



## VACANTE

12 de abril de 2021.

Convocatoria: UNFPA México 007- 2021 (relanzamiento)

**Título: Asistente de Logística de Insumos del Programa**

Términos de referencia: Adjuntos

Duración del contrato: 3 meses. Del 6 de mayo de 2021 al 6 de agosto de 2021.<sup>1</sup> con posibilidad de extensión

Fecha límite para la recepción de postulaciones: 26 de abril de 2021 a las 17:30 horas.

Las personas interesadas deberán llenar el formulario que se encuentra en la siguiente liga:  
<https://forms.gle/d6BFLzyLzYF368Yw9>

En el mismo formulario deberán adjuntar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA en México, señalando cómo su experiencia se adecúa al perfil solicitado.

Además, deberán anexar: - Curriculum Vitae y el [formato P11](#) debidamente completado y firmado.

Favor de tomar en cuenta que el formulario en línea no permite guardar y continuar más tarde.  
Favor de tomar en cuenta que no es posible someter dos respuestas.

Para cualquier aclaración acerca de la vacante, favor de dirigirla a [cardoso@unfpa.org](mailto:cardoso@unfpa.org) indicando el número y título de la vacante.

### **Otra información relevante:**

Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.

El UNFPA está comprometido con la diversidad en el lugar de trabajo en términos de género, nacionalidad y cultura. Se anima a participar a todas las personas que cumplan con el perfil profesional solicitado, independientemente de su identidad de género.

El UNFPA tiene una política de tolerancia cero para todas las formas de explotación, abuso y acoso sexuales, ya sea contra un receptor de asistencia o compañeros de trabajo. De acuerdo con lo anterior, tomará las medidas necesarias para asegurar que las personas seleccionadas no estén descritas en las listas de personas sancionadas por causas de explotación, abuso o acoso sexual.

<sup>1</sup> La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| <b>LOGISTICS ASSISTANT</b>   |   |
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| 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:<br><br><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"> <li>1. Prepare a distribution plan of PPE including official missions and audiovisual productions.</li> <li>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;</li> <li>3. Keep communication with selected suppliers to ensure timely delivery of supplies</li> <li>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.</li> <li>5. Prepares travel authorizations, security clearances and payments related to official missions.</li> <li>6. Prepare payment requests and supporting documents for suppliers and official missions.</li> <li>7. 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>8. Manage stores, warehouse of all commodities, supplies, and consumables. Ensures Quality and Quantity control measures are in place;</li> <li>9. Monitors the status of incoming shipments, international, in close coordination with the Procurement Services Branch (PSB) and the Requesting Unit;</li> <li>10. Reviews, verifies and submits bills and/or invoices related to forwarding, warehousing, insurance and brokerage services provided by supplier/s.</li> <li>11. Ensures accurate and correct reporting of warehouse stocks, including movement of items, documentation of recipients</li> <li>12. Provides reports on the status of the delivery of supplies</li> <li>13. Other administrative, financial or operational tasks as requested</li> </ol> |

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| Duration and working schedule:  | May 06 to August 06, 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"> <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) At the end of the consultancy, should present a Hand over note on the status of the supplies.</li> </ul>   |
| 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><b>Education:</b><br/>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><br/>At least three years' experience in providing administrative and/or logistic support to a development project.<br/>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><br/>Fluency in Spanish and English.</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> |

- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact

**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.