

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Procurement and Logistics Assistant

TERMS OF REFERENCE	
Hiring Office:	UNFPA Sri Lanka Country Office
Purpose of consultancy:	<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 strategic plan 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>Sri Lanka is facing one of its worst economic crises in recent decades, with hyper inflation, weak government finances including severe shortage of foreign currency to import essential commodities. These conditions has resulted in shortages of pharmaceutical products and other sexual and reproductive health (SRH) commodities in the country. Furthermore, the situation is restricting mothers and women and girls in their reproductive age to access maternal care and reproductive health commodities.</p> <p>As such, UNFPA in Sri Lanka is implementing an emergency humanitarian response program, of which, one key focus is to address some of the gaps in the aforementioned commodities.</p> <p>The Procurement and Logistics Assistant (Consultant) is expected to support the UNFPA Sri Lanka program, in timely procurement and delivery of the program commodities, and in the procurement and logistical matters related to other program activities related to the emergency response. The Consultant will work under the direct supervision of the Operations Manager and the Program Associate / Procurement Focal Point, and in close collaboration with the UNFPA's Supply Chain Management Unit (SCMU), Medical Supplies Division (MSD) and other relevant departments of the Ministry of Health (MoH), UNFPA Sri Lanka program and operations teams, suppliers and logistics partners in supporting the initiative. The Consultant will also extend the support to the MSD in following up with National Medical Regulatory Authority (NMRA), Department of Import & Export Control (DIEC) etc. in obtaining necessary approvals and clearances related to the commodities imported by UNFPA</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><i>Procurement Support</i></p> <ul style="list-style-type: none"> ● Support the Procurement Focal Point to carry out procurement processes for the Sri Lanka country office, locally and through the UNFPA HQ – Supply Chain Management Unit (SCMU); ● Monitor and update the Response Plan of the CO, in consultation with the respective stakeholders, and ensure timely procurement action by respective parties; ● Ensure proper documentation of the procurement process, and facilitate the payment process for such procurements; <p><i>Logistical Support</i></p> <ul style="list-style-type: none"> ● Support the logistical arrangements related to international orders, including monitoring / tracking shipments and delivery schedules, liaising with MSD and their clearing agents to ensure timely clearance and delivery of goods; and relevant documentation; ● Liaise with the MSD to ensure that the necessary pre-clearances have been obtained from NMRA, DIEC, Sri Lanka Customs, Ministry of Finance and/or Department of Treasury, for the importation of such items. And where necessary, support in coordinating with such entities to speed up the pre-clearance process;

	<ul style="list-style-type: none"> ● Obtain distribution lists, delivery confirmations, and required documentation as per UNFPA inventory guidelines, and duly record and file them; ● Liaise with UNFPA implementing partners (IPs) on the timely procurement and delivery / distribution of the goods which are being procured by them, on behalf of UNFPA; ● Provide logistical support in / and support the monitoring of, the other program activities implemented by UNFPA and the implementing partners as part of the emergency response; ● Update the inventory and shipment tracking databases in liaison with the respective focal points; ● In consultation with the Operations Manager and Procurement Focal Point, proactively resolve issues and bottlenecks related to the procurement and delivery of the said consignments; ● Any other related tasks as may be required or assigned by the supervisor. ● Carryout the delivery of this consultancy, in line with UNFPA Policies and Procedures Manual, including procurement and financial regulations.
Duration and working schedule:	06 months starting June 2022, full-time work in the UNFPA Office in Colombo. Usual workweek is five working days, however, the Consultant will be compensated based on the number of days worked.
Place where services are to be delivered:	Colombo, Sri Lanka. Full time, office based.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	As detailed in the above Scope of Work. Consultant must deliver Weekly Work plans and Progress Reports electronically, and signed delivery report at the end of each month.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The monitoring & progress will be by the United Nations Population Fund.
Supervisory arrangements:	The Consultant will work under the direct supervision of the Operations Manager and the Program Associate / Procurement Focal Point
Expected travel:	Majority within Colombo city limits. A few travels to the field locations may be required, to support logistical arrangements for / monitor program delivery.
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Completed Secondary Education (passed Advanced Level exams) is required. Degree, diplomas, certifications, or trainings in supply chain management, procurement and sourcing, or logistics is required.</p> <p>Languages: Fluency in English and Sinhala or Tamil is required.</p> <p>Work experience: Minimum 6 years of progressive experience at the national or international level on provision of Procurement and Logistical Services is required. Experience with the UN, I/NGO, or other similar agency in handling procurement and logistics activities at a similar level / project will be an advantage. Knowledge of the UN or the International Public Procurement procedures would be an advantage.</p>

	<p>Familiarity with UN system or other international organizations desirable.</p> <p>Ability to communicate clearly with internal and external stakeholders.</p> <p>Strong skills in MS Office (Word and Excel) and knowledge in using Google applications (GDrive, Gmail, Google Sheets, Google Documents).</p> <p>Knowledge of reproductive health related commodities and medical terminology is an asset.</p> <p>Strong track-record of being an ethical procurement professional is required.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide a workspace, computer, internet connection, SIM card / dongle, and other essential equipment and facilities to deliver the Consultancy.</p> <p>If travelling is required, such arrangements will be provided / covered by UNFPA.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Operations Manager, UNFPA</p> <p>Date: 27 May 2022</p>	