UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

LBYR000036--Procurement Assistant

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

<table>
<thead>
<tr>
<th>Country of Assignment</th>
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<th>Host Institute</th>
<th>United Nations Development Programme</th>
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<tbody>
<tr>
<td>Host Institute</td>
<td></td>
<td>Volunteer Category</td>
<td>National Specialist</td>
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<tr>
<td>Number of Volunteer</td>
<td>3</td>
<td>Duration</td>
<td>12 months</td>
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<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
<td>Expected Starting Date</td>
<td>Immediate</td>
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<tr>
<td>Duty Station</td>
<td>Tunis [TUN]</td>
<td>Assignment Place</td>
<td>Family Duty Station</td>
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<tr>
<td>Assignment Place Remark</td>
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Possibility of extension dependent on continuation of mandate, availability of funding, operational necessity and satisfactory performance; there is no guarantee of assignment extension.

- Female candidates are highly encouraged to apply.

Living Conditions

Following lifting of Evacuation status on 07th of February 2018, and UN Secretary General IoM regarding the redeployment of international staff to Tripoli, UNDP Libya office moved back to Tripoli with gradual redeployment of staff from March 2018. On 4 April 2019 fighting started again more severely and intensively with the attack of the "Libyan National Army" (LNA), led by Khalifa Haftar, against the Government of National Accord (GNA). The military operations continued fronts around Greater Tripoli while the sides appeared to have reached a stalemate despite the efforts of the UN and international community to resolve the conflict. Under such circumstances, in the Security Management Meeting of 6 April 2019, the Designated Official for Libya decided to reduce the footprint of international community on the ground and to leave only a small team easily to be managed in case of emergency evacuation mainly composed of security staff and those involved in humanitarian aid. Under such
arrangements, UNDP was allowed only two slots: one permanent for International Field Security Specialist and the other one on rotational basis. Our national staff continues to work in Tripoli, however, as an international UNV, the communication Analyst will be based in Tunis, Tunisia, until the security situation improves and the communications unit move to Tripoli again.

Geography and Climate: Tunisia, the smallest country of the North African coast, with a population of slightly over 11 million of which about 60% live in urban locations, has one of the highest living standards on the continent. Tunis is the capital of the country and the largest city (population of approximately two million in and outside the city proper). As a small country, all destinations within Tunisia can be reached in a day drive. Tunisia borders with Libya (Southeast) and with Algeria (West).

Tunisia has a Mediterranean climate. Along the coast of northern Tunisia, summers are hot and dry, and winters are warm and rainy. In the northwest, there is occasional snowfall in the mountains. In southern Tunisia, it is hotter and drier. Southern Tunisia, where the Sahara begins, is semi-desert. In some parts, there are oases with giant palm trees and small market gardens.

Religion: About 99 percent of the population is Muslim, especially Sunni Islam, as it is the major and state religion. Tunisia has also a small Christian population, composed of Roman Catholics, members of the Greek Orthodox Church, and French and English Protestants. In addition, there is a small population of Sephardic Jews. Language: The official language of Tunisia is Arabic. French is also widely spoken and understood by most of the population. About one percent of the population speaks Berber. English is more and more spoken by Tunisians. Other European languages, such as Italian, are also spoken in commercial and tourist areas of the country. Economy: The country does not have vast stocks of hydrocarbons like its neighbours Algeria and Libya but has prospered under longstanding government policies to develop manufacturing, tourism, and agriculture. At the same time, social programs limit population growth, provide a high standard of education, and ensure a relatively decent standard of living for all. The largest percentage of Tunisia’s exports are agricultural and mining products, which generate over 11 billion dollars a year. Tunisia's biggest export partners are France and Italy. Tunisia is a member of the Arab Fund for Economic and Social Development (AFESD), the Arab Monetary Fund, and the Union of the Arab Maghreb (UMA). Public transportation: In addition to the private taxi services, the state runs a reliable and cost-effective public transport system.

Safety and security: The crime rate is low, but there have been cases of theft. Walking alone during daylight hours is permitted, but you may want to be more careful at night. Tunisia is still undergoing a critical period of democratic and social transition. The heated political debate has, at times, developed into a localized confrontation among ideological opponents. Although these tensions are unrelated to foreigners, it is nevertheless important to remain updated on the political situation. Therefore, security advice is sent systematically by UNDSS and UNHCR security staff. Terrorism is still a major concern as shown by the latest terrorist attacks that took place in June 2019 in downtown Tunis. However, significant efforts from the Tunisian authorities on this front have allowed to contain the phenomenon and led several foreign embassies to remove the travel restrictions applied after the 2015 attacks in different tourist sites.

Assignment Details

Assignment Title: Procurement Assistant

Organizational Context & Project Description:

UNDP Libya is working rapidly to respond to crises in Libya by undertaking projects to help stabilize the country and instill trust and confidence amongst communities, and between communities and the government. The UNDP Libya Country Office (CO) has made strong commitments to international donors and its Libyan counterparts to help restore and improve public services; enhance the effectiveness and reach of existing public institutions; expand civic engagement and participation in political and development processes; increase economic opportunities in a more diversified economy; strengthen social cohesion, reconciliation and transitional justice initiatives; and contribute to stability throughout the country to ensure development gains.

To meet the demands of donors and to respond to the needs of Libyan population, the UNDP CO needs to recruit multiple national UNVs for one-year assignment (with possibility of extension, depending on needs, performance and availability of funds).
Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Within the delegated authority and under the supervision of Head of Service Center or his/her designated mandated representative(s), the UNV Procurement Assistant will:

be mainly working on the evaluation of RFQs, ITBs and RFPs but s/he is also expected to as a procurement staff and provide support to the procurement activities of the CO by performing the following tasks:

- Preparation and launching of RFQ, ITB or RFP
- Receipt of bids, Opening and organization of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulation.
- Support the establishment of the supplier database and continuous evaluation of supplier performances, including the management of pre-qualification process.
- Manage bidding processes, bid evaluations, supplier selections and prepare submissions seeking approval for the contract award.
- Perform evaluations of the bids, RFPs and provide further support to the evaluation panels, when requested.
- Support the evaluation panels by performing translation of bid documents from Arabic to English, and also seeking clarifications from bidder or suppliers.
- Any other related tasks as may be required or assigned 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

- As an active UNDP Libya team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP Libya CO and its beneficiaries in the accomplishment of her/his functions, including:
  - Support to the preparation of RFQs, ITBs and RFPs is provided
  - The bid openings are managed, bids organized, and the RFQs, ITBs, RFPs evaluated.
  - The support to the Bid evaluation report provided.
  - Support in the submission of CAP/RCAP cases provided.
• 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

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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<tbody>
<tr>
<td>Education - Additional Comments</td>
<td>• Bachelor's degree in Business or Public Administration or any other relevant field;</td>
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<tr>
<td>Required experience</td>
<td>36 months</td>
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<tr>
<td>Experience Remark</td>
<td>• At least 3 years of professional work experience (the UNDP CO may also accept six years relevant experience with a secondary school certificate in procurements) at the national and/or international level in procurement or administrative jobs, or other relevant programmes; experience with working in the UN or other international development organization as an asset; • CIPS certification is highly desired and a distinct advantage; • Excellent oral and written skills; excellent drafting, formulation, reporting skills; • Accuracy and professionalism in document production and editing; • Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development; • Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; • Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment; • Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines; • Sound security awareness; • Have affinity with or interest in UNDP goals, volunteerism as a mechanism for durable development, and the UN System.</td>
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### Language

- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Fluent
- AND - French (Mandatory), Level - Working Knowledge

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We are inspiration in action

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

21 Feb 2020
Area of Expertise
- Procurement and contracting Mandatory
- Other premises management/maintenance, supply, or purchasing related experience Mandatory
- Other finance, economics and administration related experience Mandatory

Area of Expertise Requirement
Need Driving Licence No

Competencies & Values
- Accountability
- Adaptability and Flexibility
- Building Trust
- Client Orientation
- Commitment and Motivation
- Ethics and Values
- Integrity
- Judgement and Decision-making
- Managing Performance
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Working in Teams

Conditions of Service and other information

Conditions of Service:

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

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.

Application Code  LBYR000036-6190

Application procedure

- Not yet registered in the UNV Talent Pool?
First register your profile at [https://vmam.unv.org/candidate/signup](https://vmam.unv.org/candidate/signup).

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](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](https://vmam.unv.org/candidate/profile).
  
  Then go to 'My Page' at [https://vmam.unv.org/candidate/mypage](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.

**UN Volunteers’ entitlements**

During the assignment, UN Volunteers are covered by a medical scheme and life insurance. United Nations Volunteers can consult their benefits and allowances by visiting the link below and indicating (i) the country of assignment i.e. **Tunisia** and (ii) the Volunteer category: **National Specialist**.

**Link to the entitlements’ calculator** [https://vmam.unv.org/calculator/entitlements](https://vmam.unv.org/calculator/entitlements)

**Application deadline**: 02/03/2020

doa.apply_url [https://vmam.unv.org/candidate/show-doa/TEJZUjAwMDAzNg==](https://vmam.unv.org/candidate/show-doa/TEJZUjAwMDAzNg==)

**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.