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: Denmark
Host Institute: United Nations Development Programme
Volunteer Category: International Specialist
Number of Volunteer: 1
Duration: 12 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Copenhagen [DNK]
Assignment Place: Family Duty Station
Assignment Place Remark:

Living Conditions:
“Denmark performs very well in many measures of well-being relative to most other countries in the Better Life Index. Denmark ranks above the average in many dimensions: housing, work-life balance, social connections, environmental quality, civic engagement, education and skills, jobs and earnings, work-life balance, health status, subjective well-being and personal security.” OECD. For more: http://www.oecdbetterlifeindex.org/countries/denmark/

Assignment Details

Assignment Title: Health Products Procurement Specialist
Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results. UNDP's 2018-2021 Strategic Plan is to help countries eradicate poverty in all its forms, accelerate structural transformations for sustainable development, and build resilience to crises and shocks. The Procurement Services Unit (PSU) Bureau of Management Services (BMS) and HIV, Health and Development Group (HHD), Bureau of Policy and Programme Support (BPPS), are helping to contribute towards achievement of the goals specified in the Strategic Plan.

UNDP is a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP’s work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP’s core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies.

UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP’s partnership with the Global Fund is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding.

UNDP continues to provide high value-added services both in its Principal Recipient role, increasingly as a significant technical partner to governments and civil society organizations (CSOs) who implement Global Fund grants and beyond. UNDP’s partnership with the Global Fund is overseen by the BBPS/HHD Global Fund/Health Implementation Support Team (GF/HIST), HHD, BPPS in close coordination with PSU, BMS and business units.

The national and international health landscapes are rapidly changing, and new health initiatives are emerging and bring to light pressing challenges connected with health systems strengthening including, health procurement and supply management that require a new modus operandi to optimize UNDP’s investments into global health. It brings also new requirements from countries more particularly for noncommunicable diseases in addition to communicable diseases.

UNDP manages the UN's largest procurement operation, procuring over US $3 billion worth of goods and services each year, and ensuring that developing countries have access to life-saving medicines, emergency relief supplies and a host of other needed items. GF HIST in close collaboration with PSU provides direct support to country offices to purchase health products through transparent purchasing processes that provide the best value for money. Doing health products procurement requires specific expertise to screen the product lists received and check the offers received to ensure conformity with the specifications and quality requirements for health products of the organization.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Under the direct supervision of the Procurement Specialist, the UN Volunteer will undertake the following tasks:

- Provide administrative support to Country Offices with development and periodic updates of Health Procurement Action Plans and support with consolidation of the plans received from COs;
- Develop demand projections for health products to be shared with UNDP suppliers;
- Support market research for pharmaceuticals and other health products contributing to different sourcing strategies and procurement approaches; the search and analysis will focus on potential suppliers for specific medicines, prices, quality requirements according to the UNDP QA Policy for health products, shelf life, supply terms and conditions and other related aspects;
- Assist in comparing the procurement efficiencies for the new country demands received;
- Assist in monitoring negotiated prices against international referenced prices;
- Present the collected analytical data (e.g. new suppliers, products, pricing, delivery lead times etc.) in a structured way;
- Provide support in the technical evaluation of bids for medicines and contribute to the adjudication reports;
- Support the development and monitoring of the contracts with the suppliers based on information collected from COs;
Qualifications/Requirements

- Assist in updating the internal database based on the information received from COs, ERP system and ongoing transactions, with the list of eligible suppliers and related information;
- Contribute in capturing the challenges during the implementation of procurement processes, helping in re-designing existing business processes and the revision of the SOPs and tools;
- Maintain up to date shipments’ tracking system and monitor the timely implementation of contracts;
- Maintain the database of supplier key performance indicators up to date (KPI) and provide regular consolidated reports;
- Assist in collaborating with relevant stakeholders on procurement processes, including but not limited to country offices, suppliers, service providers;
- Monitor timely submission of monthly insurance declaration;
- Follow up with different suppliers on periodic reporting;
- Support team with e-filing, maintain filing system and optimization of filing system;
- Organize and co facilitate learning sessions and webinars, where applicable;
- Perform any other tasks delegated by the Supervisor.

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

- Under the guidance of Procurement Specialist, the provision of effective and efficient support services to COs and GF HIST team is ensured;
- Health procurement action plan development administrative support is provided to COs;
- Procurement action plans are consolidated;
- Analysis of the market of medicines is conducted;
- Quality Technical adjudication reports available;
- Internal database, catalogue, SOPs and tools regularly updated;
- Insurance declarations timely submitted by Country Offices;

- 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**

Master degree or equivalent

**Education - Additional Comments**

Master’s Degree or Diploma/Certificate in Social Science, Law, Economic, International Development or other related fields, Degrees in Pharmacy, Public Health is an asset.

**Required experience**

60 months

**Experience Remark**

- 5 years of relevant experience at the national or international level in health procurement more particularly in developing countries;
Certification on procurement (more particularly, procurement of pharmaceuticals or CIPS) an asset;
At least 2 years of experience with local or international NGOs;
Experience of UN or UNDP and GF procurement policies and procedures is an asset.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Procurement and contracting Mandatory

Area of Expertise Requirement

Need Driving Licence: No

Competencies & Values

- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Working in Teams

Conditions of Service and other information

Conditions of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.
Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

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

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Supervision, induction and duty of care of UN Volunteers** (Roles and Responsibilities of Host Entities)

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 including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- 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;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- 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**

DNKR000009-7774

**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.

* Already registered in the UNV Talent Pool?

First update your profile at https://vmam.unv.org/candidate/profile.

Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

**Application deadline:** 27 September 2020

**doa.apply_url**

https://vmam.unv.org//candidate/show-doa/RE5LUjAwMDAwOQ==

**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.*