

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Logistics Specialist Consultant – LLIN Mass Distribution Campaign		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Freetown
<p>Purpose of Activity/Assignment:</p> <p>Malaria is a leading cause of morbidity and mortality in Sierra Leone, with approximately 2.7 million cases of malaria reported annually. The distribution of long-lasting insecticide-treated bednets (LLINs) remains a core strategy for preventing malaria in the country. The National Malaria Control Program (NMCP), with support from the Global Fund and UNICEF, is planning a mass bednet distribution campaign in 2023. The success of this campaign will rely heavily on effective availability of dedicated printing materials and management of the logistics aspect of the campaign.</p> <p>With its major roles in Logistics and procurement, UNICEF has a strong comparative advantage to contribute toward supply chain system strengthening, which has transformative effects in enhancing the health sector performance.</p> <p>UNICEF is therefore seeking a consultant to support NMCP for the implementation of Long-Lasting Insecticide Nets (LLIN) campaign in Sierra Leone. The incumbent will coordinate the supply & logistics activity of the campaign in coordination with NMCP.</p>			
<p>Scope of Work:</p> <p>Under the direct supervision of the Supply & Logistics Manager or otherwise as per the Country Office (CO) organogram, the Consultant will contribute and will support the LLIN Campaign in Sierra Leone. Specifically, the consultant will perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> • Coordinate with NMCP, DHMT and partners timely and effective implementation of logistics activities throughout the bednet distribution campaign, including the regular review of the process – and update if required - of the implementation plan and timelines and monitoring alignment with the approved budget. • Provides technical support in preparation of appropriate documents, and input on specifications and supply and logistics arrangements, facilitating cost-effective efficient procurement, storage and distribution of LLINs to various locations. • Actively participate in the mass bednet distribution campaign coordination mechanisms • Coordinate the supply/logistics component of the LLINs distribution, including printing of campaigns tools, systems for storage, and deliveries of LLINs to the various locations. • In collaboration with NMPC, consolidate all the tools needed for the implementation of the project. • Initiate and work closely with the partner and the Logistic working group for the implementation of the campaign. • Implement sound, accurate supply/logistics management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability. • Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews. • Assists in the identification of training needs and plan training activities for the campaign. • Undertake field visits to project sites and monitor inventory and supply inputs. Proposes corrective actions to improve logistical procedures. • Conduct local procurement through issuance of tenders, bid adjudication and contract management. • Communicate and report quality issues with respect to supplies and/or service agreements. • Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in supply and logistics activities, including distribution, and monitoring supply inputs and inventory. • Undertake reverse logistics of tool and materials dedicated to the campaign 			

Key deliverable Deliverables

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
In collaboration with NMCP consolidate all the tools for the campaign and develop solicitation strategy	Printing tools for the LLIN campaign are available and consolidated and solicitation process is determined	June 2023	
Close collaboration with procurement team for the solicitation process to identify suppliers for printing of campaign tools	Printing tools for the household's registration and distribution activity are available before	June - July 2023	
Work closely with DHMT for the identification of storage facility at districts and facility level for the storage of the nets	Storage space for the nets is available at districts and facilities level	July - August 2023	
Close collaboration with NMPC for households' registration and distribution of the nets and tools across the country	Nets and tools are pre-positioned in the identified distribution sites as per the microplanning plan	August 2023	
Support in the distribution of the nets to households	Nets are distributed to households	August - September 2023	
Conduct reverse logistics of material and tools for the campaign	Unused tools and nets are returned to central warehouse	October - November 2023	
Final report of logistics activities, and lessons learnt	Campaign report is available	December 2023	

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 immediate 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](#)

Budget Year: 2023	Requesting Section/Issuing Office: Operations/Supply	Reasons why consultancy cannot be done by staff: A temporary surge in workload due to new project – mass bednet distribution campaign for which UNICEF has full management of funds – which requires full-time logistics expertise and support to ensure timely implementation of the campaign which cannot be covered internally due to very limited internal resources.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: Un-planned request from MoHS and Global Fund for UNICEF to manage the procurement of the tools for the campaign and provide technical support for warehousing and distribution of the LLIN across the country.			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview)		Request for: <input checked="" type="checkbox"/> Consultancy <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: n/a			
Supervisor: Supply & Logistics Manager	Start Date: June 1 st , 2023	End Date: December 31 st , 2023	Number of Days (working) 7 months

Estimated Consultancy fee			
Travel International (if applicable)	n/a		
DSA (if applicable)	n/a		
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: University degree in Logistics, Management, International Economics, Engineering, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or contracting.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Minimum five years of progressively responsible professional experience in procurement/supply chain/contracting, administration and operations. • Understanding of development and humanitarian work is an advantage. • Demonstrated understanding of relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work. • Ability to develop and maintain effective working relationships with stakeholders and gain the assistance and cooperation of others in a team endeavor. • Experience using MS Word, Excel, PowerPoint, SAP and ability to learn other UNICEF office tools 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office-based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<i>Approval of Chief of Operations (if Operations):</i> _____ <i>Approval of Deputy Representative (if Programme)</i> _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>			

Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy or individual 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 (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 and Individual Contractors. Consultants and individual 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.

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.
