

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT/CONTRACTOR

<b>SECTION</b>	Education
<b>CONSULTANCY TITLE</b>	To provide technical support to the Education Section on supply procurement and logistics
<b>PURPOSE OF THE ASSIGNMENT</b>	
To provide support to the supply procurement and logistics of the Education programme	
<b>BACKGROUND</b>	
<p>UNICEF is the grant agent for the Global Partnership for Education (GPE) as well as the grant manager of the Education Development Fund (EDF). These grants cover interventions implemented nationally, largely in the 72 districts spread across the 10 provinces of the country. Some of the activities are also implemented at the sub district levels, namely cluster and school levels. The Education programme works very closely with Ministry of Primary and Secondary Education (MoPSE) Head Office in the coordination of the activities implemented at the various levels. A substantial part of both EDF and GPE grants is earmarked for the procurement of textbooks and related teaching/learning materials for the roll out of the new curriculum, as well as Covid-19 emergency response which has resulted in intermittent closure of schools since March 2020. The emergency response includes a substantial amount of procurement of goods and services for distribution to affected communities.</p> <p>With additional funds received to do further printing and procurement of learning materials and supplies for learners, there is need for additional support to manage this large volume of procurement and support their distribution in a systematic manner. The objective of this consultancy, therefore, is to: 1) support procurement and distribution of education supplies to districts and schools as part of regular programming as well as the emergency response and recovery programme and 2) monitor and track distribution of the procured materials and record numbers distributed, with beneficiaries having received them.</p>	
<b>ASSIGNMENTS:</b>	
<p>The consultant will support the completion of the following tasks:</p> <ol style="list-style-type: none"> <li>1. Work with the UNICEF Education and Supply sections as well as with the Ministry of Primary and Secondary Education to support procurement of learning materials such as textbooks, Catch Up learning materials for children and teachers, kits, and equipment and resources, distribution planning and implementation and ensuring that all targeted supply needs for EDF, GPE grants as well as emergency response and recovery funds for Quarter 3 and Quarter 4 2021 are met.</li> <li>2. Liaise with the Supply and Logistics Section and transporters for smooth transportation of all procured materials including kits and for early detection of issues and challenges.</li> <li>3. Keep record in Excel sheet of supplies distributed to which school, where, how many and for how many beneficiaries.</li> <li>4. Draft schools' database with the latest information from MoPSE ensuring all targeted schools are captured. This will be in preparation of the distribution of the textbooks, kits, materials and resources.</li> <li>5. Work with Education and Supply sections to provide overall support for supply and logistics related work for EDF, GPE 2 and emergency response and recovery procurement side of the programmes</li> <li>6. Assist the Supply Section in the importation and customs clearance of EDF, GPE 2 and emergency recovery related materials if procured from outside using lessons learnt from the past importation of materials, textbooks and equipment.</li> <li>7. Prepare distribution plans and work with other Education Section colleagues on the preparation of release orders</li> <li>8. Attend to any transportation related issues for EDF, GPE 2 and emergency recovery that may need to be addressed for timely implementation</li> <li>9. Stock verification and monitoring of safe storage of the materials in the warehouse and liaise with the relevant sections about the storage.</li> <li>10. Ensure timely pick up, transportation and delivery to meet deadlines and minimize storage costs and demurrage charges. Liaise with MoPSE to ensure timely submission of documentation and uplift of goods.</li> <li>11. Provide overall support to the Supply Section in its procurement for the Education Section.</li> </ol>	

No	Major Task	Deliverable	Timeframe (man-days)	Payment schedule (%)
1.	Procurement of the Catch Up programme materials	At least 5 items have been submitted for procurement process with Sales Order issued	25 days	20% of contract value
2.	Distribution and logistical transportation plan for the Phase 5 textbooks, Form 4 Maths textbooks and Grade 7 Maths textbooks	Distribution list for Primary Phase 5 textbooks, Form 4 Maths textbooks and Grade 7 Maths textbooks finalised with MoPSE and release orders for the textbooks created. Storage and transportation organized in liaison with Supply Section. Textbooks distributed and monitored	25 days	20% of contract value
3.	Completion of the Catch Up Strategy procurement with distribution plan	All catch up programme learning materials procured with sales order issued with clear distribution plan. Distribution of at least 5 printed materials commenced	30 days	25%
4.	Printing of Grade 5 and 6 workbooks	Grade 5 and 6 workbooks are printed and distributed to districts.	25 days	20% of contract value
5.	Monitoring of the procurement and installation of MoPSE studio equipment	Procurement of MoPSE studio equipment is finalized and equipment is installed in the MoPSE studios.	12 days	15% of contract value

  

<b>Minimum Qualification required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  <b>Enter Disciplines:</b> Supply procurement and logistics	<b>Knowledge/Expertise/Skills required:</b> <ul style="list-style-type: none"> <li>• A minimum of Bachelor's degree or equivalent in Supply procurement and logistics or other related field</li> <li>• At least 2 years' experience with large procurements, logistics and distribution (if in education, an advantage)</li> <li>• Excellent writing and oral communication skills in English</li> <li>• Good computer, research and data analysis skills;</li> <li>• Excellent interpersonal skills and ability to support multidisciplinary teams;</li> <li>• Familiar with the Zimbabwe context, the national education system;</li> <li>• Ability to interact and communicate with government and non-government partners.</li> </ul>
<b>Travel International (if applicable)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Travel Local (please include locations)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Locations: National-all the 10 Provinces in the country
<b>DSA (if applicable)</b> Approximate number of days: 7 days travel	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Administrative details: N/A</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office:	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: Based on COVID situation If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/>

<input checked="" type="checkbox"/> (for field trips)	Internet access required: <input type="checkbox"/>
<b>Application requirement</b>	<input checked="" type="checkbox"/> Technical Proposal <input checked="" type="checkbox"/> Financial Proposal

**Remarks:**

*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.*