



Scope of Work

WFP Commodity Management System Development

Objective: CRS/South Sudan manages large quantities of food commodities (WFP), in a variety of remote and hard to reach parts of Jonglei and Lakes States, South Sudan. Thus, supply chain management is complex, challenging, and entails risk. CRS South Sudan requires a consultant with significant experience in the management of WFP food commodities to provide technical assistance in strengthening supply chain management in line with CRS and WFP policies and procedures.

Key Deliverables:

- Conduct a desk review and key informant interviews to understand CRS current approach to food commodity management (including Insight) and reporting for WFP projects.
- Conduct site visits to several WFP warehouses managed by CRS in Jonglei and Lakes States and review current food commodity management practices, including adherence to CRS and WFP policies and procedures.
- Based on the findings of site visits, develop and train staff in a Standard Operating Procedure for receiving, storing, dispatching, reconciling and loss/damage reporting of WFP food commodities. The Standard Operating Procedure should cover all CRS and WFP policies and procedures including inventory counts.
- Develop and train staff (including Commodity Accountant and Logistics Management Information System Officer) in the use of a centralized electronic ledger to track movement in WFP food commodities across all WFP warehouses managed by CRS in Jonglei and Lakes States. The electronic ledger should be able to track commodities by type and shipment instruction number and should deliver automatic populating of CRS reports (monthly inventory report) and WFP reports (Form 3, Form 4, Form 5 and Form 6).
- Develop and train staff (including Commodity Accountant and Logistics Management Information System Officer) on a process to gather and file supporting documentation for the new electronic ledger.

Duration and Reporting:

- 6 weeks assignment commencing in March 2021. The consultant will report to the Supply Chain Manager/designate.

Basic Qualifications:

- Master's Degree in Business Administration, Supply Chain or similar field required. Additional experience in WFP commodity management may substitute for some education.
- Minimum of 5 years' experience in direct management of WFP food commodities, preferably with at least 2-3 years focused on supply chain management of WFP commodities.

- Experience in designing and implementing food commodity management systems in moderately complex environments preferably with an international NGO.

Travel – You will spend most of your time in the field visiting the different warehouses.

Knowledge, Skills and Abilities

- Experience in WFP supply chain management, particularly staff training on warehouse management and commodity accounting
- Strong analytical and problem-solving skills, with ability to make sound judgment and decisions and offer innovative solutions
- Experience of security management in complex and remote field locations.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
- Good presentation and facilitation skills
- Proactive, resourceful, solutions-oriented and results-oriented

Supervisory Responsibilities (if none, state none): None

Key Working Relationships:

Internal: Supply Chain Manager, WFP Program Manager, Head of Programming, Head of Operations and Security Manager.

External: N/A

Disclaimer: This scope of work is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

National consultants are highly encouraged to apply. Please submit the following items to this email address: southsudanvacancies@crs.org or Drop the quotation at CRS tender box located at the entrance clearly marked, **WFP Commodity Management System Development**

DO NOT CC anyone

by 28 February 2021:

1. Consultant's CV
2. Sample of relevant work
3. Technical plan, including the methodology and timeline for this consultancy, which reflects Commodity Management System Development.
4. Financial plan

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. All CRS consultants are required to abide by the Code of Conduct & Ethics and follow safeguarding policies and procedures.