

## Call For Application

Position Title: **Supply Chain Consultant**

Duty Station: **Port Sudan, Sudan**

Classification: **Consultant**

Type of Appointment: **Consultancy**

Estimated Start Date: **As soon as possible**

Closing Date: **09 March 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non- governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

- **Project Context and Scope:**

The consultant will develop an Expression of interest (EOI) in line with IOM's procurement policy that is aimed at attracting all potential vendors in the local context of Sudan.

- **Nature of the consultancy:**

1. Under the direct supervision of the Head Supply Chain officer, the consultant will develop an Expression of interest (EOI) in line with IOM's procurement policy that is aimed at attracting all potential vendors in the local context of Sudan. An advertisement (EOI) will be placed in Sudan's local media outlets, IOM's Local tender website, and UNGM, to invite suppliers to express their interest to register with IOM by submitting a completed Vendor Information Sheet and provide substantiating documents about their company. This will help identify new vendors and provide the old vendors an opportunity to update their profile.
2. The consultancy will also analyse IOM's existing data base to establish whether the registered vendors are still operational within the supply market, in the same line of business registered for, and to update their profile forms for the existing vendors, their contact address, telephone numbers and their contact person(s) and conduct physical verification of premises/warehouses.
3. The Consultancy furthermore will assess the status of the local market by sourcing for suppliers via such institutions as the Ministry of Finance and Economic Planning, Ministry of Trade and Industry and Sudanese Union of Chambers of Commerce-UN Agencies and International Organizations, etc. The Consultancy will forward the Vendor Information Sheet to the vendors for completion.
4. The Consultancy will analyse the completed Vendor Information Sheet and relevant valid supporting documents received through the Expression of Interest (EOI) for initial assessment based on the information provided by the vendors, such as: Vendor registration, registration documents, tax certifications, manufacturer license, distributor license, areas of activity and capabilities, qualifications, source of goods, availability of products and reference checks, etc.
5. Based on this assessment, the Consultancy will provide recommendations to shortlist the potential suppliers related to service/works/goods for each category.

6. The consultancy is required to conduct site visits to the premises (manufacturing facility, warehouse, main office) of each of the suppliers registered in IOM vendor database and the shortlisted supplier. Depending on the actual field visit, such information should be provided:
  - Identify the level of Supply (Manufacturer, Distributor, Retailer, Reseller, etc.)
  - Verify production and operational capacity.
  - Check the availability of ISO 9000 certificate, Environmental Management Certification, i.e., ISO14001 or equivalent and when was it awarded.
  - Confirm the international standards employed by the manufacturer.
  - Confirm and identify quality control structures in the vendor's framework.
  - Conduct a financial status evaluation.
  - Verify against UN Sanctions List (UNGM)
7. The consultancy will collect all relevant information about the shortlisted manufacturers/ traders/ suppliers/ contractor's information; as a minimum, it should include the following:
  - Business concept
  - Vendor profile (including all supporting documents such as register certificate, brief history of the vendor, major customers, etc.)
  - Management capacity,
  - Production and operational capacity
  - Delivery times,
  - Inventory levels (what items are stocked and where),
  - Manufacturer, trader, or distributor,
  - If distributor, authorized dealer for which manufacturer, exclusivity to market areas,
  - If manufacturer, distributors in the country/region
  - Process flow for receiving orders and executing deliveries,
  - Marketing capacity, sufficient resources for customer contacts and capable of serving IOM offices in the country/region.
  - Financial profile (turnover, operating profit),
  - Website, technical information available in web page,
  - Technical documentation (Arabic or English),
  - After sales service, capacity, and service representations
  - Shipping arrangements within Sudan and Regionally
  - Premises (office, warehouse) – record pictures of the premises as proof of existence
  - Logistic and export experience
  - Recent contracts completed (including values, delivery period and the client)
  - Sustainability level acquired by the supplier throughout his operations and manufacturing processes.
8. Based on the results of the supplier visits and inspection reports, the Consultancy will assess each vendor (for services/works/goods), document results and make recommendations of prequalified vendors by category of commodity.
9. The results of the market survey will be presented to IOM Evaluation & Awards Committee for finalization.
10. The Consultancy will define a methodological framework to set up and manage long term agreements with each category of qualified vendors (for services/works/goods) and for the updating of the list of vendors with precise selection criteria.
11. The Consultancy will prepare a final report containing the methodology, principal conclusions, and recommendations of the market survey including a list of ineligible vendors that were identified on the existing list of vendors and the list of ineligible list of vendors identified though the market survey.
12. The consultancy will provide all the raw data, data analysis reports including the Vendor Information Sheet to IOM, and they will be IOM property.

- **Organizational Department:**

Resource Management Unit (under the direct supervision of the Supply Chain Officer and overall Supervision of the Head of Resources Management).

- **Core Functions / Responsibilities:**

Expected Deliverables and Reporting Requirements:

- Inception reports.
- Work Plan with clearly identified objectives.
- An electronic version (in Excel table) of the short-listed vendors for the above identified categories of supplies and services based on the tasks completed under tasks no. 7 above.
- The completed Vendor Information Sheets
- The completed Supplier Inspection Reports.
- The completed Sustainability questionnaire duly filled in by each supplier/manufacturer.
- A methodological framework to set up and manage long term arrangements with the shortlisted vendors.
- A Final report containing the methodology, principal conclusions, and recommendations of the market survey.

- **Performance indicators for the evaluation of results:**

Timeline, accuracy and reports as per the Term of Reference.

- **Required Qualifications and Experience and/or skills required:**

**Education:**

- Master's degree in business administration, Management, Logistics, Procurement or a related field from an accredited academic institution with two years of relevant professional experience.
- or
- University degree in the above fields with four years of relevant professional experience.

**Experience:**

- Experience with a minimum of five years in the relevant field.
- Experience within the MENA Region UN and other humanitarian agencies is preferable.
- Fluent in English and Arabic, so the services required (market survey and supplier database) could be delivered.
- Five years progressively responsible professional work experience at the national and international levels in supply chain management, business administration, marketing.
- Proven experience in similar assignments required. Experience with IOM or UN Agencies market surveys would be an asset.
- In-depth knowledge of market surveys, supplier evaluation, procurement, and good concept of analyzing financial documents.
- Proven ability to conceptualize, develop, plan, and manage market research and similar projects.
- Demonstrated ability to work independently in a multi-cultural environment and establish harmonious and effective working relationships both within and outside IOM.

**Skills:**

- Excellent computer skills (MS Office, particularly Word and Excel, web-based database development tools, etc.).
- Good analytical, negotiating and communication skills.
- Content Management and attention to detail.
- Interpersonal and interview skills.

**Languages:**

- IOM's official languages are English, French, and Spanish.
- For this position, fluency in English and Arabic is required (oral and written). Working knowledge of other IOM

Official languages is an advantage.

- Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

**Travel required:**

Yes.

**Competencies:**

The incumbent is expected to demonstrate the following values and competencies:

**Values**

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies – behavioral indicators**

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership of achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

**Others:**

**APPLICATION PROCESS**

The interested applicant is invited to submit to IOM Sudan specific documents as stated below:

- An updated CV, overview of previous employment undertaken and contact details, accompanied by a coverletter detailing the applicant's motivation.
- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

**Other:**

- IOM has zero tolerance with discrimination and does not discriminate against HIV/AIDS status.
- This position is open to **National ONLY**.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**

**How to apply:**

- Candidates with the required qualifications can apply through email by mentioning the reference code **CFA 2024 01 (Supply Chain Consultant)** in the subject line to [sudancareer@iom.int](mailto:sudancareer@iom.int) with the above-mentioned documents:
- Interested candidates are invited to submit their applications by 09 March 2024, referring to this advertisement.
- In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

***Posting period:***

[From 03 March 2024 -09 March 2024](#)

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training, or other fee). IOM does not request any information related to bank account.