

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE LOGISTICS ASSISTANT	
Hiring Office:	United Nations Population Fund in Mexico. Programme Unit.
Purpose of consultancy:	The consultancy aims to support the UNFPA Country Office to ensure the proper logistics, distribution and delivery of PPE and inputs from midwifery projects to selected, beneficiaries, municipalities and Health Services as part of the CO's response plan to the COVID19 emergency, including last mile assurance.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant performs communications, administrative, and logistical support to the operations Team in close collaboration with the Programme unit and coordination with the Communications unit. He/she also provides administrative functions of the office in terms of management and logistical of official missions and communication with suppliers:</p> <ol style="list-style-type: none"> 1. Prepare a distribution plan of PPE including official missions and audiovisual productions. 2. Ensures appropriate planning, implementation, monitoring and evaluation of the supply chain operations as well as overseeing preparation of documentation for all goods and commodities for donation; 3. Keep communication with selected suppliers to ensure timely delivery of supplies 4. Ensures hygienic protocols at warehouse, with logistic suppliers and during the delivery of PPE with counterparts, including proper personal protective equipment for UNFPA colleagues participating in official mission. 5. Prepares travel authorizations, security clearances and payments related to official missions. 6. Prepare payment requests and supporting documents for suppliers and official missions. 7. Maintain and keep administrative files, logs, inventories and update records in prescribed format for subsequent use, according to the programme supplies management policy. 8. Manage stores, warehouse of all commodities, supplies, and consumables. Ensures Quality and Quantity control measures are in place; 9. Monitors the status of incoming shipments, international, in close coordination with the Procurement Services Branch (PSB) and the Requesting Unit; 10. Reviews, verifies and submits bills and/or invoices related to forwarding, warehousing, insurance and brokerage services provided by supplier/s. 11. Ensures accurate and correct reporting of warehouse stocks, including movement of items, documentation of recipients 12. Provides reports on the status of the delivery of supplies 13. Other administrative, financial or operational tasks as requested

Duration and working schedule:	March 12 to June 30, 2021
Place where services are to be delivered:	Due to the COVID19 lockdown, the services will be delivered from the consultant's particular office/home. However, availability for travel and for field and logistical activities is requested at any time during the project.
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: <ul style="list-style-type: none"> a) Distribution Plan b) Mission reports c) Contracts and payments to suppliers d) Receipt inspection reports, delivery slips and inventory reports e) Last mile assurance reports f) At the end of the consultancy, should present a Hand over note on the status of the supplies.
Supervisory arrangements:	The consultant will be under the direct supervision of the Programme Coordinator on Midwifery with close coordination with the finance and administrative associate. He/she is expected to work closely with the different units of the Programme and Communications Units.
Expected travel:	As needed
Required expertise, qualifications and competencies, including language requirements:	<p>Education: First level university degree in Business Administration, Information Management, Transport and Logistics, and other related field is desirable.</p> <p>Knowledge and Experience: At least three 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>Languages: Fluency in Spanish and English.</p> <p>Required Competencies:</p> <p>A. Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity • Embracing change <p>B. Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable

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| | <ul style="list-style-type: none">• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically• Working in teams/managing ourselves and our relationships• Communicating for impact |
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C. Functional competencies:

- Analytical and conceptual thinking
- Professional communication, decisiveness,
- Technical knowledge on relevant fields
- Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment
- Highly organized and process-oriented.