**TERMS OF REFERENCE**

(FOR Temporary Appointments)



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| **UNICEF-BCO: TERMS OF REFERENCE (TOR)** | | |
| **Job Title and Level:** Logistics Officer (No-B) | | |
| **Section:** Operations Cox’s Bazar | | |
| **Duration:** 364 days | | |
| **Duty Station:** Cox’s Bazar | | |
| **Reports to:** Walid Totakhil, Supply & Logistics Officer | | |
| **Purpose of Assignment:** UNICEF Cox’s Bazar field office which is under the UNICEF Bangladesh Country office (BCO) is providing vital humanitarian and emergency response services to the L3 Rohingya emergency. Currently it is estimated that about 920 thousand Rohingya Refugees live in the camps in Cox’s Bazar. UNICEF Cox’s Bazar field office has a staff compliment of over 150 staff members, most of them new to UNICEF, as well as standby partners, consultants and UNVs. UNICEF Cox’s bazar implements its program related activities in the host communities and humanitarian response to the Rohingya refuges in the camps through Implementing Partners IPs. UNICEF is providing large amount of program and emergency supplies to around 30+ IPs for the implementation of UNICEF activities in the camps and the host community. There are concerns over the management of UNICEF supplies at the IPs level, they lack the required logistics management capacity to adequately handle UNICEF supplies. To mitigate the risk of UNICEF supplies being misused at downstream level and to ensure that the right quality and quantity of supplies are provided to beneficiaries and accountability is maintained throughout the supply chain, it’s imperative for UNICEF Cox’s bazar to continuously monitor and follow up UNICEF supplies throughout supply chain.  In addition to responding to the Rohingya emergency, UNICEF Cox’s Bazar is also implementing regular developmental programmes in the host communities within the 8 Upazzilas of Cox’s Bazar district.  Within this context, the Logistics Officer is expected to undertake activities pertaining to IPs logistics management capacity assessment, IPs logistics staff capacity building, monitoring UNICEF supplies at IP level and conduct end-user monitoring jointly with program section in accordance with UNICEF rules, regulation, and procedures to contribute to result for children. He/she will also be providing support in the preparation of cyclone/monsoon preparedness plan of UNICEF Cox’s bazar office. | | |
| 1. **Major duties and responsibilities:**   **Within the delegated authority and under the given organization set-up, the incumbent may be assigned the primarily, shared and contributory accountabilities for all or part of the following areas of major duties and key end-results.** | | |
| 1.1 | Provide support in strengthening the capacity of IPs in the overall management of logistics activities i.e., supply planning, receipt, storage, distribution management, fleet management etc. to ensure UNICEF supplies are appropriately managed at IP level till they reach the intended beneficiaries and achieve the results for children. | |
| 1.2 | Under the supervision of the Supply & Logistics Officer, responsible for planning, organizing and conducting assessment to determine the logistics capacity of IPs having active PDs with UNICEF Cox’s bazar for the implementation activities in the Rohingya refugee camps as well as the host community. | |
| 1.3 | Conduct regular visits to IPs’ warehouses to monitor and assess the condition of UNICEF supplies being handled by IPs. Identify issues and provide technical support to IPs’ warehouse staff in warehouse & fleet management, reporting etc. | |
| 1.4 | In consultation with Cox’s bazar supply and logistics team, develop training material for logistics management training, organize and conduct the trainings for IPs logistics staff; follow up on the implementation of training takeaways by IPs logistics staff in their day-to-day logistics management activities. | |
| 1.5 | Develop harmonized reporting structure for IPs warehouse reporting. Solicit monthly stock reports from the IPs, analyze the reports, identify the issues and in consultation with supervisor and the IPs’ logistics staff, prepare action plan for the key observations and monitor the implementation of the action plan. | |
| 1.6 | Provide inputs for the supply & logistics component of the office cyclone/monsoon preparedness plan. In coordination with Emergency Section consolidate emergency stock position and share the report on the gap with the concerned sections for the replenishment. | |
| 1.7 | Actively participate in office supply end-user-monitoring activities, provide inputs for the development of checklist and process-flow for the end-user-monitoring UNICEF Cox’s bazar supplies. | |
| 1.8 | Review, monitor Cox’s bazar inventory dashboard and generate reports with disaggregation of aging stock, expiring supplier, supplies with closed and financially closed grants bi-weekly and weekly basis. | |
| 1.9 | Support Supply & Logistics Officer in overall logistics activities. | |
| **3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)**  **EDUCATION & OTHER SKILL:** A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, or other relevant fields.    **WORK EXPERIENCE:** A minimum of two (2) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly related technical fields is required.  Understanding of development and humanitarian work.  Emergency experience an advantage.  Experience in Supply chain management capacity building an advantage.  **LANGUAGE PROFICIENCY:** Fluency in English and Bangla is required. Knowledge of Rohingya or Chittagong languages is considered as an asset. | | |
| **COMPETENCIES/SKILLS: UNICEF foundational/functional competencies** | | |
| **Values**   * Care * Respect * Integrity * Trust * Accountability | | **Competencies**   * Demonstrates Self Awareness and Ethical Awareness (1) * Works Collaboratively with others (1) * Builds and Maintains Partnerships (1) * Innovates and Embraces Change (1) * Thinks and Acts Strategically (1) * Drive to achieve impactful results (1) * Manages ambiguity and complexity (1) |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[Child Safeguarding](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)