

<b>TEMPORARY APPOINTMENT: Supply &amp; Logistics Officer</b>	
UNICEF Malawi is seeking to engage a temporary appointment to provide technical support, supply advice and ensure service-delivery on country programme and requests that is timely, responsive, and appropriate, achieves value for money and works in concert with national systems and partners via targeted procurement strategies, including quality and end to end supply chain performance objectives and monitoring.	
<b>Engagement contract</b>	Temporary Appointment
<b>Post Level</b>	NOB
<b>Location</b>	Lilongwe
<b>Duration</b>	One year
<b>Supervisor</b>	Procurement Specialist
<b>Funding details</b>	WBS: 2690/A0/06/022/006/003 Grant: SC 210295
	Validity date: 31 December 2023

## 1. ORGANIZATIONAL CONTEXT

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 opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. 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 fulfill 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.

**Strategic office context:** The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi’s efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs). The country programme is guided by the principles of children’s rights, equity, gender equality, inclusion and

resilience, and supports evidence-based, integrative and innovative programming. The vision is that ‘all girls and boys in Malawi, especially the most disadvantaged and deprived, realize their rights’. The programme focuses on: early childhood (parenting, high-impact social services, early stimulation and learning), middle childhood and adolescence (learning, multi-sectoral services, active citizenship), communities (decentralized services and systems, community ownership, social norms), programme effectiveness (monitoring, evaluation, HACT, Innovation, Social Protection and Social Policy and External Communication). The programme is based on ‘leaving no child behind’, realizing ‘rights for all children in Malawi’.

### **Global COVID-19 Outbreak**

The spread of COVID-19 has been characterized in the hardest-hit countries with disruption of health systems, closure of schools and huge socioeconomic impact as public health measures designed to contain or mitigate spread of the virus are put in place as well. As co-lead for the Education Cluster, UNICEF continues to work with the Ministry of Education (MOE) to strengthen coordination, ensure comprehensive and coherent education responses during COVID-19 pandemic for continuity of learning, safe return to school, and wellbeing of teachers and learners.

### **Malawi Situation**

UNICEF has been supporting MOE at service provision level through various infrastructure development initiatives to transform the school environment into a child friendly and conducive learning space. One of such intervention has been the provision of quality school furniture to primary schools under the Kids in Need of Desks (KIND) programme since the year 2011. Cumulatively, the number of desks distributed under the KIND project has to date benefitted over 900,000 learners in double shift school system. The 2020 EMIS report indicated that there is a shortage of close to 1.7 million desks in Malawi’s primary schools. The project aims to undertake further procurement of desks that will see the one million plus learners’ milestone being reached in the coming year.

## **1. PURPOSE OF THE JOB**

Under the overall guidance and direction of the Procurement Specialist, the Supply & Logistics Officer is expected to support the Education section in all logistics, monitoring and supply contracting processes in accordance with UNICEF Rules and Regulations and to participate in planning, development, and execution of procurement of the selected portfolio of services, including proposing a method of purchase, to support and ensuring quality delivery of such services including COVID-19 response related activities.

## **2. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

The Supply & Logistics Officer is expected to provide technical support as part of the Supply team and in partnership with counterparts and partners with a specific focus on the following elements:

- a. Support the implementation of KIND Project supply chain related activities in Malawi with all relevant internal and external stakeholders.
- b. Collaborate with Education and programmes in defining supply interventions to meet programmatic needs and achieve results for children, manage the regular, emergency and COVID-19 supplies procurement plan in coordination with all Pillars and provide supply related support to the national immunisation logistics working group as required

- c. Undertake VISION transactions for all requests from Education including solicitation documents, purchase orders and contracts
- d. Act as focal point for all quality assurance related matters with the QA companies, vendors and review all reports and provide updates on production status to Education section on a weekly basis
- e. Liaise with Supply Division, EMOPS and Regional Office on incoming COVAX shipments and participate in the weekly Logistics Working Group Meeting
- f. Conduct and monitor effective local, regional, and offshore procurement, with a goal to attain best value for money for goods and services and coordinate the delivery, distribution to regional hubs and monitor utilisation
- g. Ensure development of appropriate evaluation criteria, solicitation documents, evaluation of offers, negotiation, contracts review committee drafts and formulation of contracts and long-term arrangements (LTAs) with suppliers and contractors.
- h. Ensure that all supply chain challenges, and risks are shared with the management and adequate solutions are implemented including close monitoring of contract status, extensions and timely closure of contracts in line with UNICEF procurement policies
- i. Maintain a supply monitoring system and participate in preparation of supply status reports as required by Education section including review of supplier performance evaluation reports
- j. Participate in field visits including manufacturing sites and end user monitoring activities to schools benefitting from the desk allocation

#### **4. COMPETENCIES**

##### **Core Values**

- Care, Respect, Integrity, Trust and Accountability

##### **Core Competencies**

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

##### **Functional Competencies**

- Analyzing (3)
- Planning & Organizing (3)
- Applying Technical Expertise (3)

#### **5. QUALIFICATIONS**

##### **Education:**

- An university degree in Business Administration, Management, Supply Chain Management, Contract/commercial Law, Procurement, Logistics or a directly related technical field(s) is required.

- A valid professional certification (e.g. CIPS) or similar qualification from an accredited supply management institution is considered an asset.

**Experience:**

- A minimum of two years of relevant experience, at the national level, in programme planning including drafting supply plans and pipeline monitoring, management, monitoring and evaluation, supply, logistics and/or procurement, purchasing and contracting and supply management systems is required (such as SAP or similar operating system).
- Hands-on experience liaising with major donors involved in procurement and, especially relative to the provision of technical support and to effectively represent the organization in related technical working groups will be considered an asset.
- Work experience in conducting field end user monitoring exercises
- Work experience in supporting emergency responses is considered an asset.

**Expected technical competencies:**

- Knowledge of UN and or NGO emergency programme strategies, approaches and procurement and logistics procedures.
- Hands-on experience in using SAP for supply transactions.
- Strong analytical and communication skills including use of excel to come up with trends and data charts for procurement and logistics reports

**Language:**

- English, both written and verbal skills is required

**6. ENDORSEMENT OF TERMS OF REFERENCE:**

Function	Name	Signature	Date	Comment
<b>Prepared by</b>	Diana Chikuwa Procurement Specialist		22 December 2021	
<b>Reviewed by</b>	Ronelle Sasser Human Resource Specialist	<i>C. Santhe</i>	23 December 2021	Signed by Chipiliro Santhe on behalf of the HR Specialist
	Fredrick Sheshe Supply Section Chief		22 December 2021	Signed by Diana Chikuwa OiC Supply Section Chief
<b>Endorsed by</b>	Ardiana Buzoku Deputy Representative Operations	<i>ABuzoku</i>	27.12.2021	
<b>Approved by</b>	Rudolf Schwenk Representative		27 December 2021	