

UNESCO Terms of Reference

Title:	Procurement Consultant
Organizational Unit:	Education
Duty Station:	Tehran, Iran
Recruitment opens to:	Only nationals of Iran may apply for this post
Type of contract:	Service Contract (Two months with the possibility of extension)
Deadline (<i>midnight, Tehran time</i>):	26 May 2025

Background

UNESCO Tehran Office (UTO) and UNESCO-UNEVOC International Centre for TVET, with funding support from the Korean International Cooperation Agency (KOICA), are collaborating jointly in implementing the project entitled, Innovating Iran's Instructor Training Centre (ITC) in Karaj, Iran. The five-year project addresses two areas, the needs for modernization of national TVET trainers and instructor training system in Iran and needs for raising the quality and relevance of TVET for employability of young people in Iran. It will focus on three main areas:

1. Innovating and modernizing the teaching and learning system at the Iran Instructor's Training Centre (ITC) for the readiness of current methods of training at ITC and alignment of approach and contents to labour market demands.
2. Creating a new delivery strategy at ITC, and developing the corresponding capacities of the managers, researchers and master trainers to enhance their management, research and pedagogical/technical capabilities.
3. Providing support to low-skilled and unskilled youth through quality and inclusive vocational training, career guidance and mentorship.

The project prioritizes modernization across seven core ITC training departments, addressing critical needs in Iran's highest-growth sectors:

1. Agriculture
2. Construction
3. Fashion Design and Sewing
4. Heating, Ventilation, Air-conditioning and Cooling and Home Appliances
5. Information and Communication Technology
6. Multimedia Instruction and Content Development
7. Pedagogy, Entrepreneurship and Soft Skills

Purpose of the assignment

This assignment supports the first main area of the KOICA funded project to innovate and modernize ITC by upgrading its infrastructure.

The assignment supports the project through the validation, budget alignment, and consolidation of equipment lists identified by the above-mentioned seven target departments at ITC. These equipment needs, collected via Technical Working Group meetings and departmental submissions, aim to strengthen institutional training infrastructure and improve TVET delivery.

The Consultant will ensure that equipment selections meet technical standards, reflect market availability, and align with both budgetary constraints and cross-departmental priorities. The final output will be a consolidated procurement plan with validated equipment lists based on budget compliance, and a timeline for phased tendering and procurement. The assignment requires close coordination with ITC department heads, UNESCO project staff, and administrative personnel to ensure alignment with project goals and compliance with UNESCO procurement procedures.

Duties and Responsibilities

The Consultant will be responsible for the following activities:

1. Preparation of Equipment Lists

- In coordination with the UTO project team and with the support of the UTO Administrative Assistant, the Consultant shall:
 - Conduct field visits to ITC to meet with heads of the seven departments to validate the equipment lists, **verify market availability**, and review provided **cost estimates**.
 - Discuss with department heads whether any items are expected to be procured internationally (imported) or if they are available in the local market.
 - Consult technical experts, where necessary, for more **in-depth technical requirements review**.
- Review the lists of required equipment submitted by the heads of the seven target departments.
 - The lists have been collected during Technical Working Group meetings and through the ITC project focal point using an Excel template provided by UTO.
 - Departments have been asked to specify technical specifications, cost estimations based on the local market and prioritize the equipment considering factors such as cross-departmental use and potential contribution as infrastructure for TVTO.

Deliverable:

A **comprehensive report** detailing the procedure and results, with the proposed equipment lists for each of the seven departments attached. The consultant shall consult with the UTO administrative team to ensure that the correct templates and formats are used for all reports and attachments.

2. Budget Compliance and Finalization of Equipment Lists

- Based on the budget ceilings as approved in the agreement with the Donor, work with department heads to eliminate equipment items exceeding the allocation thresholds.
- Finalize the modified equipment lists through consultation with each department and consolidate the final lists with the ITC focal point.
- Ensure flexibility by allowing a $\pm 10\%$ margin in cost estimations to accommodate potential price fluctuations, particularly due to currency exchange rate changes.
- Items should be listed according to their priority ranking so to align to the budget availability.

Deliverable:

A **report** summarizing the assignment process and the finalized lists of equipment to be procured, with a clear indication of the items ranking. The consultant shall consult with the UTO administrative team to ensure that the correct templates and formats are used for all reports and attachments.

3. Consolidation into a Procurement Plan

- Consolidate the seven departmental equipment lists into a single, unified procurement plan.
- Define the procurement priorities for ITC departments, aligned with annual project funding allocations.
- While comparing and ranking the priority of equipment across departments, the Consultant shall provide lists of batches of items (groups) in close collaboration with ITC through technical discussions to ensure realistic and balanced prioritization.
- Develop a detailed timeline of procurement steps, including:
 - The number of tenders to be launched according to different equipment categories.
 - The scheduling of tenders across the quarters of each year.
 - The timing for preparation of tender documents, vendor approaches, and vendor registrations.

Deliverable:

A **consolidated procurement plan** reflecting procurement priorities, the timeline of procurement activities, tender scheduling, and budget constraints for the project duration. The consultant shall consult with the UTO administrative team to ensure that the correct templates and formats are used for all reports and attachments.

4. Preparation of Tender Requirements and Documents

- Based on the finalized procurement plan, the Consultant shall prepare the tender requirements and necessary documentation for the first batch of high-priority equipment for 2025.

- This preparation shall be done in close collaboration with the UTO administrative team to ensure full compliance with UNESCO's procurement rules and regulations, including thresholds, required documentation, and procedural timelines.

Deliverable:

A complete set of **tender documents** for the first batch of procurement, prepared in line with UNESCO procurement rules, and validated in coordination with the ADMIN team. The consultant shall consult with the UTO administrative team to ensure that the correct templates and formats are used for all reports and attachments.

Timeline and deliverables

The Consultant will adhere to the following timeline and deliverables:

Deliverable	Description	Deadline
D1- Equipment Report	Comprehensive report outlining the preparation process and results, including the finalized equipment lists for each of the seven departments.	3 weeks
D2- Final Equipment Allocation Report	Summary of the process used to assign equipment across departments, presenting the final list of items for procurement.	2 weeks
D3- Procurement Planning Report	Integrated procurement plan presenting the prioritized equipment, projected timeline of procurement activities, tender schedule, and consideration of budget limitations throughout the project period.	2 weeks
D4 – Tender Documentation Package	Complete set of tender requirements and documents for the first batch of high-priority equipment, prepared in line with UNESCO procurement rules, in consultation with the UNESCO administrative team.	1 week

Note: Exact delivery dates will be determined based on the contract start date.

Travel and remote arrangements

All tasks listed in the Terms of Reference are expected to be conducted from the original duty station of the Consultant. Any travel to ITC should be agreed upon in advance with UTO; however, UTO is not obligated to provide transportation services or compensate for such travel.

Requirements:

Education

- A university degree (Bachelor's or higher) in Procurement, Supply Chain Management, Engineering, Business Administration, or a related field.
- A postgraduate qualification or professional certification in procurement, contract management, or project management is considered an asset.

Work Experience

- A minimum of 5 years of relevant professional experience in procurement, supply chain management, or technical project implementation, preferably in development projects or international organizations.
- Demonstrated extensive experience in equipment specification review, market analysis, and preparation of procurement plans and tender documents.
- Experience working with or knowledge of UN procurement rules and regulations, or other international public procurement standards, is highly desirable.
- Prior experience in consulting with technical teams and conducting field validations or needs assessments is an asset.

Languages

- Working knowledge of both written and spoken English is required.

Data protection and Confidentiality

All information to which the Consultant gains access during the course of this assignment is to be treated as confidential. The Consultant is expected to respect this confidentiality, ensuring that such information is not shared with any third party without prior written authorization from UNESCO. Any breach of this confidentiality requirement will be subject to appropriate action in line with UNESCO's policies and procedures.

The Consultant shall avoid any situation that could give rise to a conflict of interest and must disclose to UNESCO any actual or potential conflict, particularly in relation to suppliers, vendors, or service providers involved in the procurement processes. The Consultant is expected to perform duties with impartiality and independence and must refrain from actions that could compromise the integrity or fairness of the procurement process.

Other specifications

The Consultant shall respect the time and technical specifications of the deliverables. All rights related to the services provided by the Consultant under this contract, including rights of ownership and copyright are vested in UNESCO, which alone holds all rights of use.

How to Apply

Interested candidates are requested to submit their application by 25 May 2025 by email to JobVacancy-TEH@unesco.org, quoting reference **"Consultant procurement – KOICA project"** in the subject line of the mail.

Application should include: Personal CV, reference contacts and other certifications.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.