

TERMS OF REFERENCE FOR NATIONAL INTERNSHIP PROGRAMME

PART I		
Title of Assignment	Full-time Internship Programme: Procurement and Logistics Intern (2 internship positions for Malawian Nationals Only)	
Section	Supply	
Location	Lilongwe, Malawi	
Duration	26 weeks	
Start date	From: 01 February 2022	To: 31 July 2022

BACKGROUND AND JUSTIFICATION

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an equal opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

However, despite decades of strong work in these sectoral areas, inequity remains. While progress is being made, something different is required to accelerate progress towards not just long term and sustainable development improvements. One method of driving significant impacts for the most vulnerable and excluded children who may still be left behind, is to ensure access to products and services. The procurement and logistics function help to ensure such access in realised and an optimized fashion by reaching the most remote, and hard to reach areas during both development and humanitarian situations.

The Supply section of UNICEF Malawi seeks to recruit two (2) national Procurement and Logistics Interns who are interested to enhance their educational experience through practical work assignments while being exposed to UNICEF’s operations as well as learning on child rights and equity issues. The internship programme is also expected to provide Malawi country office with the assistance of qualified students specialized in supply chain management field. This will support the office in strengthening the supply chain management function in the Malawi Country Office. The interns will ensure accurate and timely processing of procurement requisitions (Sales Orders), supports procurement and contracting processes including drafting of tender documents, purchase orders/contracts and follows through to closure of the order, including maintaining of up-to-date filing of procurement documents, customs processing, warehousing and distributions with the overall goal of meeting the needs and requirements for UNICEF programmes.

OBJECTIVE AND SCOPE OF WORK

The main purpose of the internship programme will be to support development of their professional experience, to expose the Interns to UNICEF work as well as to promote learning on child rights and equity.

The Procurement and Logistics Intern is responsible for assisting in the sourcing, procurement and logistics processes to facilitate end to end supply chain activities.

The intern will ensure accurate and timely processing of procurement requisitions (Sales Orders), supports procurement and contracting processes including drafting of tender documents, purchase orders/contracts and follows through to closure of the order, including maintaining of up-to-date filing of procurement documents, customs processing, warehousing and distributions with the overall goal of meeting the needs and requirements for UNICEF programmes.

Main Responsibilities and Tasks:

- In accordance with UNICEF rules, regulations and procedures, undertakes procurement of supplies, including the systematic monitoring of procurement workload and review of specifications,
- Monitors and expedites delivery of supplies purchased by UNICEF. Evaluates delivery performance of suppliers against agreed dates. Monitors the status of handover of goods to Implementing Partners (IPs)
- Reviews incoming demands/requisitions/sales orders to ensure completeness and appropriateness of specifications/Terms of Reference. Drafts tender documents (Requests for Quotations, Invitations to Bid, Requests for Proposals), and supports the implementation of the tender process.
- Supports sourcing of relevant suppliers of goods and services.
- Supports evaluations of offers through e.g. preparation of tabulation sheets and assists in analysis of offers.
- Drafts submissions to Contract Review Committee.
- Drafts contracts and/or purchase orders.
- Ensures appropriate documentation of processes and data is kept on file.
- Maintains all data to ensure correctness and availability of information for source and availability plan, logistics plan, delivery plan and actual delivery schedule.
- Prepares Direct Orders (Purchase Orders) against existing Long-Term Arrangements (LTA) ensuring that the LTA has valid quantities and lead-time meets requirements.
- Works closely with suppliers to ensure quality assurance and timeliness of deliverables.
- Ensures continuous availability of data related to procurement including requisitions received, orders placed, incoming goods, actual delivery schedules. Prepares periodic reports, and ad-hoc reports as needed.
- Maintains direct contact with global freight forwarders, local and offshore suppliers and Supply Division colleagues
- Ensure that warehouse operations are proceeding as planned in terms of storage and that transportation for delivery is provided on time
- Support with processing of duty-free certificates for offshore supplies and communicate with customs clearing agent
- Any other duties as requested by the supervisor.

REPORTING REQUIREMENTS

To whom will the Intern report (supervisory and any other reporting/communication lines):

The Procurement and Logistics Intern will directly report to the Procurement Specialist and matrixed to Logistics Officer. The intern will also update the Supply Manager on progress of work assignments during regular meetings.

What type of reporting will be expected from the Intern and in what format/style will the submissions of reports/outputs be done:

Together with the supervisor, a monthly work plan will be developed, which will indicate key activities, deliverables and performance indicators which clearly specify deadlines.

The Intern will be required to submit monthly reports to the Procurement Specialist and to Logistics Officer which will also be shared with respective sections to which they are assigned to support. The monthly report will summarize the learning objectives achieved; processing of procurement requisitions (Sales Orders), supports procurement and contracting processes including drafting of tender documents, purchase orders/contracts and follows through to closure of the order, including maintaining of up-to-date filing of procurement documents, customs processing, warehousing and distributions activities carried out.

- A strong channel of communication with the Intern will be established, considering that initially they will be working from home until such a time they can work from the office.
- Daily contact will be established between the supervisor and Intern to check-in on his/her wellbeing, the progress of the work, and learning.
- Team meetings will be virtual or have the capacity to accommodate remote participants.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the Intern will be expected to perform the following activities and deliverables. A workplan and schedule will be agreed upon at the onset of the internship programme as well as on a monthly basis:

1. Monthly progress reports focussing on key areas of responsibility as described in Scope of Work;
2. Report outlining lessons learned from procurement and contracting processes and logistics processes, including analysis of the challenges and opportunities for local supply market engagement
3. Comprehensive documentation and reporting of supply chain pipeline monitoring and evaluation

PERFORMANCE INDICATORS FOR EVALUATION OF THE INTERNSHIP PROGRAMME

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in the workplan
- Compliance with the established deadlines for submission of deliverables
- Quality of work

- Demonstration of high standards in cooperation and communication with UNICEF and counterparts where applicable

PAYMENT SCHEDULE

It is expected that the Intern will work on a full-time basis. At the end of each month, the Intern will fill out an invoice template attached to the monthly report and payment will be made as soon as the invoice is approved by the supervisor.

Costs incurred during official travel authorized by UNICEF shall be covered in accordance with UNICEF procedure on Duty travel (DHR/PROCEDURE/2017/11/Rev.1)

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Enrolled in an undergraduate or graduate (Masters or higher) degree programme or be a recent graduate (graduated within the past two years) in field of in social science, commerce, business, supply chain, procurement, logistics or related subject with a strong component of procurement, contracting and warehousing.

Applicants must have excellent academic performance demonstrated by recent university or institution records.

Technical skills and knowledge

Proficiency in use of SAP systems and good knowledge of Microsoft office suite will be an added advantage.

Work Experience

Additional consideration will be given for any past experience, specifically procurement, contracting and logistics experience would be desirable and an added advantage but not a prerequisite.

Languages

Fluency in English and a local language.

Other requirements

- Applicants must be at least 18 years old.
- Ability to communicate clearly.
- Strong analytical and good report writing and presentation skills.
- UNICEF Foundational Competencies such as Commitment, Drive for Results, Embracing Diversity, Integrity, Self-Awareness & Self-regulation and Teamwork.
- Applicants must have no relatives (e.g. father, mother, brother, sister) working in any UNICEF office.
- Applicants must have no other relatives in the line of authority which the intern will report to.

ADMINISTRATIVE ISSUES

The assignment will be carried out in Lilongwe, based at the UNICEF offices with periodic travel to districts in Malawi, when required.

Interns are not staff members. Notwithstanding this status, Interns shall observe all applicable rules and regulations, instructions and procedures and directives of UNICEF. The Procurement and Logistics Intern will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. Within 5 days of the programme commencement, the intern is requested to complete the applicable mandatory trainings.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's DHR Procedure on Internship Programme (PROCEDURE/DHR/2020/007).
- The Intern will be based in Lilongwe, Malawi.
- The internship may not commence unless the offer is signed by both UNICEF and the Intern
- The Intern would need to cover their expenses in Lilongwe which include travel costs to Lilongwe, living allowances/expenses, accommodation, health insurance etc.
- Under the Internship agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The Intern is not entitled to payment for overtime, weekends or public holidays, medical insurance, and taxes.
- The Intern may take up to 2.5 days per month off work for any reason, including medical reasons. The stipend will be reduced for any absence beyond this quota.
- The Intern must have proof of their own medical insurance covering their Internship Programme time and must specifically cover any possible medevac as well as COVID-19 related medical expenses and medevac.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the Intern and reimbursed against actuals, unless otherwise agreed and as approved on the respective monthly invoice.
- Transport will be provided to the Intern during in-country field travel, if planned and approved and once travel is possible.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- An evaluation will be completed by both supervisor and Intern at the end of Internship programme.
- Interns will not have supervisory responsibilities or authority on UNICEF budget.
- The assignment is an off-site support.
- UNICEF will provide office space and access to other office equipment as necessary. The Intern must provide their own laptop.

HOW TO APPLY

Interested candidates should provide the following:

1. Curriculum Vitae
2. Motivation letter
3. Proof of studies/Certified copies of qualifications
4. References details