

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO : TERMS OF REFERENCE (TOR)

Job Title and Level: Supply and Logistics Officer, P2

Section: Operations

Duration: 364 days

Duty Station: Cox's Bazar

Reports to: Operations Manager, Francis Kaunda

Purpose of Assignment: UNICEF Cox's Bazar field office under the UNICEF Bangladesh Country office (BCO) is providing vital humanitarian and emergency response services to the Rohingya Refugees in the camps. Currently it is estimated that about 920 thousand Rohingya Refugees live in the camps in Cox's Bazar. UNICEF's response to these refugees is supported by over 150 staff members. This number of staff members includes standby partners, consultants and UNVs. UNICEF Cox's Bazar also implements its programs and related activities in the host communities and provides humanitarian response to the Rohingya refugees in the camps through Implementing Partners, IPs. UNICEF is providing large amount of program and emergency supplies to over 30 IPs for the implementation of UNICEF programmes in the camps and the host communities. There are concerns over the management of UNICEF supplies at the IPs level, as they lack the required logistics management capacity to adequately handle UNICEF supplies. To mitigate the risk of UNICEF supplies being misused at downstream levels and to ensure that the right quality and quantity of supplies which are fit for purpose are provided to beneficiaries and accountability is maintained throughout the supply chain, it's imperative for UNICEF Cox's Bazar field office to continuously monitor and follow up UNICEF supplies throughout supply chain. In this regard the post of the logistics officer is critical in ensuring that the IPs are effectively supported with the right technical skills in warehouse management.

These will complement the management of supplies through UNICEF controlled warehouses that requires accurate inventory management following UNICEF procedures and good warehousing practices as well as quality control and quality assurance of supplies received.

Within this context, the Logistics Officer is expected to lead the logistics team in Cox's Bazar to undertake activities pertaining to IPs logistics management capacity assessment, IPs logistics staff capacity building, end user monitoring UNICEF supplies at IP level and to undertake joint end-user monitoring with program team in Cox's Bazar in accordance with UNICEF rules, regulation, and procedures to contribute to results for children. He/she will also be providing support in the preparation of cyclone/monsoon preparedness plan as well as emergency preparedness and response plans of UNICEF Cox's Bazar office field office and contributing to the development and implementation of the office BCP during emergency triggered responses.

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	Lead the Cox's Bazar logistics team in strengthening supply chain in UNICEF Cox's Bazar field office operations area. This includes 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 until they reach the intended beneficiaries and achieve the results for children.
1.2	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 communities.
1.3	Lead the logistics team to undertake structured and targeted capacity development activities for all UNICEF Cox's Bazar Implementing Partners in supply chain strengthening to address the gaps arising of the IPs warehouse capacity assessment exercise.

1.4	Undertake 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 resolving issues to do with warehouse & fleet management, reporting, end user monitoring 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 a harmonized reporting structure for IPs warehouse key actions related to supply chain strengthening. 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 plans for the key observations and monitor the implementation of the action plans.
1.6	Provide inputs to the supply & logistics component of the office cyclone/monsoon preparedness plan, emergency response and preparedness plans and lead the Cox's Bazar logistics team in conducting BCP simulations in preparation for any emergency that would trigger the operationalization of the office BCP. In collaboration with the Emergency Section of Cox's Bazar prepare an emergency gap analysis of critical emergency supplies and share with programme teams an updated and consolidated annual emergency stock report for programme sections to prepare supply plans and guide programme teams to replenish critical emergency supplies for Cox's Bazar.
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 on a bi-weekly and weekly basis and share and follow-up with sections to ensure that such supplies are fully dispatched to the implementing partners in a timely fashion.
1.9	Closely monitor the expiry dates of all critical programme supplies and in collaboration with programme teams ensure that all supplies expiring within a year are dispatched to implementing partners for use by beneficiaries before the supplies' expiry dates.

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, International Development, Health or related social science field.

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.

Emergencies experience an advantage.

Health supply chain management experience an advantage.

LANGUAGE PROFICIENCY: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values	Competencies
<ul style="list-style-type: none"> ▪ Care ▪ Respect ▪ Integrity ▪ Trust ▪ Accountability 	<ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (1) ▪ 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) ▪ Drive to achieve impactful results (2) ▪ Manages ambiguity and complexity (2)

Child Safeguarding Certification
(to be completed by Supervisor of the post)

[Child Safeguarding](#) 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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective? * If yes, check all that apply below.</p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*“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.</i></p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* “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”.</i></p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role* <i>*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)</i></p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*? <i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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).

² i.e., the role-risk will be compounded by other residual risks.