

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE: Shipping & Logistics Assistant (G5)	
<b>Hiring Office:</b>	UNFPA Pacific Sub-Regional Office
<b>Purpose of consultancy</b>	<p>The Shipping and Logistics Assistant will be responsible for the supervision of clearing and forwarding agents to expedite timely delivery of commodities to the Pacific Sub Regional Warehouse and managing of distribution to the 14 Pacific Island countries including technical support to national public health system warehouses and central medical stores. S/he will maintain contact with Customs clearing agents, shipping company, Port authority, Third party port operators, Transport companies and Ministry of Health staff in the PICTs.</p>
<b>Background</b>	<p>One of the key areas of support for the UNFPA Supplies Program for PICTs is ensure continuous and consistent availability of contraceptives supply to the 14 focus countries.</p> <p>Family planning (FP) and related issues are often highly sensitive and programme progress depends on multi-pronged strategies in supply, demand, access and quality of care programming as well as knowledge management and creating the enabling environment. To create demand and ensure adequate supply, it is pertinent for FP services and demand generation activities to be tailored to identify subgroups, especially those with unmet needs. Additionally, the need for increased resource mobilization for FP programmes has made it imperative to demonstrate that increased investments will lead to measurable and desired results.</p> <p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>UNFPA Supplies works in 46 countries including Pacific Island Countries to:</p> <ul style="list-style-type: none"> <li>• Ensure the consistent, secure supply of contraceptives in-country right up to service delivery level</li> <li>• Strengthen in-country supply chain management system and related national capacity enhancement [forecasting and needs assessment; LMIS, procurement, stock management and tracking; partnerships with manufacturers including pre-qualification and quality assurance right up to delivery of commodities to the service delivery points; physical infrastructure including appropriate storage, warehousing, distribution, etc.];</li> <li>• Ensure appropriate location, orientation and resourcing of service provision [adapted to effectively meet needs—including with broad method mix—of different population segments and able to reach underserved/marginalized groups].</li> </ul>

<p><b>Scope of work</b></p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Under the supervision of the RHCS Technical Specialist and overall supervision of the PSRO Sub Office Director:</p> <p>The successful candidate for this position will support the planning, implementation, monitoring, reporting, review and evaluation of procurement and distribution of reproductive health supplies and commodities. The position is expected to focus on documentation of shipments of supplies from Procurement Services Branch and other local procurement for the reproductive health program</p> <p>S/he will be part of the UNFPA PSRO Supply Chain Management team, which provides timely delivery of RH commodities to the 14 Pacific Island countries</p> <p><b>A. Port Clearance</b></p> <ul style="list-style-type: none"> <li>• Follow up and collection of form M exemptions prepared by Field Office Admin and Procurement Staff.</li> <li>• Follow up with the MoFA waivers</li> <li>• Collection of shipping company debit note from shipping company in collaboration with clearing agents.</li> <li>• Collection of terminal charges from port authorities or third-party container terminal operators in collaboration with shipping company/clearing agents.</li> <li>• Review shipping company and terminal charges and recommend to field office for payment.</li> <li>• Review of receipts for shipping and terminal charges in collaboration with clearing agents to ensure compliance with UNFPA procurement rules</li> <li>• Supervises the loading of the container and monitor container until delivery to agreed location.</li> <li>• Ensure timely return of containers to shipping company.</li> <li>• Obtain container deposit from shipping company and remit to field office</li> </ul> <p><b>B. Commodity procurement and supply documentation</b></p> <ul style="list-style-type: none"> <li>• Documentation of delivery of commodities to Implementing Partners using UNFPA recommended formats</li> <li>• Documentation of procurement of SRH supplies from requisition to purchase order level</li> <li>• Support to Country Warehouse staff in monthly physical stock count and documentation in stock cards and ledgers</li> <li>• Support to PSRO Warehouse in inventory management in line with standard operating procedures</li> <li>• Review and update on a quarterly basis the information in the PSB Country Profile Database for accuracy and completeness;</li> <li>• Complete all field office pre-shipment coordination activities (e.g., warehouse readiness checks, notifying IPs, obtaining customs clearance documentation, authorizing shipments);</li> </ul>
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- Ensure timely maintenance of Order Tracking System (OTS) data requiring field office input (e.g. shipment documents received date, goods arrived date);
- Ensure timely completion of customs clearance procedures; Organization of shipments, customs clearance arrangements, preparation of official documents for UNFPA shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions.
- Coordinate and execute all steps necessary to successfully receive and inspect incoming shipments.

### **C. Monitoring & Evaluation**

- Regular spot checks, monitoring and reporting of the central pharmacy / medical stores and service delivery points at all levels, to ensure zero stock outs of RH commodities.
- Tracking of incoming and outgoing shipments using recommended format and regular update of documents
- Storage of documentation for RH supplies transactions and Analysis of data from tracking tools to inform decision making
- Operational support and regular contact with the UNFPA staff in country for confirmation of receipt of shipment;
- Provide support to finance, audit including last mile assurances in the focal countries.

The specific tasks for this position will include;

- Initiate Requisitions for RH commodities (contraceptives, RH equipment and others) in Atlas ERP software for procurement based on specifications provided requesting units
- Follow up with PSB focal point on issuance of Purchase Orders and delivery dates and shipping documents
- Prepare documentation required and submit to MoFA requests for FA608 approval for each shipment
- Notify PSB focal point when required waivers are obtained and give green light to ship items
- Follow up with Customs Clearance Agent for delivery of items to PSRO Warehouse
- Liaise with Warehouse focal point for shipment inspection at point of delivery to warehouse and ensure items delivered are recorded in stock cards and M-supply software
- Prepare shipments to countries based on validated/approved country requests including documentation of delivery notes and liaising with freight forwarders
- Provide technical support to physical inventory counts and inventory certification on quarterly basis in PSRO Warehouse

	<ul style="list-style-type: none"> <li>Follow up with countries to ensure timely submission of Quarterly RHCS reports and save reports in Google drive (and provide update on submission rates)</li> <li>Update all off-line and online tracking tools for procurement for Pacific-SRO and submit updated documents to Google sheets with notification to SCM team members on weekly basis</li> <li>Generate reports on procurement tracking tools for analysis of clearing lead time and procurement lead time</li> <li>Provide technical support to in-country inventory stock counts and reconciliations on quarterly basis</li> <li>Report allocated procurement and supply chain indicators in SIS</li> <li>Prepare minutes of Supply Chain Meetings and ensure action points are documented and follow up</li> <li>Carry out any other duties as may be required by the PSRO Director Representative or Deputy Director.</li> </ul>
Duration and working schedule:	The working hours will be 8am to 5pm from Monday to Friday or 5 days in a week And duration of the assignment will be for 11 months (15th February to 15th December 2021)
Place where services are to be delivered:	The consultant will be based in Suva, Fiji with 20% of work time allocated to travel to the 14 PICT countries and work in close liaison with the relevant UNFPA Country Staff, the PSRO Technical staff (UNFPA RH Technical Advisor and UNFPA RHCS Technical Specialist).
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> <li>a) Electronic Procurement Tracking Tool updated weekly</li> <li>b) Electronic OTS tracking tool updated weekly</li> <li>c) Electronic FA608 Tracking tool updated weekly</li> <li>d) Electronic PSRO Warehouse Inventory Stock Count sheet updated quarterly</li> <li>e) Electronic RHCS Report submission tracking tool updated quarterly</li> <li>f) Electronic M-supply delivery notes and Electronic Country Shipment Tracker updated quarterly</li> <li>g) Weekly Procurement/SCM meeting minutes (hard copy) and upload to Google drive</li> <li>h) Electronic Dashboards on status of commodities updated monthly</li> <li>i) Electronic Freight forwarders and customs clearance payment tracking tool updated weekly</li> <li>j) Hard copy files updated weekly for all documentation</li> <li>k) Emails on updates to PSB focal point on status of procurement</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Under the direct supervision of the RHCS Technical Specialist and work collaboratively with in Country Government and UNFPA staff.
Supervisory arrangements:	The UNFPA Technical Team will provide quality assurance and technical feedback. Consultant evaluation will be provided by the RHCS Technical Specialist or RH Technical Adviser.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Completion of Secondary Level Education is required.</li> <li>• Bachelor's degree in administration, economics, business management or related degree is required.</li> <li>• Formal recognized training and/or local or international certification in logistics and/or procurement is an asset.</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of five (5) years of relevant experience in warehouse management, inventory/supplies management, logistics or related field in an international organization, the private or public sector, preferably in health sector.</li> <li>• Knowledge of good storage and distribution practices established by the World Health Organization is desirable.</li> <li>• Experience with mSupply or other specialized inventory management software desirable.</li> <li>• Familiarity/Experience in the use of Google Scripts (or JavaScript in general) for data management is highly desirable.</li> <li>• Computer Literacy: Proficiency in the use of standard MS Office packages (especially Word, Excel and Power Point), Email application and the Internet.</li> <li>• Willingness and capability to undertake duty travel.</li> <li>• Ability to work independently and take initiatives</li> <li>• Strong interpersonal, planning and organizational skills.</li> <li>• Good written and verbal communication skills.</li> <li>• Experience in programme and/or technical assistance with the UN System</li> <li>• Previous experience with the United Nations and/or an International Institution or Organization is preferred;</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Internal: UNFPA PSRO will provide office space and computer</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>
<p><b>Signature of Approving Officer:</b>  Dr Jennifer Butler  Director, UNFPA Pacific SRO  Date: 28 January 2021</p>	

