

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

NGAR000182--Procurement Associate

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Nigeria
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	1
Duration	12 months
Possibility of Extension	Yes
Expected Starting Date	15-09-2021
Duty Station	Abuja [NGA]
Assignment Place	Family Duty Station

Assignment Place Remark

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Living Conditions

The assignment will take place in the nation's capital, Abuja (Hardship classification C).

With approximately 184 million inhabitants, Nigeria accounts for 47% of West Africa's population, and has one of the largest populations of youth in the world. It is a political federation that consists of 36 autonomous states, and a multi-ethnic and culturally diverse society. With an abundance of natural resources, Nigeria—Africa's biggest oil exporter—also has the largest natural gas reserves on the continent.

Nigeria is located in western Africa on the Gulf of Guinea and has a total area of 923,768 km² making it the world's 32nd-largest

country. It shares borders with Benin (773 km), Niger (1,497 km), Chad (87 km), Cameroon (1,690 km), and has a coastline of at least 853 kilometres. Nigeria lies between latitudes 4 and 14 N, and longitudes 2 and 15 E.

The country is viewed as a multinational state, as it is inhabited by over 500 ethnic groups, of which the three largest are the Hausa, Igbo and Yoruba; these ethnic groups speak over 500 different languages, and are identified with wide variety of cultures. The official language is English.

Nigeria continues to face terrorist attacks in the northeast, a restive insurgency in the Delta region, and the perennial inter-communal violence across the middle belt. At the root of the security challenges are high levels of poverty, joblessness, growing numbers of frustrated youth, and the degradation of natural resources and climate stressors. The critical and immediate challenge is ensuring the welfare of the internally displaced people, host communities, and population in the North- East.

Terrorism is the main threat in the Federal Capital Territory (FCT) Abuja SLA. General crime is also prevalent. UN staff members are advised to stay only in assessed hotels. Assessed hotels list available with Agency Security Focal Points.

The currency used in Nigeria is called Nigeria Naira (the currency code for Naira is NGN, and the currency symbol is ₦) .

"Nigeria is a unique country. It provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

Assignment Details

Assignment Title Procurement Associate

Organizational Context & Project Description

Polychlorinated biphenyls (PCBs) are a class of organic compounds originally manufactured in 1881. PCBs were found to be fire-resistant, stable, and non-conductive to electricity and with low volatility under normal conditions. As early as 1929 these characteristics made them ideal for many industrial applications and consumer products, though they were predominantly used between 1950 and the late 1970s. Most well-known is the use of PCBs for dielectric fluid in electrical equipment, from large transformers to small capacitors in lighting fixtures; and heat transfer fluids and as coolants for high temperature processes. PCBs were also used in a variety of applications, including hydraulic fluids, surface coatings, plasticizers in sealants, caulking, flame retardants in lubricating oils, etc.

Due to the toxicity characteristics of PCBs and their classification as Persistent Organic Pollutants (POPs), their production was banned globally in the early 1980s. They are one of the 21 classes of POPs which, due to their damaging effects on human health and the environment, are targeted for elimination by the 2001 Stockholm Convention on Persistent Organic Pollutants. Probable health effects associated with PCBs include cancer, reproductive and development toxicity, impaired immune function, effects on the central nervous system, and liver changes.

The Environmentally Sound Management and Disposal of Polychlorinated Biphenyls (PCBs) project is a five-year program initiated in July 2018 and would be ending in December 2023. The project is being funded from the Global Environment Facility (GEF) with the United Nations Development Programme (UNDP) being the Implementing Agency. The project consists of five (5) major components;

- i. Institutional capacity and training on PCBs.
- ii. Inventory of PCBs in 22 states not previously covered by previous inventory.
- iii. Establishment of PCB collection and treatment centers.
- iv. Environmentally sound disposal of identified PCBs.
- v. Project monitoring and evaluation

Under the Environmentally Sound Management and Disposal of PCBs Project, the Project Management Unit (PMU) intends to train all stakeholders on Basic PCB Management Practices and Understanding of PCB issues in Electrical Equipment and the Work Place as well as the associated health and environmental impact.

Task description

As the project enters into the midterm in which huge procurements are necessary, the NCE unit would like to recruit a procurement officer to assist with the huge procurement that is being anticipated. The Procurement Officer is responsible for the procurement management of the GEF-UNDP Sound Management & Disposal of PCBs in Nigeria project being implemented by the Federal Ministry of Environment, Department of Pollution Control and Environmental Health S/he will provide support to PCB PMU in managing the procurement requirements of works, professional services, and equipments in accordance with the UNDP requirements. The Procurement Officer will work under the direct supervision of, and be accountable to the Team Leader, Nature, Climate Change and Energy Unit. The Procurement Officer will have the following responsibilities:

- Prepare a detailed procurement plan in line with the directives of proposed and approved AWPBs, in consultation with the GEF-UNDP PCB Project Coordinator and the Nature, Climate Change & Energy Team.
- Draft bidding documents; prepare bill of quantities and scope of work of the planned work constructions, professional services, and equipment procurements, in accordance with the UNDP requirements.
- Assist with the preparation of request for proposals (RFP), request for quotations (RFQ), Standard Bidding Documents, minutes of bid/proposal conferences, and negotiation meetings; issuing of bidding documents, issuing of request for clarification.
- Prepare and publish bidding announcements following the Service Center clearance.
- Receive, open, screen, log and date stamps bid responses/quotations, mail as required and organize bids for review by the respective project expert.
- Take part into the tender evaluation committee works, including drafting the tender selection/ evaluation forms, announcing tender results, and preparing the procurement provisions that will be included in the contracts.
- Review periodically the implementation of the works that shall be in compliance with the procurement provisions, in close collaboration with PCB Coordinator and the Programme Manager at the country office.
- Organize and maintain computerized records containing vendor and bid information.
- Process requisitions into purchase orders using the UNDP Atlas platform
- Correspond with vendors regarding prices, product availability, and delivery.
- Respond to inquiries from PMU staff regarding requisitions, purchase orders, contracts and pricing information.
- Take part into the provisional and final acceptance works including the preparation of the respective committees and the acceptance of the works/professional services/equipment delivered.
- Monitor, in consultation with the Procurement Analyst at the Service Center to ensure conformity UNDP procurement rules.
- Assist with the preparation of advertisements and procurement notices and arrange to have these published both locally and internationally.
- Organize and coordinate bid opening and bid evaluation processes through the preparation of bid opening documents and minutes, and the preparation of evaluation reports and proposals to the CAP committee

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

The Project consists of the following key components:

Component 1 - Institutional Capacity and Training on PCBs

The overarching goal of this component is to strengthen both the capacity of Government and that of stakeholders to monitor, control and ultimately phase out the use of POPs in general and PCBs and PCB-containing equipment in particular. Under this component, the following outcomes will be achieved:

1. Assessment and strengthening of capacities of local institutions and operators on PCB management;
2. Development and implementation of rules and regulations on PCBs;

3. Awareness raising and dissemination of project objectives and results

To ensure continued progress towards increasing the capacity and training of Government and stakeholders, the PMU embarked on, and will continue its efforts in implementing the following:

1. Strengthening capacities of local institutions on the implementation of PCB regulations and guidance;
2. Training of operators on PCB identification, handling, transport and disposal.
3. Improving and enforcing regulations on PCBs (drafting, enacting, enforcing them);
4. Raising awareness and disseminating information about project objectives and results.

Component 2 - Inventory of PCBs in States of Nigeria not previously covered by other Inventories

In order to achieve this target Nigeria needs first to know the extent of the PCB problem in the country and subsequently develop initiatives that will facilitate the achievement of desired results. Within this Component therefore, the project will establish the analytical capability in the country required to test for PCB contamination, carry out the testing of 11,000 electrical equipment (mainly transformers in the 22 states not previously covered), and the establishment of the MIS to house data on the project, including the oen collected through previous studies. Nigeria will then have a recorded PCB inventory to cover the whole country, as well as the tools to continue the testing of the remaining pieces of equipment. Specifically the following Outcomes will be achieved:

1. Establishment of PCB analytical capacity, including upgrading of analytical equipment in one laboratory and training of technical staff, and acquisition of a new laboratory for the operation of the treatment facilities;
2. Sampling and analysis of 11,000 samples of oil from electrical equipment;
3. Establishment of the PCB Management Information System for the 22 states covered by this inventory.

Component 3 - Establishment of PCB Collection and Treatment Centre (PCBs Interim Storage Facilities)

Under this component, safe storage sites will be established for the collection and treatment of the PCBs identified in the course of the inventory. Three sites have been identified as interim storage facilities – Neke Uno Interim Storage Site, Enugu State, Epe Interim Storage Site, Lagos State and the FCT site. The project, will develop the terms of reference for activities, as well as the technical specifications for the procurement of ancillary technologies, infrastructures and disposal technologies or services.

Component 4 - Environmentally Sound Management (ESM) of PCBs

At present there is no known facility certified or approved as having the capability, in Nigeria, to treat or dispose of PCBs. The inventory of PCBs in Nigeria conducted during Phase 1 of the project showed that the majority of enterprises send failed transformers and/or discharged PCBs for storage at specially designated locations within their premises. Once the needed infrastructures and technologies have been procured, installed and are ready for operation, the treatment of low-contaminated PCB equipment and pure PCB will be carried out, in accordance with BAT/BEP, and at the best cost/effectiveness ratio. The presence of this equipment will need to be prepared at project preparation, so that the disposal activities can start in the early stage of project implementation, without waiting for the results of the extended PCB inventory. As part of this project, 1,500 MT of PCB-contaminated equipment (including oil) and 200 MT of pure PCB waste will be properly treated or disposed of, using environmentally sound technologies.

Component 5 - Monitoring, Learning, Adaptive Feedback and Evaluation

A web portal for sharing relevant project information has already been built, which will allow users access to data and documents, based on their user profile. Ultimately, public access will be granted for all the documents which are of public relevance, such as project performance, guidance documents, environmental impact assessment documents etc. Under this project, the website and database management will be enhanced to make the systems more user-friendly, allowing summaries and multi-media materials of the project activities to be uploaded on the portal periodically. Necessary information will also be printed and distributed, so as to reach those who do not have easy access to the web

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level

Bachelor degree or equivalent

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A. PO Box 260111, 53113 Bonn, Germany

F. +49 (0) 228-815 2001

W. www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

Education - Additional Comments

A degree in Business Administration, Management, Finance, or a relevant field is required. An advance degree would be an added advantage

Required experience 60 months

Experience Remark

- 3-5 years of experience continuous implementation of procurement procedures with big organizations/firms.
- Extensive knowledge of procurement & asset management processes
- Excellent computer skills, in particular mastery of all applications of the MS Office package;
- Excellent written communication skills; and
- Ability to carry out tasks independently,

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Procurement and contracting Mandatory

Area of Expertise Requirement

Extensive knowledge of procurement & asset management processes

Need Driving Licence No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Creativity
- Integrity
- Planning and Organizing
- Professionalism
- Self-Management
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

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Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

Supervision, induction and duty of care of UN Volunteers ([Roles and Responsibilities of Host Entity](#))

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code NGAR000182-10592

Application procedure

*** Not yet registered in the UNV Talent Pool?**

First register your profile at <https://vmam.unv.org/candidate/signup>.

Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

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! FOR National UN Volunteer assignments ONLY

(remove for international assignments): !

This is a national UN Volunteer assignment, therefore only nationals of (enter the Programme Country) and legal residents in (enter the Programme Country or territory) with a residency permit, the status of refugee or with the status of being stateless are eligible to apply. Don't forget to tick the yes box for: "I am interested in serving as a volunteer in my own country."

Application deadline: xx-xx-201x

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Application deadline: 20-09-2021

Applications from women and people with disabilities are strongly encouraged.

doa.apply_url <https://vmam.unv.org/candidate/show-doa/TkdBUjAwMDE4Mg==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.