

UNITED NATIONS CHILDREN'S FUND

Terms of Reference for

Warehousing and stock management

1. Programme information:

Programme Component: Supply and Logistics

- **Purpose of assignment**

To enter into a Long Term Arrangement with a company to provide warehousing for UNICEF programmatic and emergency supplies as well as stock management services. The validity of this arrangement is anticipated for two years.

- **Background:**

UNICEF has been operating in Libya to fulfill its mandate to protect children and providing support and services to the vulnerable communities. All sections of the organization work with the Libyan government to mobilize material resources to meet the needs of children and their families. The materials used for this assistance are sourced from local and international suppliers.

In order to effectively manage these materials to beneficiaries, UNICEF establishes working relationships with commercial companies that have the capability to perform essential functions. These relationships are formalized through Long Term Arrangements. This TOR constitutes the basis for the service provisions to UNICEF Libya Country Office for warehousing and stock management.

UNICEF Libya CO requires different services for programmatic and emergency related handling, storing and managing of goods. The proposed set-up of related logistics services is based on a Service Provider facilitating different service levels. The requirement exists of the provision of warehouse space, warehouse management, inventory handling, storage and management, including reporting and security arrangements.

- **Scope of work:**

Warehousing

The Service Provider (SP) will provide UNICEF with warehousing services. The services will be paid on a basis of used space, i.e. per cubic meter (CBM) stored.

The SP shall be responsible for storage, inventory management and control, receiving of goods and inspection of incoming supplies packaging, readying for distribution and inspection of outgoing supplies packaging. The goods stored and inventorised at the SPs warehouse and managed by the SP will remain UNICEF's property and will be released against an appropriate requisition issued by the UNICEF Libya Country Office.

The storage facility shall be a fixed covered structure and lockable. The SP is responsible to provide 24/7 security at the premises, including guards from a recognized security company.

The SP shall provide:

- Solid construction, and covered warehouse.
- Storage of the goods in a controlled environment (i.e. air temperature, humidity, etc).

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- Professional staff for warehouse management and logistics specialists.
- Stock management system with modern warehouse/logistics/tracking software.
- Loading/unloading areas suitable to handle trucks and up to 40 feet container trucks.
- Modern lifting equipment for loading, unloading, transport and stacking of goods.
- Cold rooms.
- Independent power supply.
- Security (external and internal perimeter control with 24/7 guard presence).
- Stock insurance per value per month should be provided by SP based on UNICEF specific request.
- SP shall be able to provide at anytime up to 2,000 CBM pallet racking storage capacity.

The SP facilitates access to the warehouse and records to the UNICEF staff when requested. If the WH is utilized for multiple clients, the UNICEF owned goods should be consolidated in one area and segregated from other goods as much as practical. Good warehouse practices are expected with regards to storage of different commodities, including such with odor or fluids.

The SP shall be able to provide temperature controlled storage for the storage of materials requiring cold storage (including vaccines and medicines) and have staff trained on cold storage management (Temperatures at +2 to +8 degrees and -30 to -25 degrees). All materials stored in the temperature controlled storage facilities are to be included in the weekly stock report to be provided to UNICEF.

Supply Handling

UNICEF shall provide the SP with relevant documentation or provide a description and particulars of the goods, the terms of delivery, special handling instructions and other pertinent details. The documentation shall indicate the expected delivery date from the supplier or arrival of the shipment in order for the SP to be in a position to arrange for receipt of goods. Omission of any of the foregoing information shall not diminish the SP's obligation under this arrangement.

The SP shall issue a Certificate of Receipt for all received shipments, with a copy to the UNICEF Libya Country Office.

Any discrepancies shall be notified to UNICEF Libya Country Office within 1 working day.

The SP shall provide:

- Unloading of incoming supplies.
- A check of all consignments received and verification of completeness and conformity with the Purchase Order instructions
- Counting of incoming supplies to ensure it match what should be received as per UNICEF advice (number of packing units).
- Quality check for the status of received supplies (packing, marking, documentation).
- Registration of received supplies based on UNICEF requirements and maintaining of documentation.

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- Put-away of supplies at bin level while ensuring maximum and effective use of warehouse space.
- Ensuring stock cards are allocated for all supplies at bin level and data on stock cards is updated on a real time basis.
- Receive release order request from UNICEF.
- Prepare supplies for shipment as per UNICEF release order in a timely manner.
- Load and dispatch released supplies on transporter truck/vehicles in a timely manner.
- Provide waybills for released supplies per truck / shipment load on behalf of UNICEF.
- Update warehouse stock report on a real time basis, the report should include status of supplies requested for release.
- Provide daily scanned copies of issued waybills to UNICEF.
- Provide and ensure fire safety equipment is installed and well maintained in the warehouses.
- Provide and ensure sufficient quantities of pallets are available in the warehouses.
- All movement are documented with UNICEF reference and documents are maintained and available for UNICEF at all times and upon request.
- Weekly or based on UNICEF need, a detailed stock reports should be submitted to UNICEF include but not limited to shelf life monitoring.
- Warehouse facility is well maintained.
- Supervise and advise on storage requirements based on the required and applied UNICEF standards.
- Provide the needed warehouse reports on a daily basis i.e. Goods Receipt, Goods Issuance, damage report, etc... in addition to sending the softcopies of the Goods Receipt, Waybills dispatched form, etc...
- Conduct monthly physical inventory checks.
- Undertake monthly warehouse quality checks and provide reports which include but not limited to fire safety, smoke detectors, pest control system, etc...
- Packing or re-packing of loose goods.
- Preparation for off-take/distribution of goods.
- Ensure to follow UNICEF system in receiving, storing and dispatching of UNICEF goods.

The SP will be fully responsible for the warehouse facility and supplies stored/received/loaded (until transporter signs the truck waybill).

The service provider stock reports should include UNICEF Item codes, sales order number and purchase order number, a brief and concise description of goods, value, quantity, gross weight, and volume in cubic meters, dimensions, and markings.

The SP will have sufficient and adequate handling equipment at the warehouse such as, forklifts (2 Tons up to 7 Tons) for off-loading of trucks, hand pallet trucks, trolley, etc..

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Deliverables and performance

At the end of each given assignment, the incumbent is expected to have delivered:

- Handling in and out UNICEF supplies within the agreed timeframe.
- Upload online electronic copies for the delivered waybills and delivery notes within 24 hours of receiving / dispatching of UNICEF supplies.
- Provide signed copies of the monthly stock movements with the invoices for payment.

2. Reporting Requirements

Any feedback and performance/reports to be provided to UNICEF Lebanon Country Office, Supply & Logistics Unit

3. Duration:

Two years from the contact's start date, with a possible extension of one additional year.

- **Qualification/Special Knowledge/experience: Desired background and experience**
- Minimum eligibility criteria: Owned a covered operating and fully equipped warehouse within Tripoli "janzour or" cold rooms for medicines storage is optional.
- Minimum 5 years' experience in warehousing, inventory management and handling of medical supplies.
- Having expert and available staff for quick action upon arrival or dispatches of goods.
- Ability to receive up to 4x40 ft containers and dispatch up to 4x 40 ft containers at any time on short notice, including any holidays, weekends and off-working hours.
- Awareness of and/or experience with UNICEF's activities in Libya with at least 2 years related experience with a large humanitarian organisation in Libya or large commercial operation.
- Documents and Communication in writing in English, oral communication in Arabic and English.
- Equipped with modern lifting equipment for loading, unloading, transport and stacking of goods.
- Stock management system with modern warehouse/logistics/tracking software;

Expected Budget for the Works and Terms of Payment

Payment schedule per delivery and provision of invoices:

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Timing/Duration of LTA: Initially for two years, starting in 2019 with possible extension of another year based on satisfactory performance and need as well as a market assessment with regards to process and availabilities of the required services.

Administrative issues :

UNICEF Supply and Logistics officer to be immediate point of contact for the LTA holders.

All payment will be verified against the contract and actual delivery prior to process