

Please send your applications at archanabhardwaj@isolaralliance.org by 18th September 2018

Job ID/Title :	Individual Consultant – Procurement Consultant
Scope of advertisement :	International advertised
Category (eligible applicants) :	External
Brand :	International Solar Alliance
Practice Area :	Management
Application Deadline :	-----
Type of Contract :	Individual Contract
Post Type and Level :	Consultant
Duty Station :	Delhi, NCR.
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)September 2018
Expected Duration of Assignment :	The total contract duration will be initially for a period of 3 months, beginning tentatively from September 2018 to December 2018 on the retainer ship basis (30 working days) i.e. payment based on the number of days worked during a month. The exact timelines will be agreed mutually between ISA Secretariat represented by Competent Authority and the selected Consultant at the time of finalization of the Contract.
Background:	
<p>The International Solar Alliance (ISA) was launched on 30 November 2015 as a coalition of solar resource rich countries by Shri Narendra Modi, Hon'ble Prime Minister of India and Mr. Francois Hollande, former Hon'ble French President in the presence of Mr. Ban Ki Moon, former Secretary General of the United Nations at the Paris Climate Conference, CoP 21. The main objective of ISA is to undertake joint efforts required to reduce the cost of finance and the cost of technology, mobilize more than US \$ 1000 Billion of investment needed by 2030 for massive deployment of solar energy, and pave the way for future technologies adapted to the needs of 121 countries lying fully or partially between Tropics of Cancer and Capricorn.</p>	

The vision and mission of the ISA is to provide a dedicated platform for cooperation among solar resource rich countries where the global community, including bilateral and multilateral organizations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of prospective ISA member countries in a safe, convenient, affordable, equitable and sustainable manner.

International Solar Energy is a treaty-based organization which is headquartered in Gurugram. The HQ agreement with GOI has been signed. ISA is registered under UN and UN is also a strategic partner. Rules and regulations which have been developed are largely based on IRENA/UN pending ratification during the annual Assembly, which is scheduled to take place during the last quarter of 2018.

Consultant would be required physically present between 2-3 October 2018 for Assembly.

LOCATION OF THE ASSIGNMENT

The Consultant will be based in Delhi NCR and would work out of ISA Secretariat office as per project requirement, during the duration of the assignment. Any travel required to be undertaken by Consultant outside of Delhi NCR related to the assignment would be under the direction and approval of competent authority, ISA

PAYMENT TERMS

This would be an input-based contract. Consultant should quote a daily rate while submitting proposal. All financial quotations quotes could be in USD/INR, and inclusive of Out of Pocket expenses (OPE) and non-inclusive of all applicable Taxes Any OPE incurred by the Consultant for travel outside of NCR for execution of the assignment, will be reimbursed on actual basis by ISA on production of bills/relevant documents.

SUPERVISION ARRANGEMENTS

The consultant shall report to the Director Administration/HRD Officer, ISA and work in close consultation with HRD Officer, ISA.

ISA will provide the following to the consultant:

- Access of ISA facilities as necessary.
- ISA email address and access to recruitment platform, if any
- Access to secure printer.
- Access to a secure office/boardroom that is lockable or has locking cabinets.
- Long distance code/card for domestic and international phone calls, as required.
- Institutional support to ensure compliance and consistency with HR processes.

Description of Responsibilities :

The consultant shall report to the Director Administration/HRD Officer, ISA and work in close consultation with HRD Officer, ISA. He/she would carry out the following tasks:

- Development of Procurement Manuals, Rules and Regulations by view of adaption of IRENA Rules who have adopted UN rules.
- Full compliance of procurement activities with ISA rules, regulations, policies, guidelines, financial power delegation and strategies; elaboration of the effective internal control, proper design and functioning of a client-oriented procurement management system.
- ISA Procurement business processes mapping and elaboration /establishment of internal Standard Operating Procedures (SOPs) in Procurement, control of the workflows in the Procurement Unit.
- Elaboration and implementation of cost saving and reduction strategies.
- Conceptualization, elaboration and implementation of contract strategy in the ISA including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment.
- Timely and proper preparation of procurement plans for the ISA for 1-2 years as per the requirement of the organization.
- Establishment and implementation of proper monitoring system and control of procurement processes including organization of RFQ, ITB or RFP, receipt and evaluation of quotations, bids or proposals, negotiation of certain conditions of contracts in full compliance with ISA rules and regulation.
- Management of the implementation of the procurement processes monitoring system and mechanisms to eliminate deficiencies in procurement
- Development and management of the rosters of suppliers, elaboration of supplier selection and evaluation, quality and performance measurement mechanisms.
- Development and management of the roster of consultants/resource persons.
- Development of online procurement model
- Any other work assigned by IDG/DG

QUALIFICATIONS

Academic Requirements:

- Master's degree in management, business administration, public administration, economics or a related field; or Bachelor's degree with minimum 20 year's relevant experience.

Experience:

- Minimum 5 years of relevant experience in Procurement & Supply Chain Management functions in an international organization is essential
- Familiarity with UN Procurement policies and procedures would be essential.
- Experience in the UN (Procurement) or in multilateral organisations such as Irena of similar Institution would be added advantage.

Languages:

- Fluency in oral and written English

Computer skills:

- Proficiency in Microsoft Office software applications.

DOCUMENTATION REQUIRED

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.:

- Cover Letter specifying suitability for assignment and all contact details
- Detailed CV indicating past experience of the Consultant from similar projects, including names and contact details of professional references
- Financial proposal

Evaluation Method and Criteria:

Shortlisting would be done based on the following criteria:

- **Educational Qualification 30% Marks;**
- **Relevant Experience 50% Marks;**
- **Interaction 20% Marks.**

Only shortlisted candidates shall be called for an interview. The contract shall be awarded on a merit basis.