malaria
consortium
disease control, better health

TERMS OF REFERENCE
CONSULTANT - LOGISTICS CONSULTANT

GENERAL INFORMATION:

Malaria Consortium South Sudan is committed to reducing the burden of Malaria, communicable and neglected tropical diseases in the Country, drawing on a profound level of knowledge and expertise in these issues. We work with a wide range of partners including the Government of South Sudan and affected communities. Our areas of focus include;

- Malaria prevention, diagnosis and care
- Community level management of common childhood illness (ICCM)
- Nutrition
- Health System Strengthening
- Treatment and mapping of neglected tropical diseases
- Operational health research
- Policy, strategy and guideline development

Malaria Consortium has its country office in Juba, which supports a field office in Aweil and is in the process of opening a new field office in Wau.

PURPOSE/OBJECTIVE OF THE ASSISGNMENT:

Under the direct supervision of Country Director, and with technical reporting to the Global Operations Manager in HQ, the Logistics Consultant will review the operations setup in Malaria Consortium South Sudan, managing existing staff and ongoing procurement and supply while in country, support the setup of a new base in Wau, implement Malaria Consortiums operations systems in all offices and support with the recruitment of a permanent Operations Coordinator for Malaria Consortium South Sudan

IMPLEMENTATION ARRANGEMENTS:

The consultant shall provide his/her services to Malaria Consortium and will be based in Juba office with frequent travel to field offices in Aweil and Wau. The consultant shall be contracted for **03 months** subject to a mid-term review after **01 month**. The consultant contract may be extended beyond 03 months, subject to the needs and availability of funds, as well as the performance of the consultant (Performance Appraisal Report). The consultant shall observe Malaria Consortium South Sudan regulations and official working hours (Monday to Friday, 0830AM – 0530PM). These services are expected to start in May 2017.

MAIN DUTIES/RESPONSIBILITIES:

- review the operations setup in Malaria Consortium South Sudan and recommend the best operations structure for the country, based on the project portfolio, funding availability and the operating context
- manage existing operations staff in Juba, including inducting 2 new logistics staff in Juba, support the Logistics Managers in Aweil and support the Global Operations Manager with recruitment of a new Field Logistics Manager for Wau, to ensure effective operational support to programmes
- Manage ongoing procurement and supply while in country, including all Juba based procurement for Juba and the field offices, and all international procurement which is done by the Malaria Consortium Global Procurement Agent (PFSCM). This will include managing all import processes and all in-country freight from Juba to Aweil and Wau.
- Revise the Procurement Plans for two ongoing projects to ensure they are complete, realistic and achievable, with sufficient detail to enable timely delivery in the next 6 months.
- Support the setup of a new base in Wau, including souring and setup of suitable office, storage and accommodation that meets Malaria Consortiums Safety and Security standards.
- Ensure Malaria Consortiums operations procedures are in place, by providing training on Malaria Consortiums procurement, warehouse, asset and fleet procedures to all relevant staff in each Malaria Consortium office in South Sudan
- support the Country Director and Global Operations Manager with the recruitment of a permanent Operations Coordinator for Malaria Consortium South Sudan

EXPECTED OUTPUTS:
- Written recommendations on the operations structure required to support Malaria Consortium South Sudan programmes.
- Complete Procurement Plans for the two main projects in Malaria Consortium South Sudan
- All international and Juba based open procurements as of May 30th are complete, with all supplies delivered to their final destinations, with all procurement documentation complete and filed.
- Trainings, on Malaria Consortiums Operations procedures, are completed in each of Juba, Aweil and Wau
- Suitable office, accommodation and storage in place in Wau
- New Wau Logistics Manager and Country Operations Coordinator identified, with a written handover complete if they are in place before the end of the consultancy.

EVALUATION PROCESS:

Each proposal will be assessed first on the experience of the consultant, and subsequently on its price. The proposals that offer best value for money will be recommended for this short term agreement.

QUALIFICATION AND COMPETENCIES:

Education:
University degree from a recognized academic institution in one or more of the following areas is preferred: Supply Chain Management, Business Administration, Management, Contract/Commercial Law or areas directly related to logistics operations. Certification in Procurement & Supply (CIPS Level2) or Certification from relevant professional bodies in Supply Chain Management, procurement or contracting preferred.

Work Experience:
Minimum 10 years of progressively responsible professional work experience at the national or international levels in logistics management.

Languages:
Fluency in English both speaking and writing

Competency profile:

1. **Core Values**
   a. Commitment
   b. Diversity and inclusion
   c. Integrity
2. **Core Competencies**
   a. Communication
   b. Drive for results
   c. Working with people
3. **Key Functional Competencies**
   a. Leading and Supervising
   b. Deciding and initiating actions
   c. Planning and organizing
4. **Skills and Knowledge**
   a. Ability to work strategically to realize organizational goals, develop strategies, set clear vision
   b. Ability to persuade and influence, negotiate to obtain agreement, promote ideas
   c. Ability to network and establish good relations with staff, partners and Government
   d. Strong overall knowledge and understanding of Malaria Consortium programs, financial and legal aspects of the supply chain issues, ethics and risk management of supply chain operations.
   e. Report writing skills