Terms of Reference (ToR):
Senior Logistics Experts – Short Term Deployments Pool

Introduction

COVID-19's impact on global humanitarian operations has increased the complexity of supporting country programmes. MAG needs to prepare for a scale up of operations across several country programmes. Within the next couple of years, there will be multiple short-term senior deployments that will be required to ensure strong logistics processes are in place to support MAG operations. MAG is launching a pre-selection process to set up a Pool of ***senior logistics experts,*** matching one of more of the specific deployment ToR's listed and described below.

MAG Overview

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict. MAG also provides education programmes, particularly for children, so people can live, work and play as safely as a possible until they clear the land.

Since 1989, MAG has helped over 18 million people in 68 countries rebuild their lives and livelihoods after war. We believe it is unacceptable that millions of people are trapped in danger and poverty for years after war ends. We aim to help communities get on with their lives, and get back their futures.

MAG's vision is a safe and secure future for men, women and children affected by armed violence and conflict.

Specific terms for the Pool

a) Duration of the Pool: Pre-selected ***senior logistics experts*** will agree to their details (including CV and other personal information as necessary) being kept by MAG within a dedicated Pool for a duration of 2 years, until 31 December 2022. After this period, all personal data concerning the pre-selected ***senior logistics experts*** will be deleted and, if necessary, a new pre-selection process may be launched at discretion of MAG. By applying, candidates therefore agree that, if successful, MAG keeps their personal data for the duration of the Pool. Unsuccessful applicants' data will be processed per MAG's normal standards and their personal data will therefore be deleted following six months.

b) Assignments: when undertaking a deployment in line with one of the specific ToR's listed and described in the attached, the list of approved senior logistics experts pre-validated for the specific type of ToR will be contacted to check availability. If multiple experts within the Pool are available, an interview with the hiring manager, as well as their relevant experience within the operating context, will determine the selected expert that will be deployed.

c) Duration of Assignments: Short-term deployments are intended to not exceed 12 weeks'; the exact duration is pre-agreed by parties ahead of each deployment and is related to the specific type of support required by MAG Country Programme.

d) Destination of Assignments: deployment destinations are needs based; the Pool covers all MAG Country Programmes worldwide.

Selection Process for inclusion in the Pool:

The selection process will be based on relevant experience and motivation (CV, cover letter and application support form), performance on a written test and at interview to determine the applicants finally retained for the Pool.

Type of Contract Proposed
Based on the scope and span of the work required, MAG reserves the right to offer deployment based as either a consultant or a fixed term employee.

a) Consultant: MAG will set and agree a daily, weekly or monthly rate for the consultancy. MAG will also provide medical insurance, accommodation, per diem, visa and other administration support and flights.
b) Employee: Based on the nature of the role MAG will offer a salary, set using its job evaluation framework, as well as a Cost of Living Allowance and other allowances as appropriate for the position. As an employee, the individual will also be covered by MAG's medical insurance policies, as well as receive accommodation, annual leave and flights. MAG will also make all travel and visa arrangements.

Background Checks
MAG requires both consultants and employees to go through a rigorous background check process. This is normally completed at the time of appointment to a role however, for those in the Pool, reference checks will be pre-completed, reviewed and approved as individuals are entered into it.

Remaining background checks will be completed on appointment to a role, as either a consultant of an employee. If the expert chosen to go on deployment, and has worked *since* the previous references checks were obtained, updated ones will be required as per MAG pre-employment Policy.

Deployment ToRs
Detailed, time-bound and measurable ToR's will be developed and agreed ahead of any deployment. However, for the purpose of the creation of the Pool, three different types of example ToR's have been developed and applicants are required to set out in their application which of them they wish to be considered for.

Applicants may apply for one or multiple ToR's. Where applicants select multiple ToR's, they may be required to complete a selection exercise for each one they apply for. They would only be required to attend one interview however.

Type A: Opening up of a new Country Programme / existing Operations large scale-up
This type of deployment aims to support both Country Programmes that are deploying Operations for the first time, or are facing a significant scale up in existing operations, in terms of volumes and geographical footprint.

Key Activities: Set up relevant procurement contracts; creation of suppliers database in the relevant procurement categories; development of procurement plan for internationally sourced commodities; creation of import standard operating procedures (SOPs) and facilitation of any relevant import processes; support recruitment of logistics staff; training to relevant logistics and non-logistics staff in procurement and logistics procedures and tools; set up of asset management & tracking processes; set up of warehouse and inventory processes for low to medium stock volumes; set up of minimum standards & best practice for fleet operations per specific requirements; support Senior Management Team (SMT) in mitigation of identified procurement & logistics risks; training to MAG suppliers and/or partners in Policy on Personal Conduct, best business practices, and MAG key policies. Support assessment of existing capacities and identification of required capacity level for the increased operational volumes; development and implementation of action plans to support preparation activities.

Level of Seniority required across Procurement & Logistics sub-Functions	
Procurement	High
Inventory Management	Medium
Fleet management	Medium to High
Asset Management	Medium
Team mgmt. & Capacity Building	High

Type B: Temporary replacement of Procurement & Logistics Lead in a country Programme

This type of deployment aims to support Country Programmes in overcoming gaps and supporting the transition between post holders of critical Procurement and Logistics roles, ensuring day-to-day logistics output and support to Operations is maintained.

Key Activities: Support assessment of existing team; development of temporary action plan(s) during transition period; set up relevant Procurement contracts; support asset and/or warehouse inventory processes; training to relevant logistics and non-logistics staff in procurement and logistics procedures and tools; performing assessment of logistics function at programme level highlighting risks and weaknesses; training to MAG suppliers and/or partners on Policy on Personal Conduct, best business practices, and MAG key policies; support the recruitment of key logistics staff, their induction and provision of on-the-job technical support; receive and transmit handover from former logistics lead to newly appointed person.

Level of Seniority required across Procurement & Logistics sub-Functions	
Procurement	Medium
Inventory Management	Medium
Fleet management	Medium to High
Asset Management	Low
Team Mgmt. & Capacity Building	High

Type C: Support adoption of Global Logistics standard in a Country Programme

This type of deployments aims to support Country Programmes in transitioning to new global standards in procurement and logistics area, including adoption of new management systems, policies ways of working and tools.

Key Activities: change management activities; support assessment of the change from current standard to new standard; map existing processes and identify how they need to be modified as per new global standards; stakeholder management; historic data analysis and large volume of data processing; support in development of roll-out plan including key milestones and progress measurements; training to relevant logistics and non-logistics staff in on the new global standards being adopted; support the recruitment of key logistics staff, their induction and provision of on-the-job technical support; identify, train and support key colleagues within Programme staff to be the first point of contact to support related to the new ways of working or system; coordinate technical and non-technical activities of the roll-out across different stakeholders and functions.

Level of Seniority required across Procurement & Logistics sub-Functions	
Procurement	High
Inventory Management	Medium
Fleet management	Medium
Asset Management	Low
Capacity Building	High
Change management	High

Essential criteria:

- Extensive experience in management of Field Logistics operations on several Countries (3+) and Contexts
- Full working proficiency in English
- Experienced in managing large teams in complex countries
- Solid IT skills, with special focus on Microsoft Office 365, Teams, SharePoint
- Previous specific and demonstrable experience within the focus area for applied TOR.

Desirable criteria:

- Previous experience in Mine Action sector
- Combination of NGO and Private sector experience within procurement and logistics area
- Professional proficiency in French or Arabic

Disclaimer:
Please notice that being pre-selected and included in the Pool does not constitute a commitment from MAG to engage the individual for employment or consultancy work.

Contact for Additional information
humanresources@maginternational.org

Deadline for Application
4 October 2020