

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

Individual Long-Term Agreement (LTA) for Supply and Logistics Consultant with UNICEF Pacific

### BACKGROUND

Several Pacific Island Countries, including Tonga, Kiribati, Fiji, Solomon Islands, Samoa, and Tuvalu, have received funding to implement significant projects under UNICEF's supervision. These projects include the Multiple Indicator Cluster Surveys (MICS) in Tonga and Kiribati, and the Solarization of Health Care Facilities (HCFs) in Fiji, Solomon Islands, Samoa, Kiribati, and Tuvalu. UNICEF also supports the local authorities in strengthening their logistics capacity, including the customs clearance process, to facilitate the supplies quickly reaching the beneficiaries.

UNICEF Pacific intends to establish Long-Term Agreement(s) with one or more individual consultants for a period of 24 months, with an option for renewal of an additional year in case of sustained need and satisfactory performance. The consultant(s) would support the above-mentioned projects by providing technical expertise in procurement and logistics to UNICEF and to government partners as further defined below, ensuring effective and efficient project execution.

This LTA is being established to serve the needs of all sections (Operations and Programme Sections) in UNICEF Pacific Multi-Country Office related particularly to Supply & Logistics services to meet the office's efficiency objectives.

### OBJECTIVE / SCOPE OF WORK

This LTA aims to facilitate and expedite the process by which UNICEF Pacific will hire specialized technical support in executing necessary supply and logistics activities for UNICEF operations and programme projects, specifically in situations where ad-hoc technical capacity is required in order to ensure the success of the initiative. This applies in particular to projects where key supply and logistics related responsibilities are borne by supported Governments (such as under Procurement Services transactions), but the UNICEF assessment is that the capacity may not be sufficient. The consultant will work closely with, but not limited to, UNICEF's Supply & Logistics, Social Policy, and Health & Nutrition teams, relevant ministries, departments, vendors, and local stakeholders to streamline project implementation activities and support UNICEF in providing impact and results on its programme and operations implementation under the UNICEF policy and guidelines.

The consultant will undertake the following tasks for Procurement Services across the designated PIC region:

- **Procurement Planning:** When necessary, the consultant is responsible for supporting Operations and Programme Sections in developing a detailed procurement plan, based on each assignment with the Implementing Partners, that aligns with the timelines and needs of the projects. This includes forecasting the requirements for goods and services, preparing procurement schedules, and ensuring that all procurement activities are conducted and executed in a timely manner.
- **Vendor Sourcing and Procurement Management:** When necessary, the consultant is responsible for supporting Operations and Programme Sections to strengthen Implementing Partner's Supply and Logistics activities in the preparation/revision of TORs, executing sourcing and solicitation methods to the supply market under the supervision and guidance of the Supply & Logistics Specialist, ensuring compliance with UNICEF's procurement policies, standards and rules.

- **Logistical Coordination:** Overseeing the logistics of project activities, arranging the best international freight modalities from/to PICs and other vendors locations, based on UNICEF Pacific logistics methods and under guidance and supervision of the Supply & Logistics Specialist, including the distribution of supplies to various project sites/implementing partners. This involves facilitating PICs' in-country customs clearance with local authorities on behalf of UNICEF or in support of government partners for imported goods and coordinating the timely delivery of all items to their destination.
- **Risk Management:** Identifying potential supply chain risks, such as mitigating delays, quality issues, or any type of vendor non-compliance, and implementing mitigation strategies. This also involves ensuring compliance with local regulations and international standards, and following UNICEF guidelines.
- **Stakeholder Coordination:** The consultant collaborates with various stakeholders involved in the projects, including UNICEF staff members and PICs national partners. The consultant ensures that all the necessary stakeholders are informed about the supply and logistics status and any potential issues affecting the procurement and logistics schedule, quality, and/or operations and programme implementation effectiveness.
- **Reporting and Documentation:** Maintaining comprehensive records of all procurement and logistics activities under the guidance of the Supply & Logistics Specialist or under the guidance of the assigned Programme cross-section supervision. The consultant is responsible for preparing regular reports detailing procurement status, logistics arrangements, inventory levels, and any challenges or deviations from the plan.

**ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE**

#	ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	INVOICE SCHEDULE
1	Support the development of a comprehensive procurement plan that includes milestones, timelines, and resource allocation tailored to each project.	Detailed procurement plan		
2	Support in preparing TORs and the required solicitation/procurement methods and bidding process execution, including support on the bid evaluation, vendor awarding recommendation, and contracting, but not limited to.	Concluded contracts with qualified vendors selected		
3	Coordination with vendors to ensure timely delivery of supplies and services based on each vendor's contract. Spot-check visits to the selected countries in support of the logistics implementation (country and dates to be defined by each project)	Coordinated delivery of supplies and services with vendors and consignees based on each project. Trip reports.		
4	Coordination with partners (national partners, freight forwarders, and other possible stakeholders) to ensure timely customs clearance and PICs in-country logistics distribution of supplies, possibly by visiting the countries (country and dates to be defined by each project)	Customs clearance support and acknowledge receipt from consignees and IPs. Trip reports.		
5	Reporting the procurement and logistics activities consistently, as designated by the	Weekly reports about procurement processes and		

	Supply and Logistics Specialist or Programme cross-section supervision, including deliveries, inventory management, and operational challenges.	logistics activities, inventory levels, logistics arrangements, and any deviations from the original plan.		
	<b>TOTAL</b>			

#### QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

- Completion of secondary education is required, preferably supplemented by technical or university courses related to the job.
- At least ten years of relevant work experience in Supply & Logistics in UN Agencies are required.
- Substantial knowledge of standard and emergency logistics procedures and practices is required.
- Ability to work in a team setting is essential.
- Fluency in oral and written English is required.

#### CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

Direct supervision of the Supply and Logistics Specialist, Head of Supply Team of UNICEF Pacific.

The activities and deliverables included in the TOR for this Long Term Agreement are general. The LTA to be signed will have a fixed fee rate for two years. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.

Whenever supply and logistics services are required, a detailed list of activities will be presented to the top-ranking LTA holder to state their Level of Effort against the LTA rates. Should this consultant not be available for this assignment, UNICEF will contact the second ranked consultant and so on. Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the prices/fees agreed in the LTA. The actual activities and deliverables will be formalized through the actual individual consultancy contract (Purchase Order (PO)). The consultant must sign the contract prior commencement of work.

Payment will be made after completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance.

UNICEF will pay daily subsistence allowance (in accordance with UN rates) and transportation for travel outside of Suva [Daily Subsistence Allowance \(DSA\) | ICSC \(un.org\)](#). Where travel by air is required, UNICEF will reimburse airfare based on actual cost (in economy class).

#### ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The consultant will use own equipment; laptops, software and other accessories that may be required for the tasks.
- The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF

premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

- No contract may commence unless the contract is signed by both UNICEF and the consultant for each assignment.
- Consultant will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

**NOTE FOR APPLICANTS:**

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** but should show a break down for the following:

- Daily fees – based on the deliverables in the Terms of Reference
- Travel and DSA shouldn't be considered in the fee as they will be considered on each PO/contract assignment (economy air ticket)
- Living allowance for international consultants
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.