

**Terms of references for a consultancy mission within the framework of the project:
« *Improve the logistic operations of the humanitarian community in North-East Nigeria by providing a common warehouse* »**

Country	Nigeria
Area of Intervention	Maiduguri – Borno State
Organisation	Première Urgence Internationale (PUI)
Donor	Logistics Sector - World Food Program (WFP)

1) CONTEXTE GENERAL

In line with the critical humanitarian situation occurring in North Eastern States of Nigeria, and particularly in Borno State Première, Urgence Internationale (PUI) (already present in Chad and Cameroun), has launched a response meeting some of the most essential needs of the populations.

Since April 2016, PUI activities have been designed around two objectives:

- Providing life-saving assistance in the form of food aid to the IDPs and affected local populations in the northern districts of Maiduguri
- Improving accessibility to community-based protection mechanisms and psychosocial support for the most vulnerable households among both IDPs and host communities.

As a first step, PUI has established an operational base in Maiduguri in April 2016, and started its food security activities via electronic food voucher. The mission's efforts have focused on the Northern part of Maiduguri City (particularly in the district called Bolori II), since populations in this area were in great needs and no other actor was present.

Drawing on this experience and its strong understanding of the situation in the area PUI has decided to address one of the most important need following food security which is access healthcare. To have a comprehensive strategy to tackle malnutrition, PUI tries to develop an integrated approach in its area of intervention and therefore is about to launch Health activities supported by OFDA in Bolori II through the support to Herwa PHCC and the establishment of three MHC in the surrounding areas.

Additionally, PUI intends to develop its integrated approach through an NFI & shelter response with the support of UNHCR. This response would first take place in Maiduguri but quickly extend to newly liberated areas depending on the identified needs.

Since November 2016, PUI is managing a Common Warehouse available for all humanitarian actors (INGOs and UN agencies). This storage service is free-to-user and it's a temporary storage (up to 3 months). As of end of February 2017, 10 partners are using the service and 7 humanitarian actors have expressed interest in using the service in the upcoming months. In addition, the logistical platform encompasses trainings (MSU training etc.) and additional services could be

offered as kitting area, controlled temperature storage and outside storage area. In February 2017, 2 Mobile Storage Unit (MSU) have been set up in the compound in order to increase the volume of storage available. After 4 months of implementation, PUI is looking for a comprehensive and external review of the processes currently implemented and draw a strategy for the further step of the project.

2) DESCRIPTION OF THE TASKS

The consultant is under the direct management of the warehouse Project Manager.

The main tasks are:

1. Report expected:

An **analytical report** following an in-depth assessment of the processes and activities carried on in the warehouse. This report will specify the problems faced by warehouse team and partners with recommendations and action points.

The consultant will review:

- Indicators currently implemented (relevance and measurement);
- Tools currently used;
- Organizational set-up of the team (responsibilities, tasks etc.) and communication flows;
- Organisation of the storage space (including the 2 MSU);
- Daily worker selection and management process;
- Security process and system – assessment of the security rules within the warehouse

For all of the below mentioned points, recommendations and suggestions for improvement are expected to include but not limited to:

- Suggestion on new tools to use
- Any new forms to be created
- Training needs for the staff
- Adjustment to security rules in the warehouse
- Suggestion to bring mapping with regards to items dispatch
- Formalize the modern way of stock flow - entry and out of warehouse through for example logograms showing the way items are processed at entry in stock and at out of stock
- Give suggestion to optimize and decrease the workload
- Secure the items follow up

In addition, the consultant will evaluate the needs of partners in terms of services provided at the warehouse and propose some new activities to ensure the warehouse is a real logistic platform.

2. Activities:

1. Audit all the processes and tools implemented in the warehouse;
2. Meet with the different stakeholders involved in the project (PUI warehouse and logistic teams, Logistic sector, daily workers etc.);

3. Meet with the different partners and evaluate their needs and satisfaction;
4. Propose a strategy for the development of new activities in 2017.

The tasks and responsibilities defined in this document are not exhaustive and can evolve depending on the project needs.

3. Agenda

Mission planned between the 27th of March and the 24th of April:

1. Study phase (*10 days to 2 weeks of field mission*)
 1. Interview and collection of information with the different stakeholders
 2. Elaboration of the strategy with the team
 3. Presentation of the first recommendations to the team at the end of the field mission
2. Redaction of the report
3. First drafts of report expected for the 17th of April.
4. Delivery of the final report, revised and corrected after PUI feedbacks on the 24th of April.

4. Consultant Profile

Qualification :

- Significant experience in Logistic and especially in stock management;
- Experience in logistics project management;
- Excellent written skills proved (reports in English have to be provided)
- Ability to analyse, synthetize and suggest improvement;
- Ability to organize and manage priorities;
- Ability to take initiative and to work autonomously;
- Excellent relational skills;
- Experience in consultancy mission;
- Knowledge of the Nigerian context is an asset.

5. How to apply?

Interested candidates should submit the following documents:

- updated CV,
- letter of motivation,
- Detailed planning of the consultancy mission
- Reference contacts.
- A reference document or an extract of document written and signed by yourself (max 5 pages) showing your written and analytical skills. This report has to be linked to the topic of the consultancy mission (logistics, stock management etc.).

Applications should be sent before the **31th of March 2017**.

Only candidates who meet the selection criteria will be contacted.

Your file will be sent to the attention of **the Logistic Referent, Guillaume GIARD**

It must indicate the following **mention**: «**Consultancy Logistics Platform NGA**» as well as your surname and first name and telephone contacts.

It will be sent by e-mail to **ggiard@premiere-urgence.org**.