TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Supply & Logistics Consultant
National/International	International
Duty Station	Monrovia, Liberia
Duration	Three (3) Months (10th December 2025 – 10th March 2026)
Supervisor	Deputy Rep/Operations
Consultant Selection Method	☒ Competitive Selection (Roster) ☒ Competitive Selection (Advertisement/Desk Review/Interview) ☐ Single Source (exceptional, only in emergency situations, Rep. approval required)

I. Background:

In Liberia, UNICEF supported programmes are heavily dependent on access to essential supplies of assured quality, sourced offshore and/or in local markets. These items are either delivered to implementing partners or to the Government warehouse, where goods are consolidated and distributed to end-users. UNICEF has agreements with partners, suppliers, freight forwarders, clearing agents and transport companies, among others, contributing to supply chains for these life-saving goods from end to end. Effective delivery of UNICEF Programmes and Operations also are dependent on sourcing capacities and/or services from institutions and corporates. Given the critical dependencies of programmatic and operations outcomes on timely access to supplies and services, maintaining the integrity of UNICEF and partner supply chains is of critical importance.

Following the departure of the Supply and Logistics Manager and subsequent unit restructuring, the Country Office faces an urgent capacity gap at a leadership level. This consultancy is required to ensure continuity of critical supply and logistics functions while the recruitment for a permanent replacement is finalized.

II. Purpose of Activity/Assignment:

The primary purpose of this assignment is to provide interim strategic leadership and coordination for the Country Office's supply, procurement, and logistics activities. This includes overseeing procurement and supply chain services for emergency preparedness and response. The consultant will be responsible for managing the supply team and collaborating closely with programme sections to facilitate timely programme implementation.

III. Scope of Work:

Under the direction and guidance of the Deputy Representative- Operations, the Supply and Logistics Consultant will undertake the following tasks:

Procurement Planning: The consultant coordinates the development of a detailed procurement plan that aligns with the timelines and needs of the office. 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.

Collaboration with individual Sections: Establish close collaboration with programme sections through involvement in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish an accountability framework with programmes for delivery of results for children.

Donor Relation Activities: Provide supply input to donor dialogue, and support development of supply components of proposals to donors including budgeting and use of innovative financing mechanisms for supplies, services and construction works.

Implementing Partner Assessment: Support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).

Vendor Sourcing and Procurement Management: The consultant will support the Operations and Programme Sections to strengthen Supply and Logistics activities in the preparation/revision of TORs, executing sourcing and solicitation methods to the supply market ensuring compliance with UNICEF's procurement policies, standards and rules.

Logistical Coordination: Support Facilitation of in-country customs clearance in support of national partners for imported supplies and coordinate 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.

Reporting: Coordinate the compilation of various reports to provide up to date information on the country office supply and logistics activities to support decision making.

Stakeholder Coordination: Coordination with Supply Division, Regional Office, national partners, freight forwarders, and other possible stakeholders to ensure that all the relevant parties are informed about the supply and logistics status and any potential issues affecting the procurement and logistics.

IV. Work Assignment Overview:

Tasks/Milestones	Deliverables/Outputs	Timeline	Estimated Budget
Collaborate with the supply team to establish daily work priorities, targets and performance measurements; monitor work progress to ensure that results are achieved per schedule .	Completion of daily, weekly and monthly work priorities, targets and performance measurements	10th Jan 2026	35%
Work closely with stakeholders to ensure that all the relevant parties are informed about supply and logistics status and any potential issues affecting the procurement and logistics.	Weekly report on key shipments status; procurement activities in the pipeline; upcoming critical deadlines etc.; Stakeholder meeting agendas and minutes	10th Feb 2026	35%
Establish close collaboration with programme sections through involvement in programme design, planning, and preparation for implementation of supply components of the country programme. Coordinate the development of the Annual Supply Plan.	Supply plan finalised and signed, and supplies and services secured as planned; documented input in programme design proposals	10th Mar 2026	30%

V. Qualification/Experience/Competencies/Skills Required

To be eligible to apply and to qualify as an advocate for every child, you should have the following:

Academic Qualification: Advanced university degree in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or related social science field, or relevant first-level university degree (Bachelor's) in conjunction with a valid relevant professional certification is required.

Work Experience: A minimum of 5 years of relevant professional experience at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly related technical fields is required.

Competencies: Demonstration of the UNICEF competencies: Builds and maintains partnership - Demonstrates self-awareness and ethical awareness - Drive to achieve results for impact - Innovates and embraces change - Manages ambiguity and complexity - Thinks and acts strategically - Works strategically with others.

Language Proficiency: Language skills required: Fluency in English (written and spoken).

VI. Working Conditions

☐ Home Based ☒ Office Based

The necessary computer equipment for the consultation will be provided by the office

VII. Supervision:

The consultant will be supervised by the Deputy Representative, Operations.

VIII. Technical and Financial Proposals:

Applicants are invited to submit with their online application:

- A cover letter explaining why they are well placed to undertake this assignment
- A recently updated CV
- A financial proposal which must be an all-inclusive cost (consultancy fees, mission expenses, travels, etc.).

Applicants are invited to submit their financial proposals in USD using the template below:

Description	**Unit**	**Quantity**	**Unit cost**	**Total (USD)**
Consultancy fees				
Daily subsistence allowance				
Air ticket (economy class, most direct route)				
Other (to be specified)				
Total				

Selection criteria will be based on qualifications, skills, expertise and experience in the required field, and quality of the technical and financial offer. Each application will be assessed first on its technical merits and subsequently on its price.
Evaluation Criteria (This will be used for the Selection Report)
A) Technical Evaluation (e.g. maximum 75 Points) B) Financial Proposal (e.g. maximum of 25 Points)

Recourse:

UNICEF reserves the right to terminate the contract and/or withhold all or a portion of payment if the rules and the regulations regarding confidentiality, ethics and procedures of UNICEF and the partners are not followed, the performance is unsatisfactory, or work/deliverables are incomplete, not delivered or fail to meet the deadlines. The deliverables will remain the copyright of UNICEF.

The consultant must respect the confidentiality of the information handled during the assignment. Documents and information provided must be used only for the tasks related to these terms of reference.

Child Safeguarding:

Is this project/assignment considered as "Elevated Risk Role from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply

Direct contact role ☐ YES ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role ☐ YES ☒ NO
If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Remarks:

Individuals engaged under a consultancy contract 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. Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants contractors 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.