

## TERMS OF REFERENCE LOGISTICS ASSOCIATE

Hiring Office:	United Nations Population Fund in Cairo, Egypt
Purpose of consultancy:	Based in Cairo, Egypt, the Logistics Associate aims to support the UNFPA Country Office (CO) Palestine ensure the proper logistics, distribution and delivery of programme supplies to beneficiaries, partners, and health facilities as part of the CO's ongoing support to UNFPA Palestine country operation, including last mile assurance.
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The Logistics Associate performs logistics, procurement and administration support to the UNFPA CO in close collaboration with the Operations Manager and Humanitarian Logistics Officer. He/she also provides administrative functions of the office in terms of management and logistical of official missions and communication with suppliers on behalf of the CO:</p> <ol style="list-style-type: none"> <li>1. In coordination with operations manager in UNFPA CO, Represent UNFPA in Emergency telecommunication cluster , and Health Cluster, Logistics Cluster and Egyptian Red Cross meeting/other forums;</li> <li>2. Obtain timely approval for the supplies bound to Gaza as per the SOP issued by Egyptian Red Cross;</li> <li>3. Complete all pre-shipment coordination activities for the warehouse or the airport/Ports (e.g., Readiness checks, notifying stakeholders, dispatching authorization, authorizing ground shipments, etc) and ensure that necessary documents and permissions are obtained in advance for the consignment's arrival in Egypt;</li> <li>4. Ensures coordination with UNFPA Palestine LFP, WFP/LC or/and ERC and ensure Service.</li> <li>5. Requests Forms (SRFs)/Delivery Slips/Receiving and Inspection (RIR) are prepared and signed for all UNFPA shipments.</li> <li>6. Coordinate and execute all steps necessary to successfully receive and inspect incoming shipments;</li> <li>7. Assist in the preparation a distribution plan for incoming supplies from Supply Chain Management Unit (SCMU), UNFPA Jordan and local supplies;</li> <li>8. Advise Palestine country office on supply chain bottlenecks and risks (both physical and compliance) based on engagement with interagency partners and authorities, and with supply chain management unit.</li> <li>9. Facilitate the sample inspection of supplies under local procurement and conduct pre-shipment inspection of order from Egyptian market against the samples.</li> <li>10. Conduct local procurement on behalf of the Palestine CO, sourcing of suppliers in Egypt, pre-shipment inspection of commodities against the samples.</li> <li>11. Assist in the preparation different logistics and procurement reports for internal consumption as well as for external</li> </ol>

	<p>stakeholders;</p> <ol style="list-style-type: none"> <li>12. Prepares travel authorizations, security clearances and payments requests related to official missions;</li> <li>13. Prepare payment requests and supporting documents for suppliers and official missions;</li> <li>14. Maintain and keep administrative files, logs, inventories and update records in prescribed format for subsequent use, according to the programme supplies management policy;</li> <li>15. Monitors the status of incoming shipments, international, in close coordination with the SMCU and the Requesting Unit;</li> <li>16. Reviews, verifies and submits invoices related to forwarding, warehousing, insurance and brokerage services provided by supplier/s.</li> <li>17. Ensures accurate and correct reporting of warehouse stocks, including movement of items, documentation of recipients</li> <li>18. Provides reports on the status of the delivery of supplies</li> <li>19. Update procurement plan in coordination with programme and operations staff in Palestine CO,</li> <li>20. Maintain visibility on the logistics processes and procedures to move supplies via the Egypt Corridor into Gaza, updating as required the SOP on movement of goods in Egypt and implementing any logistics arrangement modifications.</li> <li>21. Other administrative, financial or operational tasks as requested</li> </ol>
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Duration and working schedule:	Initially 6 (six) months with possibility for extension
Place where services are to be delivered:	The logistics Associate shall be based in UNFPA Office in Cairo, Egypt. However, availability for travel and for field and logistical activities is requested at any time during the assignment period as per the need of this assignment.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to provide his/her monthly accomplish report, which includes updates on the following areas: <ol style="list-style-type: none"> <li>a) Distribution Plan</li> <li>b) Mission reports</li> <li>c) Contracts and payments to suppliers</li> <li>d) Receipt inspection reports, delivery slips and inventory reports</li> <li>e) Last mile assurance reports</li> <li>f) Status of the supplies.</li> </ol>
Supervisory arrangements:	The consultant will be under the direct supervision of the Operation Managers of Palestine and Egypt and technical supervision of the Humanitarian Logistics Officer in Cairo, Egypt with close coordination with the operations team in Cairo and Palestine. He/she is expected to work closely with the different units of the Programme and Operations Team.
Expected travel:	As needed

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education:</b> First level university degree in Business Administration, Information Management, Transport and Logistics, and other related field is desirable.</p> <p><b>Knowledge and Experience:</b> At least five years' experience in providing administrative and/or logistic support to a development project. Experience in national and international logistics and deal with suppliers. Experience in working in Humanitarian Projects and United Nations system is desirable.</p> <p><b>Languages:</b> Fluency in Arabic and English is must.</p> <p><b>Required Competencies:</b></p> <p><b>A. Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity</li> <li>• Embracing change</li> </ul> <p><b>B. Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Being accountable</li> </ul>
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	<ul style="list-style-type: none"> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams/managing ourselves and our relationships</li> <li>• Communicating for impact</li> </ul> <p><b>C. Functional competencies:</b></p> <ul style="list-style-type: none"> <li>• Analytical and conceptual thinking</li> <li>• Professional communication, decisiveness,</li> <li>• Technical knowledge on relevant fields</li> <li>• Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment</li> <li>• Highly organized and process-oriented.</li> </ul>
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