

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Supply and Logistics Consultant

BACKGROUND

The Pacific cyclone season is usually between October and May. During this period, even small tropical storms can develop into major cyclones. Their direction and strength can change with little warning. Cyclones lead to landslides, mudslides and flash flooding causing extreme damage to infrastructure. This can cut off communications and access to transportation, emergency assistance, medical care, and food and water. On another hand, the spread of COVID19 made weak supply chain management of Pacific Island Countries very vulnerable. The complex logistics activities require UNICEF to have a Supply and Logistics Consultant to support strengthening the Supply Team capacity in executing logistics activities, conducting warehouse assessments, developing action plan for possible inventory outsourcing, warehousing management improvements and staff capacity building in the field office to the seven warehouses across the Pacific Multi-Country Office for a smooth response to any emergency requirements. Apart from that, the volume of logistics activities in the Supply Team increased significantly in 2022 and it will be still key in 2023 during the transitioning to a new Country Programme.

OBJECTIVE / SCOPE OF WORK

1. Under the supervisor guidance, the consultant should conduct warehouse assessments in Suva, Nadi, Vanuatu, Kiribati, Solomon, and FSM WHs, to develop action plan for possible inventory outsourcing, warehousing management improvements, process/stock management improvements and staff capacity building to the field offices, focusing on the seven warehouses across the Pacific Multi-Country Office, including planning closely the activities with the Programme Emergency Specialist for the emergency pre-positioning items, and implementing the best practices. Travel to the WHs in the FOs is required.
2. Under the supervisor guidance, the consultant should lead and conduct physical stock counts at mid-year and year end for all warehouse locations with the warehouse's focal points in the fields, in alignment with the strategy defined by the Supply and Logistics Specialist.
3. Reviewing existing pre-positioned supplies physically and virtually in SAP/Vision with support from the field offices teams, including support disposing/renewing the items where appropriate and new supplies ordered for pre-positioning as necessary.
4. Strengthening partnership with national partners (governments, freight forwarders and others possible stakeholders) to identify and address bottlenecks in customs clearance in each PICs where we have warehouse or relations to speed the importation processes.
5. Follow up with the Supply Team and field offices focal points for all the outbound and inbound deliveries that require Logistics support and monitoring.
6. Provides technical support to UNICEF Pacific warehouses and inventory management for humanitarian context, including UNICEF's Vaccination Independence Initiative (VII) when needed.
7. Support the Supply and Logistics Specialist in updating the SOP with the best practices for logistics activities and to establish guidance to the requesting units on SAP/Vision and SharePoint filing.
8. Under the supervisor guidance, provide support to the Supply & Logistics Team in providing technical assistance to UNICEF Programme and Supply departments with emergency logistics strategies including PPE, Vaccines, consumables, and prepositioning items.

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
Conducting warehouse assessment and implementation of the improvements in the warehouses/FOs, including capacity building and planning emergency pre-positioning.	Based on the warehouse assessment, develop action plan with the warehousing best practices, processes/flows/stock management improvements, inventory outsourcing opportunities, strengthening partnership with national partners, and implementing it in the warehouses/FOs. Capacity building to the warehouse focal points and FOs colleagues. Support on the emergency pre-positioning planning of items with the requesting units and Programme Emergency Specialist.	Suva WH – Assessment within 60 days	4%
		Suva WH – Implementation within 120 days	4%
		Suva WH – Capacity building within 120 days	1%
		Nadi WH – Assessment within 90 days	4%
		Nadi WH – Implementation within 150 days	4%
		Nadi WH – Capacity building within 150 days	1%
		Vanuatu WH – Assessment within 120 days	4%
		Vanuatu WH – Implementation within 210 days	4%
		Vanuatu WH – Capacity building within 210 days	1%
		Kiribati WH – Assessment within 150 days	4%
		Kiribati WH – Implementation within 240 days	4%
		Kiribati WH – Capacity building within 240 days	1%
		Solomon WH – Assessment within 210 days	4%
		Solomon WH – Implementation within 270 days	4%
		Solomon WH – Capacity building within 270 days	1%
Inventory Management	Inventory activities - Prepare, organize, and conduct physical stock take in the warehouses with the focal points, in alignment with the strategy, supervision and guidance by the S&L Specialist. Prepare the cases for PSB e-tool submission, when necessary. Support for the inventory registration in Vision by the S&L Specialist.	FSM WH – Assessment within 240 days	4%
		FSM WH – Implementation within 300 days	4%
		FSM WH – Capacity building within 300 days	1%
		2023 Mid-year - Suva WH – within 30 days	4%
		2023 Mid-year - Nadi WH – within 30 days	4%
		2023 Mid-year - Vanuatu WH – within 30 days	1.5%
		2023 Mid-year - Kiribati WH – within 30 days	1%
		2023 Mid-year - Solomon WH – within 30 days	1%
		2023 Mid-year - FSM WH – within 30 days	1%
		2023 Mid-year - Brisbane WH – within 30 days	1%
		2023 End Year - Suva WH – within 180 days	1%
		2023 End Year - Nadi WH – within 180 days	1%
		2023 End Year - Vanuatu WH – within 180 days	1.5%
		2023 End Year - Kiribati WH – within 180 days	1.5%
		2023 End Year - Solomon WH – within 180 days	1.5%
		2023 End Year - FSM WH – within 180 days	1.5%
		2023 End Year - Brisbane WH – within 180 days	1.5%

		<i>Others Inventory Activites</i>	3% - 2 nd month 4% - 3 rd month 3% - 9 th month 3% - 10 th month 7% - 11 th month 7% - 12 th month
<i>SOP update with the logistics best practices</i>	<i>Provide inputs on the new S&L SOP with the logistics best practices.</i>	<i>Withing 60 days</i>	1%
TOTAL			100%

Timeline:

	Total payment per activity	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month
1	Suva WH – Assessment within 60 days	4%	-	4%	-	-	-	-	-	-	-	-	-
2	Suva WH – Implementation within 120 days	4%	-	-	-	4%	-	-	-	-	-	-	-
3	Suva WH – Capacity building within 120 days	1%	-	-	-	1%	-	-	-	-	-	-	-
4	Nadi WH – Assessment within 90 days	4%	-	-	4%	-	-	-	-	-	-	-	-
5	Nadi WH – Implementation within 150 days	4%	-	-	-	-	4%	-	-	-	-	-	-
6	Nadi WH – Capacity building within 150 days	1%	-	-	-	-	1%	-	-	-	-	-	-
7	Vanuatu WH – Assessment within 120 days	4%	-	-	-	4%	-	-	-	-	-	-	-
8	Vanuatu WH – Implementation within 210 days	4%	-	-	-	-	-	4%	-	-	-	-	-
9	Vanuatu WH – Capacity building within 210 days	1%	-	-	-	-	-	1%	-	-	-	-	-
10	Kiribati WH – Assessment within 150 days	4%	-	-	-	-	4%	-	-	-	-	-	-
11	Kiribati WH – Implementation within 240 days	4%	-	-	-	-	-	-	4%	-	-	-	-
12	Kiribati WH – Capacity building within 240 days	1%	-	-	-	-	-	-	1%	-	-	-	-
13	Solomon WH – Assessment within 210 days	4%	-	-	-	-	-	4%	-	-	-	-	-
14	Solomon WH – Implementation within 270 days	4%	-	-	-	-	-	-	-	4%	-	-	-
15	Solomon WH – Capacity building within 270 days	1%	-	-	-	-	-	-	-	1%	-	-	-
16	FSM WH – Assessment within 240 days	4%	-	-	-	-	-	-	4%	-	-	-	-
17	FSM WH – Implementation within 300 days	4%	-	-	-	-	-	-	-	-	4%	-	-
18	FSM WH – Capacity building within 300 days	1%	-	-	-	-	-	-	-	-	1%	-	-
19	2023 Mid-year - Suva WH – within 30 days	1.5%	1.5%	-	-	-	-	-	-	-	-	-	-
20	2023 Mid-year - Nadi WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
21	2023 Mid-year - Vanuatu WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
22	2023 Mid-year - Kiribati WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
23	2023 Mid-year - Solomon WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
24	2023 Mid-year - FSM WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
25	2023 Mid-year - Brisbane WH – within 30 days	1%	1%	-	-	-	-	-	-	-	-	-	-
26	2023 End Year - Suva WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
27	2023 End Year - Nadi WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
28	2023 End Year - Vanuatu WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
29	2023 End Year - Kiribati WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
30	2023 End Year - Solomon WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
31	2023 End Year - FSM WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
32	2023 End Year - Brisbane WH – within 180 days	1.5%	-	-	-	-	1.5%	-	-	-	-	-	-
33	Others Inventory activities	27%	-	3%	4%	-	-	-	-	3%	3%	7%	7%
34	SOP revision - Withing 60 days	1%	-	1%	-	-	-	-	-	-	-	-	-
TOTAL PAYMENT PER MONTH		100%	8%	8%	8%	9%	9%	11%	9%	9%	8%	8%	7%

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

☐ Bachelors ☐ Masters ☐ PhD ☒ Other

Completion of secondary education, preferably supplemented by technical or university courses related to the job. Substantial knowledge of standard and emergency logistics procedures and practices required. Ability to work in a team setting. Ten years of experience in Supply & Logistics in UN Agencies.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

Direct supervision of Supply and Logistics Specialist (P3), and guidance of the Supply & Logistics Officer (NOB).

Travels (all travel related costs included – hotel and daily subsidy costs for 7 days):

- Nadi –
- Vanuatu–
- Kiribati–
- Solomon–
- FSM–

The flight tickets costs are not considered above and will be added to the contract for reimbursement once determined.

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 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/contractor.
- Consultant/Contractor 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.

The below is to be included in the advert.

NOTE FOR CONSULTANTS:

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:

- Monthly / Daily fees– based on the deliverables in the Terms of Reference
- Travel (economy air ticket where applicable to take up assignment if in country support is required, as well as any in country travel)
- Living allowance for international consultants
- Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.