

TERMS OF REFERENCE Procurement Associate	
Hiring Office:	United Nations Population Fund in Jerusalem, State of Palestine
Purpose of consultancy:	Based in Jerusalem or Ramallah, the Procurement Associate aims to support the UNFPA Country Office (CO) Palestine ensure the proper Procurement and delivery of programme supplies to beneficiaries, partners, and health facilities as part of the CO's ongoing support to UNFPA Palestine country operation
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Procurement Associate performs administration support to the UNFPA CO in close collaboration with the Procurement analyst. He/she also provides supply chain functions of the office in terms of management and administration of official missions and communication with suppliers on behalf of the CO:</p> <ul style="list-style-type: none"> • Assisting the Procurement Officer in managing procurement activities, including the preparation, review, and evaluation of tender documents, and conducting quotation analyses in line with UNFPA procurement rules. • Collaborating with internal teams to ensure all procurement activities are aligned with organizational and project-specific requirements, ensuring transparency and cost-effectiveness. • Ensuring compliance with UNFPA procurement protocols and national regulations. • Assisting in exploring local sourcing options for various UNFPA supplies including essential medical supplies to ensure timely, cost-effective procurement that supports the specific needs of the region. • Supporting the coordination of contract management for local suppliers in WB and Gaza to ensure quality control and compliance with health and safety standards for locally sourced medical supplies. • Assisting the monitoring the supply chain for global IARH kits, from sourcing to delivery, to ensure all medical supplies reach their intended destinations promptly and meet the required specifications for health projects in the region. • Conducting market research to identify and evaluate potential suppliers, ensuring the supplier database is accurate, up-to-date, and responsive to UNFPA procurement needs. • Engaging with suppliers to gather relevant information for sourcing and verifying the availability of goods and services to meet UNFPA procurement requirements. • Liaising with other UN agencies to gather information on existing contracts, fostering collaboration, and sharing procurement information to ensure cost-effective sourcing across agencies. • Preparing procurement-related reports and analyses, including drafting responses to inquiries from stakeholders and senior management. Ensuring reports align with the clearance processes

	<p>established by the Supply Unit Team Lead.</p> <ul style="list-style-type: none">• Monitoring procurement performance through data analysis and reporting to improve processes and address any discrepancies or inefficiencies.• Reviewing procurement requests for office and project equipment, supplies, and services, ensuring the requests are processed transparently, adhering to cost-efficiency and regulatory standards.• Collaborating with project teams and administration staff to facilitate smooth processing of procurement requests.• Supporting the Procurement Analyst in managing long-term agreements, ensuring compliance with UNFPA regulations, and facilitating the timely renewal or initiation of agreements.• Identifying and proposing improvements to internal procurement procedures to enhance efficiency and mitigate risks. Addressing audit-related issues to ensure compliance with procurement rules and standards.• Assisting in the procurement of services, ensuring that contracts for services are well-managed and responsive to project and office needs.• Monitoring the supply chain for UNFPA varies kits, from sourcing to delivery, to ensure all supplies reach their intended destinations promptly and meet the required specifications for health projects in the region.
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Duration and working schedule:	6 months
Place where services are to be delivered:	The Procurement Associate shall be based in Jerusalem. However, availability for travel and for field and procurement activities is requested at any time during the assignment period as per the need of this assignment.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to provide his/her monthly accomplish report, which includes updates on the following areas: <ul style="list-style-type: none"> a) # of bids he assisted the evaluation process for b) Procurement status report c) # of emails and reports drafted d) # of RFQs ITBs launched e) # of Quotes analyzed f) # of contracts/ LTA awarded g) Up-to date procurement plan and solicitation reports
Supervisory arrangements:	The consultant will be under the direct supervision of the Palestine CO Procurement analyst, with close coordination with the programme team in Jerusalem. He/she is expected to work closely with the different units of the Programme and Operations Team.
Expected travel:	None.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education: First level university degree in Procurement, Business Administration, Information Management, Supply Chain, Engineering, Transport and Logistics, and another related field is desirable.</p> <p>Knowledge and Experience: At least 2 years' experience in providing administrative and/or logistic support to a development project. Experience in national and international logistics and deal with suppliers. Experience in working in Humanitarian Projects and United Nations system is desirable.</p> <p>Languages: Fluency in Arabic and English is must.</p> <p>Required Competencies:</p> <p>A. Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity • Embracing change <p>B. Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable
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	<ul style="list-style-type: none"> • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically • Working in teams/managing ourselves and our relationships • Communicating for impact <p>C. Functional competencies:</p> <ul style="list-style-type: none"> • Analytical and conceptual thinking • Professional communication, decisiveness, • Technical knowledge on relevant fields • Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment • Highly organized and process-oriented.
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<p>Signature of Requesting Officer in Hiring Office: Immediate Supervisor, Humanitarian Supplies & Logistics Specialist Mayyada Malki</p> <p>Cleared by: Operations Manager</p> <p>Approved by: UNFPA Representative</p>	<p>Farah Altarifi DocuSigned by: 17-Dec-2024</p> <p>Mayyada Malki DocuSigned by: 17-Dec-2024</p> <p>Nestor Owomuhangi Signed by: 17-Dec-2024</p>
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Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Sunday, 22 December 2024. Only those short-listed for the position will be contacted.