

# TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACTS

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<b>JOB TITLE:</b>	Volunteer
<b>TYPE OF CONTRACT:</b>	Volunteer Contract
<b>UNIT/DIVISION:</b>	Supply Chain
<b>DUTY STATION (City, Country):</b>	Dar es Salaam, Tanzania
<b>DURATION:</b>	6 Months

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## BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

The job is at Country Offices (Tanzania Country Office) and the job holder will report to the Head of Logistics. The job holder will be working closely with more experienced professional staff members by receiving guidance and regular feedback on work performed

## ACCOUNTABILITIES/RESPONSIBILITIES:

1. Contribute to the development of logistics plans and processes to ensure compliance with wider logistics policies and WFP standards.
2. Support logistics projects and/or operational day-to-day activities following standard processes and contributing, directly or indirectly, to the effective delivery of food assistance to beneficiaries in Tanzania and to the neighbouring countries served by the Tanzania corridor including the Democratic Republic of Congo, Burundi, Rwanda, Uganda, and South Sudan.
3. Collect and analyse data through innovation, research and networking with colleagues to recommend actions to the supervisor in improving the performance of logistics operations.
4. Conduct part of logistics financial analysis and budget reviews, drawing out insights and recommending actions to the supervisor to optimize the use of available funds.
5. Guide support staff, acting as a point of referral and supporting them with analysis and queries.
6. Collate data through innovation and contribute to the preparation of accurate and timely reporting, supporting a WFP-wide view of logistics activities that enables informed decision-making and consistency of information presented to stakeholders.
7. Support the innovative capacity building of WFP staff and partners for efficient and effective delivery of food assistance to beneficiaries (i.e., through contribution to the training materials).
8. Identify and build productive relationships with supply chain colleagues and staff within the area of assignment to support an integrated approach to food assistance.
9. Follow emergency logistics preparedness practices to ensure WFP is innovatively able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
10. Act innovatively on an assigned emergency response capacity as required to meet emergency food assistance needs.
11. Any other activities as required.

## DELIVERABLES AT THE END OF THE CONTRACT:

Contribute towards supporting Country Office supply chain operations and administrative work.

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## QUALIFICATIONS & EXPERIENCE REQUIRED:

**Education:** Degree in Logistics/Supply Chain or any other related subject.

**Experience:** 0-1 year of experience in similar work is preferred.

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**Knowledge & Skills:**    Conversant in Ms. Office application (Ms. Word, Excel, Powerpoint etc.)

**Languages:**    Fluency in English Language

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**Certified by Hiring Manager (name/title) & signature):**

..... **Date:** .....

**Accepted by Short-term/Consultancy contract holder (name & signature):**

..... **Date:** .....