



Empowered lives.
Resilient nations.

Terms of Reference

Health Procurement and Supply Management (PSM) Internship UNDP Global Fund - Health Implementation Support Team (GF-HIST), PSU

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| Location: | UN City, Copenhagen, Denmark |
| Type of Contract: | Internship |
| Post Level: | Unpaid |
| Languages Required: | English |
| Starting Date: | 1 June 2019 |
| Duration of Initial Contract: | 3 months |
| Expected Duration of Assignment: | Initial period of 3 months with a possibility of extension for another 3 months subject to positive performance and requirements of the unit |

Background

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), is 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: 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.

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. PSU provides direct support to country office and other business units worldwide to ensure transparent purchasing processes that provide UNDP with the best value for money. This is achieved through targeted training, direct assistance, and tools and systems to facilitate the procurement process. Through innovative supply chain management, PSU helps country offices and Headquarters units to keep pace with the dramatic growth in volume and complexity of procurement at UNDP.

PSU is committed to helping business units to secure the goods and services they need to empower communities and build resilient nations. PSU's team of experienced professionals based in New York and across UNDP regions are keen to share their experience and knowledge.

Description of tasks

Under the direct supervision of Procurement Specialist of PSM GF-HIST and under the overall guidance of Procurement Analysts, the intern will assist the team with the following areas:

- Assist the team in preparation of meeting materials, including reports, presentations and agendas;
- Assist the team members in collection of the procurement and logistic information and update in online platforms (e.g. smartsheet/sharepoint) for the purpose of tracking deliveries, results etc.
- Assist in simplifying processes by developing and /or improving templates, systematic tools, e.g. developing alert systems, etc.
- Assist in updating the health product list, product specifications, delivery leadtime, sources etc.
- Conduct preliminary market research for different products and develop draft reports
- Assist in maintaining database of suppliers per product category
- Support the team with the maintenance of the filing system in common drive, SharePoint, smartsheet and outlook filing system.
- Support in Procurement plan consolidation exercises and data entry and maintenance of the dashboard.
- To provide support in procurement of health products, e.g. support in analysis of the products' list requested from Country Offices, bid management procedures for procurement cases submitted through international tenders
- Draft minutes of regular project meetings;
- Other administrative assignments and ad-hoc support

REQUIRED SKILLS AND EXPERIENCE

Skills and competences:

- Ability to multitask and prioritize work
- Team collaboration
- Good coordination and communication skill
- Familiar with data management tools and good level of Excel.

Education:

Applicants must at the time of the application be enrolled in the areas of global health, business, supply chain management, social sciences or related areas and meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher), or
- Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent), or
- Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one year of graduation.

Experience:

- Any relevant experience in global health, business and/or data analytics is an asset

Language:

- Fluency in English;
- Knowledge of other UN working languages is an advantage.

Conditions:

- Internships within the UNDP are unpaid and subject to conditions the applicant must get familiar with prior to signing his/her internship agreement;
- The costs associated with the internship must be borne by the nominating institution, related institution or government, which may provide the required financial assistance to its students; or by the student, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation etc.
- More information available at: <http://www.undp.org/internships>.

Application procedure:

The application should contain:

- Motivation letter stating your interest for the internship, qualifications and availability;
- Current and complete CV in English.

A written test may be conducted as part of the interview process. Candidates selected for interview must submit Official letter from the University confirming enrolment in a degree programme; (or certificate of Bachelor/Master etc.) during the interview.

Note: When short listing for this position, priority will be given to those candidates with resident permit in Denmark that are resided within Copenhagen Region.

To apply:

Please send a CV and motivation letter to pranisha.bajracharya@undp.org by 20th **May** 2019 16:00 CET time