

50-H-3  
Approved by  
Mel 06/12/2022**TERMS OF REFERENCE**

<b>Position:</b>	Supply Monitoring Consultant
<b>Locations:</b>	Juba based but travelling to various locations throughout South Sudan
<b>Length of contract:</b>	5.5 Months
<b>Application start:</b>	06/12/2022
<b>Application end:</b>	23/12/2022

**OVERVIEW OF CTG GLOBAL**

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit [www.ctg.org](http://www.ctg.org) to find out more

**OVERVIEW OF THE POSITION***Purpose of Activity/Assignment:*

- To undertake field visits to Nutrition Implementing Partners in remote locations throughout South Sudan to monitor the storage capacity of supplies
- Provide Warehouse and Inventory Management training to Implementing Partner staff in remote locations and compile detailed field visit reports with recommendations for improvements.

*Background & Rationale:*

South Sudan's Nutrition programme includes the provision of therapeutic supplies and anthropometric equipment to partners, which include Non-Government Organisation (NGOs) and Government counterparts. On receiving the supplies and equipment, the partners are responsible for onward delivery to Primary Healthcare Centres, Primary Health Care Units and Hospitals, for distribution to beneficiaries. The partners are responsible to transport, store and distribute the supplies and equipment, on receipt through the chain with final delivery to the beneficiary. The partners are required to have the skills, knowledge, and resources to undertake efficient warehouse and inventory management (WIM) activities. Since 2021 the organization has implemented a project to undertake monitoring and capacity building of partners WIM activities to ensure that required standards were being implemented.

*Scope of Work:*

Under technical supervision of the Supply Specialist, Supply Associate, Logistics Specialist, the Supply Monitoring Consultants are to facilitate improvements of WIM activities through regular field visits to partners storage locations, to ensure quality programming of funded Nutrition projects. During the field visits, the Consultants will assess the storage of Nutrition supplies, provide recommendations for improvements to the partners and the organisation, undertake on-site capacity building training in WIM activities to the partner staff, and provide field reports. Repeat visits to the locations will be made to ensure that the reported recommendations have been implemented by the partners.

## GENERAL FUNCTIONS

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### *Main Duties and Responsibilities:*

- Support the coordination and planning of field monitoring mission plans and review previous monitoring reports where applicable.
- Undertake supply monitoring visits to partner locations to assess the storage of Nutrition supplies, to ensure appropriate warehouse and inventory management is being implemented. A minimum of two monitoring visits are to be undertaken every month.
- During the monitoring visits, review recommendations from previous monitoring reports (where applicable) and check if these have been implemented by partners.
- Review the availability of space in the partners storage facilities and provide technical advice on correct and safe stacking of supplies and optimal use of available storage space.
- Review the expiry dates of stored supplies and document if supplies are already expired.
- Undertake warehouse and inventory management capacity building activities during partner visits, using training materials. Documentary evidence to be provided that capacity building has been undertaken.
- In collaboration with Supply and Nutrition staff, identify opportunities for capacity building on warehouse and inventory management activities to partners, with a view to improving the supply chain process to make it more effective.
- Participate in ensuring accurate and completed accounting, reporting and internal control systems on inventory are in place and relevant records are maintained.
- Support the review process relating to receipting of consignments and dispatch of supplies recorded on stock cards.
- Provide reports to Supply and Nutrition staff and partners after each monitoring visit. The reports are to include, but not limited, details of the existing storage infrastructure, recommendations for improvements, and evidence of capacity building undertaken.
- As required, participate in warehouse and inventory management training to multiple partners in Juba.

Project Reporting: Technical Supervisor

## ESSENTIAL EXPERIENCE

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### **Education:**

Completion of secondary education and Basic University degree related to supply chain, procurement, logistics, business administration, or another relevant field is required. In lieu of a Basic University degree, six (6) years of relevant experience in warehouse and inventory management, logistics or supply chain management is accepted.

### **Work experience:**

- Three (3) to five (5) years of professional experience in warehouse and inventory management, logistics or supply chain management
- Strong understanding of warehouse and inventory management
- Experience of delivering training in supply chain management is desirable
- Experience of coaching and mentoring in supply chain management is desirable



- Experience of undertaking monitoring of supplies is desirable
- Experience of working in South Sudan, with understanding of the country, and logistical context
- Experience of working in remote locations in South Sudan is desirable

**Languages:** Excellent verbal and written English

**Key competencies:**

Excellent verbal and written English



**Expected results / Key function, accountabilities, and related duties / tasks**

Undertake monitoring visits to partner locations to assess the storage of Nutrition supplies. A minimum of two monitoring visits are expected to be undertaken each month.

Capacity building to partner staff on warehouse and inventory management. Undertake warehouse and inventory management capacity building activities during partner visits, using training materials. Documentary evidence in reports to be provided that capacity building has been undertaken.

Provide technical advice and recommendations to partners and the organization's staff to improve warehouse and inventory management in locations. Technical advice and recommendations to be provided to partner and organization's staff after each monitoring visit.

Submission of supply monitoring reports to organization's Supply and Nutrition teams after every visit to partner locations. The reports are to include, but not limited to, details of the existing storage infrastructure, recommendations for improvements, and evidence of capacity building undertaken.

The payment will be done on a monthly basis upon presentation of a monthly report that will be validated by the organization technical supervisor, under the general oversight of the Chief, SBC Section.

**Other relevant information:**

- **Qualified female candidates are encouraged to apply for this role.**
- **Candidates must be locals to the community**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states "Supply Monitoring Consultant Application"**, or your application might be overlooked

In Juba – Please deliver to CTG Office

**IMPORTANT REQUEST**

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

