

**SCOPE OF WORK**

**Title: Deputy Chief of Party, Operations**

**Location:** Kabul, Afghanistan

**Reports to:** Chief of Party

**Contract Period:** May 2022 through September 2025

**PROJECT SUMMARY**:

This position will be in support of **four** ongoing agricultural projects: 1) Community Based Agricultural Rural Development – East (**CBARD-East**); 2) Community Based Agricultural Rural Development – West (**CBARD-West**); 3) Community-Based Agriculture and Rural Development-Access to International Markets (**CBARD-AIM**), and; 4) Community-Based Agriculture and Rural Development – Access to Licit Livelihoods (**CBARD-ALL**). The Donor for these four projects is the *International Narcotics and Law Enforcement Affairs (INL)* of the U.S. Department of State. The projects are being administered by the UNDP and implemented by Roots of Peace (ROP). The purpose of these projects is to connect client farmers and agribusinesses in Nangarhar, Farah, Badghis, Laghman, Balkh and Kandahar provinces to national and international markets. The project seeks to provide alternative high-value licit crops to deter the cultivation of poppy in target provinces and districts. CBARD-AIM/East & West/ALL instructs farmers on how to produce high-value fruits, nuts and vegetables, then add value to these products through improved sorting, grading and packaging. These higher quality products provide greater returns in higher-end regional and international markets. Supplying better-quality products on a regular basis to international markets will increase incomes to CBARD-supported exporters and promote licit commercial activities for farmers and businesses alike in active poppy producing regions.

**POSITION SUMMARY:**

The **Deputy Chief of Party, Operations** will provide critical oversight and lead the procurement team for the four project’s implementation activities. The function of the position is to both facilitate efficient processes in support of project goals and objectives and to ensure proper oversight and compliance of all CBARD procurements in Afghanistan. The **Deputy Chief of Party, Operations** will also manage the day-to-day operations and administration, to include, but not limited to operational systems and logistics.

**RESPONSIBILITIES:**

* All operations including but not limited to administration, human resources, logistics, procurement, and property.
* Supervising the Contractor’s day-to-day field presence in the areas of operations (including the project’s facilities such as office space, equipment, and project vehicles), administration, logistics, and procurement.
* Ensuring continuous operation of the project; handle all human resource issues; supervise the day-to-day implementation of all grants made under the program; and investigate and identify new ways of achieving project efficiencies.
* Coordinating with ROP Home Office on all compliance issues, seeking legal and policy guidance on sanctions and other applicable restrictions.
* While not directly responsible for overseeing activity development, the **Deputy Chief of Party, Operations** will be expected to have a good grasp of the local context and programmatic aspects, and be prepared to step in as needed to support the COP, DCOP-Programs, Senior Management, and other program staff in activity development and other technical aspects of the project, while staying apprised of the evolution of the local political, legal, and economic situation and on how to continuously adapt the program.

Specifically on Procurements, the **Deputy Chief of Party, Operations** will;

* Ensure that program implementation is in accordance with UNDP regulations and procedures and the specifications determined in the Cooperative Agreement. This will include monitoring grantee worthiness, ensuring that all procurement processes are perceived as transparent by beneficiary communities, assuring fair and transparent procurement processes, and monitoring grant implementation.
* Ensure that the most reasonable, fair, expeditious, and appropriate procurement choices were made pursuant to the ROP Procurement Manual and Policies.
* Brief management using procurement tracker report on all on-going procurements.
* Conduct market research in preparation for local procurement of goods and services for the program.
* Track and ensure prompt and efficient delivery of goods and services procured by the program
* Set up and maintain trackers and other tools as needed to ensure sound management of blanket purchase agreements (BPAs)
* Correspond with vendors to address and resolve invoice discrepancies.
* Coordinate procurement actions with CBARD technical project staff to ensure timely and satisfactory delivery of goods and services.
* Planning simplified acquisitions
* Prepare all pre-solicitation documentation and post-award documentation including acquisition plans evaluation criteria terms and conditions determinations and findings memorandums for record award summaries pre/post-negotiation memorandums award decision documents solicitations requests for information requests for quote requests for proposal source selection support.
* Perform contract closeout functions
* Negotiation of prices and contracts with vendors and industries.
* Lead the AMP Procurement Team with daily office administrative functions; Oversee bids packages for evaluation committees.
* Determine accuracy of offers and ensure compliance with ROP/CBARD and UNDP policies and procedures.
* Cost and price analysis.
* Ensure strict compliance to ROP policies
* Maintain full transparency throughout the bid process.
* Research analyze and review applicable AMP and UNDP policies guidance and regulations to
* Provide procurement advice assistance and guidance to customer.
* Communicate effectively and professional to internal and external customers.
* Award of time and material and fixed price purchase orders and contracts.
* Perform routine repetitive purchasing primarily in the commodity accounts.
* Other related tasks as required and assigned by the Contracts and Procurement Manager.
* Will support Grant and Incentive team as needed.
* Provide oversight, and support if required, to in-kind grant procurement activities, such as preparation, review, and release of RFPs, compiling proposals and submissions, forming procurement evaluation committees, reviewing purchase order agreements, facilitating progression of procurement process.
* Review, as required, in-kind grant procurement documentation to ensure compliance with ROP policies.
* All operations including but not limited to administration, human resources, logistics, procurement, and property.
* Ensuring that program implementation is in accordance with UNDP regulations and procedures and the specifications determined in the Cooperative Agreement. This will include monitoring grantee worthiness, ensuring that all procurement processes are perceived as transparent by beneficiary communities, assuring fair and transparent procurement processes, and monitoring grant implementation.
* Ensuring that the most reasonable, fair, expeditious, and appropriate procurement choices were made pursuant to the ROP Procurement Manual and Policies.
* Supervising the Contractor’s day-to-day field presence in the areas of operations (including the project’s facilities such as office space, equipment and project vehicles), administration, logistics, and procurement.
* Ensuring continuous operation of the project; handle all human resource issues; supervise the day-to-day implementation of all grants made under the program; and investigate and identify new ways of achieving project efficiencies.
* Coordinating with ROP Home Office on all compliance issues, seeking legal and policy guidance on sanctions and other applicable restrictions.
* While not directly responsible for overseeing activity development, the **Deputy Chief of Party, Operations** will be expected to have a good grasp of the local context and programmatic aspects, and be prepared to step in as needed to support the COP, DCOP-Programs, Senior Management, and other program staff in activity development and other technical aspects of the project, while staying apprised of the evolution of the local political, legal, and economic situation and on how to continuously adapt the program.

**MINIMUM REQUIREMENTS & QUALIFICATIONS**

* At least five (5) years of experience working on UNDP-funded projects in a related role, preferably with some demonstrated supervisory experience.
* Extensive procurement experience; minimum 5 years, 10 years preferred.
* Relevant experience working in developing countries is required, preferably in a post-conflict or transitional state environment.

**EVALUATION CRITERIA**

* The candidate should be fluent in UNDPs policies and procedures with regard to human resources and procurement processes, systems, and grants management.
* Job experience in procurement.
* Management experience.
* Experience with grants under contract programs.
* Demonstrated experience and knowledge in establishing systems and overseeing program start up and close-down under limited time constraints.
* Relevant experience working in Afghanistan or other post-conflict countries undergoing transition is highly desired, but not required.
* Experience with remote management in insecure and/or transition environments highly desired.
* Experience working in security challenged environments is highly desired.
* Complete fluency in written and oral English is required.
* Bachelor’s degree in related field; Master’s preferred.

**LOCATION:**

Throughout the assignment the **Deputy Chief of Party, Operations** will reside in Kabul.

**REPORTING**:

**Deputy Chief of Party, Operations** will work closely with the Home Office team and report directly to the CBARD Chief of Party.