

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT Humanitarian Administrative and Logistics Assistant

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Hiring Office:	Reproductive Health Unit Philippine Country Office – United Nations Population Fund
Purpose of consultancy:	The consultancy aims to ensure the continuity of UNFPA Country Office capacity on admin support and logistics to assist in humanitarian support this coming 3 <sup>rd</sup> and 4 <sup>th</sup> quarter of 2019, in anticipation of humanitarian events and crisis that will require timely response in the provision of humanitarian items. This is in support to the Country Office implementation of the Multi-Year Project supported by the Australian Government under AUB02.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The consultant performs communications, administrative, and logistical support to the Humanitarian Team in close collaboration with the Programme Team and coordination with the Operations Team. He/she also provides organizational functions of the office in terms of management and logistical support in the Reproductive Health Unit.</p> <ol style="list-style-type: none"> <li><b>1. Perform programme support activities, as detailed below:</b> <ol style="list-style-type: none"> <li>1. Draft and review routine correspondence and documents and make routine follow-up;</li> <li>2. Provide administrative support in organizing, arranging, and coordinating various meetings of the Humanitarian Programme Coordinator with staff, implementing partners and other offices.</li> <li>3. Maintain and keep administrative files, logs, inventories and update records in prescribed format for subsequent use;</li> <li>4. Maintain and keep current registers and control plans on the status of projects at the formulation, implementation and operational stages;</li> <li>5. Perform Humanitarian Response activities as required by the Humanitarian Programme Coordinator;</li> </ol> </li>   <li><b>2. Perform logistics and inventory management, as detailed below:</b> <ol style="list-style-type: none"> <li>1. Manage stores, warehouse of all commodities, supplies, and consumables per project. Ensures Quality and Quantity control measures are in place;</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. Monitors the status of incoming shipments, both from local and international, in close coordination with the Procurement Services Branch (PSB) and the Requesting Unit;</li> <li>4. Processes all necessary documentation for the Request for Exemption for all incoming shipments from abroad. Ensure that documents are ready and will be provided to the broker and forwarder before the arrival of shipment to the port of entry;</li> <li>5. Reviews, verifies and submits bills and/or invoices related to forwarding, warehousing, insurance and brokerage services provided by supplier/s to the Requesting Unit for Requisition;</li> <li>6. Ensures accurate and correct reporting of warehouse stocks, including movement of items, documentation of recipients</li> </ol> </li> </ol>

	<p>7. Processes logistics requests from Programme Unit and ensures completion of follow-up action;</p> <p>8. Train warehouse workers on handling, storage and safekeeping of UNFPA's Emergency Reproductive Health kits, Dignity kits, WFS kits), other humanitarian Items (Women's Kits, Maternity Packs, WFS Tents, and other items that will enable timely response to Humanitarian-related needs.</p> <p>3. <b>Perform any other duties as assigned by the supervisor.</b></p>
Duration and working schedule:	01 July 2019 to 31 December 2019
Place where services are to be delivered:	UNFPA Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant is expected to be in the office five days each week.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant is expected to provide his/her monthly accomplish report , which includes updates on the following areas:</p> <p>a) Organization of Humanitarian Files and Knowledge Management;</p> <p>b) Status of the Inventory (Volume and Value), and Risk Assessment (including expiration);</p>
Supervisory arrangements:	The consultant will bbe under the direct supervision of the Humanitarian Project Coordinator and the International Operations Manager. He/she is expected to work closely with the different units of the Programme and Operations Teams.
Expected travel:	As needed
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b> Completed secondary level education required. 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> At least three years' experience in providing administrative and/or logistic support to a development project. Experience in working in Humanitarian Projects is desirable.</p> <p><b>Languages:</b> Fluency in English and Filipino. Ability to speak in Bisaya and/or Maguindanao Dialect are desirable.</p> <p><b>Required Competencies:</b></p> <p>A. <b>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>

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