



<b>Reference #</b>	<b>PN/FJI/163/22</b>
<b>Consultancy Title</b>	<b>Warehouse Assistant – Consultant</b>
<b>Project Name:</b>	Multi-country Western Pacific Integrated HIV and TB Programme
<b>Location</b>	Suva, Fiji Islands
<b>Application deadline</b>	13/12/22
<b>Type of Contract</b>	Individual Contract
<b>Post Level</b>	National Consultant
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	6 months (1 January 2023 to 30 June 2023)

## BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV and AIDS relating to human rights, gender, and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (the 'Global Fund'), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented, and services are delivered in countries facing complex challenges. The partnership focuses on three closely linked areas of work: implementation support as interim Principal Recipient (PR), capacity development, and policy engagement. UNDP was nominated as the PR by the Country Coordinating Mechanism in December 2014 for the multi-country Western Pacific grants (TB and HIV; and Malaria (Vanuatu)) (the 'Multi-country Programmes'). In 2020, the Global Fund approved the new Funding Request for 2021-2023 for 11 countries for HIV/TB and for malaria for Vanuatu.

For the implementation of the Multi-country Programmes, the UNDP Pacific Centre established a Programme Management Unit (PMU) to coordinate and oversee the implementation and to ensure compliance of the terms and conditions of the grant agreements with the Global Fund and UNDP rules, policies and procedures. The PMU coordinates with the PIRMCCM, Government and CSOs, regional partners, the Global Fund and other key stakeholders in the health and development sector (bi-laterals, private sector) and technical assistance providers.

UNDP as the principal Recipient undertakes consolidated regional procurement and supply chain management activities within the framework of the 'Western Pacific Multi-Country Integrated HIV/TB Program' grant financed by the Global Fund to Fight AIDS, Tuberculosis and Malaria.

Under overall guidance and supervision of UNDP Procurement & Supply Chain Management Analyst, Warehouse Assistant, is responsible for warehouse management, receipt, inventory management and distribution of pharmaceuticals and health products procured by UNDP for the Grant.

S/he ensures timely receipt, quality-controlled storage and distribution of the goods to HIV/TB programs in the countries supported through the Grant. Namely, these countries are Cook Islands, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of the Marshall Islands, Samoa, Tonga, Tuvalu, and Vanuatu.

Warehouse Assistant also advises for minimum stock levels, order placing, and re-distribution, when necessary, to avoid stock-outs or overstocking. S/he works in close collaboration with UNDP Project Management Unit; sub-recipients, customs agents, procurement agents and freight-forwarders promoting efficient and ethical approach to ensure quality and sustainable results.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

Warehouse Assistant is overall responsible for receiving, warehousing, inventory management and distribution for the Grant, ensuring that goods are timely received, stored in full compliance with manufacturer's instructions and good storage practices; efficiently managed and reported; dispatched and delivered in the right quantity, to the right place in the right time.

Under the guidance and supervision of UNDP Procurement & Supply Chain Management Analyst, the Warehouse Assistant ensures efficient management of supply chain operations and associated logistics with the following responsibilities:

1. Ensures integration of supply chain management into the Programme implementation focusing on the achievement of the following results:
  - ✓ Adequate planning and collaboration with CDP and freight clearing agents for receipt of pharmaceuticals and health products.
  - ✓ Receiving at the warehouse, including entry quantity and quality control of all shipments arriving under UNDP contracts and confirming the good receipt by issuing certificates of receipt.
2. Ensures efficient supply chain management, including storage and distribution of commodities procured for the Global Fund Programmes focusing on the following results:
  - ✓ Storage of pharmaceuticals and health products in accordance with WHO Good Storage Practice and in compliance with manufacturer's instructions for storage and handling.
  - ✓ Inventory management, timely entry of records into inventory management system and monthly reporting.
  - ✓ Monitoring of stock levels and advising on time to place orders to avoid stock-out or expiries.
  - ✓ Monitoring expiries and discarding expired items for further disposal.
  - ✓ Safeguarding measures to protect inventories from loss and damage as per UNDP corporate regulations.
  - ✓ Packing, re-packing and dispatching pharmaceuticals and health products to the supported countries in accordance with distribution plans and instructions provided by UNDP Procurement & Supply Chain Management Analyst.
  - ✓ Ensures compliance with FEFO principle at packing and dispatch.
  - ✓ Ensures compliance with cold chain requirements for temperature sensitive items at all stages of receiving, storage and distribution.
  - ✓ Liaises with the freight forwarder nominated by UNDP for pick up and shipping consignments to the supported countries.

3. Ensures implementation of QA/QC activities focusing on the following results:
  - ✓ Support monitoring visits performed by UNDP Procurement & Supply Chain Management Analyst.
  - ✓ Prepares reports on quantity/quantity deviations, if any.
4. Ensures facilitation of knowledge building and knowledge sharing focusing on the achievement of the following results:
  - ✓ Participate in capacity development exercises in the areas of supply chain management.
  - ✓ Maintaining electronic and hardcopy files and records to ensure proper accountability.
5. Ensures proper and timely distribution of Health Products to Sub-Recipient Countries and CSOs
  - ✓ Raising invoices on mSupply accurately and efficiently including Commercial Invoice and Goods Receipt Note.
  - ✓ Obtaining of quotations from freight agents, evaluation quotations and request to raise LPO/ PO
  - ✓ Forwarding Pre-alerts to Consignees, tracking shipments and following up on GRN submission.
6. Conducts local procurements of goods and services.
  - ✓ Identify goods and services to procure
  - ✓ Initiating and completing RFQ process under UNDP Procurement guidelines and policies, request to raise LPO/ PO and ensures items are received in a timely manner and initiating payment process.

Perform other relevant tasks as assigned by UNDP Procurement & Supply Chain Management Analyst and UNDP Programme Manager.

#### Expected Deliverables and timelines

Deliverable	Outputs	Tentative due date	Percentage	Reporting
<b>Deliverable 1</b>	<ol style="list-style-type: none"> <li>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</li> <li>2. Successfully completes distribution of commodities to <b>Vanuatu, Samoa MOH, Samoa Family Health Association</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SRs</b> and <b>CSOs</b> in an accurate and timely manner.</li> <li>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team.</li> </ol>	31 Jan 2023	<b>16.26%</b>	<ul style="list-style-type: none"> <li>- Summary of Activity Report for the month</li> <li>- Monthly Timesheet</li> <li>- Distribution track-sheet including links</li> <li>- Procurement track sheet</li> <li>- Time sheet</li> </ul>
<b>Deliverable 2</b>	<ol style="list-style-type: none"> <li>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</li> <li>2. Successfully completes distribution of commodities to</li> </ol>	28 Feb 2023	<b>17.07%</b>	<ul style="list-style-type: none"> <li>- Summary of Activity Report for the month</li> <li>- Monthly Timesheet</li> <li>- Distribution track-sheet including links</li> <li>- Procurement track sheet</li> </ul>

	<p><b>Niue, Nauru, and RMI</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SRs</b> in an accurate and timely manner.</p> <p>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team.</p>			- Time sheet
<b>Deliverable 3</b>	<p>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</p> <p>2. Successfully completes distribution of commodities to <b>Tonga, Tonga Family Health Association and Tonga Leitis' Association</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SRs and CSOs</b> in an accurate and timely manner.</p> <p>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team.</p>	31 March 2023	<b>16.26%</b>	<p>- Summary of Activity Report for the month</p> <p>- Monthly Timesheet</p> <p>- Distribution track-sheet including links</p> <p>- Procurement track sheet</p> <p>- Time sheet</p>
<b>Deliverable 4</b>	<p>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</p> <p>2. Successfully completes distribution of commodities to <b>Palau, Cook Islands and Tuvalu</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SRs</b> in an accurate and timely manner.</p> <p>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team.</p>	30 April 2023	<b>17.89%</b>	<p>- Summary of Activity Report for the month</p> <p>- Monthly Timesheet</p> <p>- Distribution track-sheet including links</p> <p>- Procurement track sheet</p> <p>- Time sheet</p>

<b>Deliverable 5</b>	<ol style="list-style-type: none"> <li>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</li> <li>2. Successfully completes distribution of commodities to <b>Vanuatu Malaria Programme and Wan Smol Bag</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SR and CSOs</b> in an accurate and timely manner.</li> <li>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team.</li> </ol>	31 May 2023	<b>14.64%</b>	<ul style="list-style-type: none"> <li>- Summary of Activity Report for the month</li> <li>- Monthly Timesheet</li> <li>- Distribution track-sheet including links</li> <li>- Procurement track sheet</li> <li>- Time sheet</li> </ul>
<b>Deliverable 6</b>	<ol style="list-style-type: none"> <li>1. Successfully integrates supply chain management into the Programme implementation, conducts monthly stock takes and ensures efficient supply chain management, including storage of commodities procured for the Global Fund Programme and reporting</li> <li>2. Successfully completes distribution of commodities to <b>FSM (Yap, Kosrae and Pohnpei) and Chuuk Womens Council</b> by Raising Invoices on mSupply, initiating RFQ Process, Evaluation of quotations received, Request to raise LPO/ PO, issue of LPO/ PO to freight agents and ensuring that consignments are received by <b>SR and CSOs</b> in an accurate and timely manner.</li> <li>3. Successfully completes local procurement of goods and services under UNDP Procurement guidelines and policies and initiates Payment Process of all invoices received by approval of Programme Manager and Finance team</li> </ol>	30 June 2023	<b>17.88%</b>	<ul style="list-style-type: none"> <li>- Summary of Activity Report for the month</li> <li>- Monthly Timesheet</li> <li>- Distribution track-sheet including links</li> <li>- Procurement track sheet</li> <li>- Time sheet</li> </ul>

- Total number of days: **123 days**

## COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Be physically fit to load and unload consignments, which include heavy cartons and repeated bending, stretching, twisting, and lifting as well as standing for 3 hours to up to 7 hours a day
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications:**

- Minimum Secondary Education completion

### **Experience**

- Minimum of 2 years of relevant experience (supply chain management / inventory management / warehouse operations / logistics and similar) and proven performance track record
- Experience with mSupply or other specialized inventory management software
- Experience working in/with international donor-funded projects is an asset
- Experience handling Pharmaceuticals & Health products will be an advantage

### **Language requirements**

- Good working knowledge of English.
- Proficiency in computer application and information technology

## EVALUATION

### Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

#### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). And financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

*Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation*

#### Technical Criteria for Evaluation (Maximum 70 points)

- Criterion 1: Minimum Secondary Education completion – 10 points
- Criteria 2: Minimum of 2 years of relevant experience (supply chain management / inventory management / warehouse operations / logistics and similar) and proven performance track record – 20points
- Criteria 3: Experience with mSupply or other specialized inventory management software – 10 Points

- Criteria 4: Experience working in/with international donor-funded projects– 10Point
- Criteria 5: Experience handling Pharmaceuticals & Health products– 15 Points
- Criteria 6: Written and verbal fluency in English is essential. – 5 points

Interviews will be conducted for the technically qualified consultants as part of the validation process.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

#### Price Proposal

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

#### Schedule of Payments

Payment shall be provided upon satisfactory completion of the deliverables outlined in *Expected Deliverables and timelines section* and upon submission and acceptance of a report mentioned above.

- Upon completion of deliverable 1 –16.26% (upon acceptance of deliverables)
- Upon completion of deliverable 2 – 17.07% (upon acceptance of deliverables)
- Upon completion of deliverable 3 – 16.26% (upon acceptance of deliverables)
- Upon completion of deliverable 4 – 17.89% (upon acceptance of deliverables)
- Upon completion of deliverable 5 – 14.64% (upon acceptance of deliverables)

- Upon completion of deliverable 6 – 17.88% (upon acceptance of deliverables)

Payment request submitted by the consultant must be certified by the UNDP Programme Manager and UNDP PSM Analyst and accompanying by payment invoice.

- The consultant must submit a report on completion of each deliverable, which will be reviewed by the project manager and upon satisfactory payment will be processed.
- Payments are to be made within 30 days from receipt of the invoice/Certificate of Payment.

## DOCUMENT SUBMISSION

### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Cover letter**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in Fijian Dollars (FJD)
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

**Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.**

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

All required templates are available on the UNDP Procurement website: [www.pacific.undp.org](http://www.pacific.undp.org)

### Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

### Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Warehouse Assistant – Consultant (IC)**) with reference **PN/FJI/163/21 to UNDP Jobs - 110453- Warehouse Assistant – Consultant**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [gayane.tovmasyan@undp.org](mailto:gayane.tovmasyan@undp.org)

**Women applicants are encouraged to apply**

DocuSigned by:



Approved by:

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**Gayane Tovmasyan**

**Regional Programme Manager**

28-Nov-2022