

TERMS OF REFERENCE

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Hiring Office:	UNFPA Pacific Sub Regional Office		
Title:	Procurement Assistant (Individual Consultancy – IC Contract)		
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the direct supervision of the Procurement Associate and overall guidance of the HR Admin Associate, the Procurement Assistant shall provide daily procurement support ensuring high quality and accuracy of work required by the Pacific Sub Regional Office. S/he shall promote a client, quality and results-oriented approach in the Unit and works closely with the operations and country teams.</p> <p>The Procurement Assistant ensures the effective and efficient functioning of procurement systems in support of the programme and office management.</p> <p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Provide support to the Procurement Associate for procurement processes as per the procurement policy. • Prepare office annual procurement plan in consultation with the programme and country colleagues. • Perform procurement focal point role for simple procurement including sourcing of quotations, preparing comparison matrix and manual Purchase Order. • Issue system requisition for procurement related activities ensuring all requisitions is sourced to a Purchase Order on a timely basis. • Perform supplier registration functions for procurement. • Follow up invoices from suppliers and prepare PRC (Payment Request Checklist) for submission to finance for payment processing. • Reconciling supplier statements and Informing suppliers on the status of their payments. • Updating and reconciling the Manual PO tracker monthly ensuring all vendor payments are completed on a timely manner. • Provide support in drafting letters for work permits and exemption permits. Liaising with Officers from Fiji Immigration Office and Ministry of Foreign Affairs on timely follow-ups of applications. • Assist the Procurement Associate on preparation of solicitation documents including RFQ, RFP and ITB and provide support in the evaluation process. • Provide support and ensure timely updating of the procurement logs, staff permit tracker, UN LTA register, UNFPA contracts register etc. 		
Duration and working schedule:	The consultancy is expected to commence on 1 October 2023 and be completed by 31 December 2023 for a period of 4 months. The consultant will be required to work from 8am – 5.30pm (Monday – Thursday) and 8am – 2pm on Friday except on UN Holidays.		
Place where services are to be delivered:	The consultant will be based in the PSRO Office in Suva, Fiji		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverable	Date	Payment
	1. Monthly Report outlining the progress of activities undertaken during the month	25 of each month	100% (Proration on monthly remuneration)
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	On a day-to-day basis, the Procurement Assistant will work closely with the Procurement Associate. All materials developed relating to the assignment will officially be submitted to UNFPA.		
Supervisory arrangements:	The Consultant will be under the supervision of the Human Resources/Admin Associate.		
Expected travel:	Very limited travel as decided by the UNFPA management		

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education:</p> <ul style="list-style-type: none"> • Completion of secondary level or an equivalent high school education is required. • Certification in procurement, CIPS is an advantage • Bachelor's degree in management, Public Administration, Business Administration or relevant field is desirable <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years of work experience working in similar procurement and administrative role • Prior experience of working for the UN or other NGO's is a strong asset; • Demonstrable organizational skills including working to tight deadlines and with competing priorities, ability to prioritize effectively and organize time; • Familiar in the use of computers and office software packages; • Excellent writing, communication and organization skills; • Good interpersonal skills; • High level of accuracy and reliability; • An efficient worker who can work under pressure
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The Consultant will be given a desk space, computer and provided internet and printing access.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Consultancy Fees to be paid on a monthly basis by the Pacific Sub Regional Office</p>