

UN-REDD Viet Nam Phase II Programme

Terms of Reference

Procurement Assistant

Background

The UN-REDD Viet Nam Phase II Programme is a part of the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (UN-REDD). Phase II of the Programme was launched in July 2013 after Phase I ran from 2009 to 2012 (Decision 1724/QD-BNN-HTQT dated 29th July 2013). The Programme will assist Viet Nam to implement the National REDD+ Action Programme (NRAP), and benefits from the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme will be implemented till the end of 2015 with total ODA support (grant) of over USD \$30 million. Vietnam Administration of Forestry (VNFOREST) under the Ministry of Agriculture and Rural Development (MARD) is the Programme Owner.

The overall objective of Phase II is “to enhance Viet Nam’s ability to benefit from future results-based payments¹ for REDD+ and undertake transformational changes in the forestry sector”. This objective will be secured through the following six Outcomes:

- Outcome 1: Capacities for an operational National REDD+ Action Programme (NRAP) are in place
- Outcome 2: The six pilot provinces are enabled to plan and implement REDD+ actions
- Outcome 3: National Forest Monitoring System (NFMS) for Monitoring and Measurement, Reporting and Verification and National REDD+ Information System (NRIS) on Safeguards are operational
- Outcome 4: Stakeholders at different levels are able to receive positive incentives
- Outcome 5: Mechanisms to address the social and environmental safeguards under the Cancun Agreement are established
- Outcome 6: Regional cooperation enhances progress on REDD+ implementation in the Lower Mekong Sub-Region

To implement the Programme, a UN-REDD Programme Management Unit (PMU) is established (Decision 1867/QD-BNN-TCCB dated 13th August 2013), under the leadership of the National Programme Director (NPD), representing the Viet Nam Administration of Forestry (VNFOREST). The NPD will be assisted by a deputy NPD, and together with an overall National Programme Coordinator, will manage the daily operation of the Programme.

¹Note that the term “results-based payments” refers only to the basis for international transfer of funds to Viet Nam.

Objectives:

The Programme will recruit two Procurement Officers for handling procurement services, a Procurement Assistant and a Procurement Specialist. The Procurement Assistant will be responsible for assisting the Procurement Specialist in administrating the process of acquiring goods and services to operate the Programme.

Scope of work:

Large part of the implementation of the Programme will be delivered through Service Contractors. Based on the needs identified by the Technical Officers, the Procurement Officers will administer this process. The Procurement Officers will also handle procurement that falls under Programme Management. In conducting their tasks, the Procurement Officers will follow the guidelines for procurement/bidding as specified by regulations given by the UN and the Government of Vietnam. The Programme Implementation Manual will also guide the Officers.

The Procurement Assistant will be responsible for assisting the Procurement Specialist in fulfilling the following key tasks:

- Assist in preparing and updating the annual Procurement Plan for all purchasing and procurement activities needed by the Programme;
- Set up and maintain an effective monitoring and recording system for procurement;
- Identify indicators of fraud, collusion and other unethical practices in procurement/selection process;
- Manage procurement processes for goods and services according to the Procurement Plan, that includes: (i) Ensure all necessary preparations for procurement are finalized, such as Terms of Reference for technical specifications of goods/services, Evaluation Criteria, Market Research, Evaluation Panel set-up; (ii) Advertise of the Invitation for Bids/Quotations; (iii) Prepare documents for the Evaluation Panel (iv) Prepare bidding documents/request for quotations, bids/quotations evaluation reports, contract conditions including issues of performance guarantee, advance payment guarantee, insurance, liquidated damages, contract execution schedule, payments, delays, compensation events, contract extension, quality control, disputes, claims parties' obligations and so on in accordance with the sample documents applied for this Programme; (v) Monitor and supervise the contract implementation, including issues off claims and disputes, compensation events and so on;
- Be proactive in identifying sources where potential suppliers can be reached, including the use of social media
- Assist Provincial PMUs in Procurement Processes as needed;
- Maintain lists of the potential suppliers, and performance of previous suppliers;
- Liaise with Procurement Officers in the UN organizations as needed;
- Monitor and support partners in Programme activities, especially related to procurement;
- Participate in procurement training courses if necessary;

- Maintain an archive of Terms of References, Suppliers and other relevant documents used for the Procurement Process;
- Liaise with Greening the One UN campaign to ensure the Programme adapts green guidelines for procurement

Expected Results/Deliverables

- Programme Procurement Plan approved by MARD and the UN organizations;
- Procurement activities carried out according to the Programme Procurement Plan;
- Procurement monitoring reports;
- Procurement guidelines for Green Procurement;

Recruitment Qualifications:

Education:

- University degree in one of the following areas: economics; public administration or law or any relevant field

Experience:

- Good knowledge of public procurement regulations and procedures of Vietnam and UN organisations; hold a valid bidding certificate is a must;
- Three (03) years working experience in public procurement, preferably in ODA Programmes through the UN organizations;
- Knowledge of international organizations/agencies' and national public procurement regulations and procedures;
- Special training on procurement in line with the UN organizations' rules would be an advantage;
- Abilities to communicate, negotiate, analyze, elaborate and present reports and statements

Language Requirements:

- Demonstrated sufficient knowledge in English in both writing and speaking

Duration

One year, with two (02) months probation. The contract will be renewable for duration of the Programme.

Duty Station

Hanoi

Expected Places of Travel (if applicable)

Limited (in-country only)

Supervision

The Procurement Assistant will be supervised by the Programme Coordinator.

Compensation:

The Procurement Officers will be compensated according to Reference Category 3 in Programme Personnel Pro-forma Cost in the EU-UN Cost Norms²

²The pro-forma cost is all-inclusive. Compulsory social insurance and health insurance will be deducted from the employee's salary according to Social Insurance Law and the Health Insurance Law of Vietnam.