in the project and the NRA offices.
- Updated inventory reports.

Qualifications required:

1. **Bachelor degree** in fields related to Business Administration, Public Administration, Finance, Economics,
2. Minimum 2 years of experience at the national level in procurement;
3. Previous experience in providing procurement support of a large conference is an asset.
4. Ability to research and gather information from a variety of external and internal sources;

5. Ability to perform a variety of standard tasks related to contract, asset and procurement; management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information, control of assets;
6. Focuses on result for the client and responds positively to feedback
7. Consistently approaches work with energy and a positive, constructive attitude. Remains calm, in control and good humored even under pressure
8. Ability to foresee risks and allow for contingencies in planning.
9. Good working knowledge of MS Office applications
10. Fluency in English and Lao.