

Logistics and Supply Consultant Terms of Reference (ToR)

Duty Location	Tehran with estimated 30% travel to the field
Title	Logistics and Supply Consultant
Reports to	Logistics Coordinator
Type of Contract & Contract Duration	Temporary - Three months
<p>About INTERSONS: INTERSONS is a humanitarian organisation on the front-line of emergencies, bringing assistance to victims of armed conflicts, natural disasters, and extreme exclusion with particular attention to the protection of the most vulnerable people. Since 1992 our humanitarian workers have been helping people affected by humanitarian crises: we provide first aid, food, shelter, medical assistance, and basic goods. We ensure that basic needs, such as education, access to clean water and health assistance are met.</p> <p>INTERSONS in Iran: Following the Taliban retaking power in Afghanistan in August 2021, which has created a sudden high influx of Afghan nationals in Iran, INTERSONS decided to assess opportunities to establish its presence in Iran. INTERSONS obtained the approval from the Government of Islamic Republic of Iran for the establishment of its presence in Tehran - Iran in October-November 2021 and started conducting its joint-activities in June 2022. INTERSONS activities in Iran mainly focus on the health/medical sector and how to support the existing health system coping with the high number of new refugees and its impacts on local Iranians. In addition, some social activities around people with disabilities and children were linked to the medical activities.</p>	

1. Introduction:

INTERSONS is seeking a qualified and experienced Logistics and Supply Consultant to support INTERSONS Iran mission. The Logistics and Supply Consultant shall assist all logistics and supply activities in the base and associated projects according to INTERSONS standards and protocols in order to address the needs for the material, infrastructure and vehicles in an optimal running condition.

2. Scope of Work, Responsibilities and Description of the Proposed Work:

INTERSONS Iran-mission is inviting interested candidates with a minimum of three (3) years of Logistics and Procurement experience in Iran to submit their CVs and Cover letters.

S/he will work closely with all the departments under supervision of the Logistics Coordinator.

Duties and Responsibilities:

- Input Logistics Data in INTERSONS Logistics software (Intersos Management Platform - IMP) in an accurately and timely manner.

- Carry out local purchases (RFQ and Direct Purchase) for goods and services in respect of INTERSOS and donor requirements and ensure that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Follow up the payments of all suppliers and collect all the necessary supporting documents from them i.e. receipts and delivery notes. Ensure before any payment is made all originals are in the coordination office.
- Support the Logistics Coordinator in ensuring that all procurements are completed on IMP and all necessary documents are uploaded and properly archived in the finance department.
- In collaboration with the Logistics Coordinator, is responsible for the effective usage of the IMS (Inventory Management System) and accounting of inventories.
- Facilitate the negotiation with local purchasers and maintain good relationships with suppliers.
- Run market assessments and update the pre-qualified suppliers lists.
- Update all the supplier files and ensure all formations related to the supplier have been fully updated on the IMP.
- Ensure the installation and maintenance of functional office space(s) and guesthouses' facilities in an adequate living condition and in accordance with INTERSOS minimum standards and brand identity manual.
- Oversee regular fixed assets check on a quarterly basis.
- Plan vehicle movements, tracking individual trips, and ensuring implementation of security measures.
- Handle all travel requests including booking all flight tickets and hotels.
- Monitoring office consumables consumption in order to anticipate the office requirements and maintain them at the right time.
- Perform any other task, specific to his/her area of specialty, according to the line manager's advice.

Travels: Regular visits to the field (national trips to Iran Provinces)

Reporting:

S/he will be reporting to the Logistics Coordinator.

Duration for the Contract

The duration will be for a performance based renewable period of three (3) months from the effective date of the contract.

3. Requirements for Experience and Qualifications:

Interested candidates in this appointment are required to have:

- Degree and/or specialisation in Logistics/Supply Chain and other related fields
- Essentially 3 years of proven experience in logistics and procurement functions
- Negotiation skills, communication and interpersonal skills
- High level of integrity and understanding of procurement ethics
- Planning and organisational skills and ability to meet deadlines

- Proficiency in English both written and spoken
- Essential computer literacy (word, excel and internet) and radio equipment user-knowledge
- Teamwork and cooperation
- Results and quality orientation
- Stress management
- Commitment to INTERSOS principle.

4. Terms of Payment

The payments will be done monthly after completion of deliverables.

5. Monitoring

The monitoring of fulfilment of the assignment by the consultant will be conducted by the Logistics Coordinator.

6. How to Apply:

Interested applicants fulfilling the requirements are invited to send their CVs and Cover letters to Tehran.iran@intersos.org indicating “**Logistics and Supply Consultant for INTERSOS Iran**” in the subject line.

The **deadline** for application is **17th December 2023** (17/12/2023).