

TERMS OF REFERENCE

Logistics support

Myanmar-Thailand Regional Programme

1. Background

1.1 About Humanity & Inclusion

Humanity & Inclusion (HI) is an independent and impartial international aid organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights. HI is currently implementing projects in almost 60 countries worldwide, including Thailand.

1.2 Context in which the project takes place

Thailand has a long-standing history in receiving refugees from neighbouring countries even though Thailand is not a signatory to the 1951 Refugee Convention or its 1967 Protocol and does not have a formal national asylum framework. Myanmar refugees have been hosted on the Thai-Myanmar border for over three decades; currently, about 100,000 refugees live in nine temporary shelters.

Camp management is controlled by the Thai authorities, namely the Ministry of the Interior, in collaboration with locally appointed Refugee Committees. The European Commission and the USA are the largest donors supporting actions that address the needs of refugees in the camps. 13 NGOs that are gathered under the Committee for the Coordination of Services to Displaced Persons in Thailand (CCSDPT¹) have been facing the challenges with funding cuts started in 2016. Food, non-food items, shelter, medical assistance, education, water and sanitation and other services continue to be provided by NGOs within the CCSDPT framework authorized by the Royal Thai Government, with UNHCR and other donors focusing on promoting an acceptable protection environment and filling certain gaps where possible.

In light of the political movements witnessed since early 2012 through the signing of the Nationwide Ceasefire Agreement in October 2015 and with the general elections in November 2015, a platform for further dialogue on voluntary repatriation between key stakeholders led to facilitation of voluntary return. It started in 2016 with the first group of 71 refugees who returned and the second group of 93 refugees facilitated to back to Myanmar in May; both governments plan to verify a new group in July 2018. Although this process is still very slow, CCSDPT members are coordinating closely to timely react on all known scenarios and updated the Strategic Framework for Durable Solutions and its guidelines with identified actions to take in 2018.

1.3 About Handicap International in Thailand

HI started working in Thailand in 1982 and first focused its actions on the delivery of mobility and assistive devices to Cambodian landmine victims, and since 1984 to Burmese landmine victims, most of who needed lower limb prostheses. Since 1998, the scope of projects broadened and HI started providing physical rehabilitation services to persons with disabilities, as well as promoting inclusion within mainstream service providers, so far targeting mainly livelihoods, shelter and vocational training actors.

Negotiations to start operations inside Myanmar started in 1994, but the first operations are dated only 2008, following cyclone Nargis program, mainly focused on emergency response. In 2013, after a new exploratory mission, the program was reopened, initially focused on the possibility of starting Humanitarian Mine Action, which was transferred later under the development due to high vulnerability of the country to natural hazards.

In 2016, operations in Myanmar and Thailand were merged in one regional program, the MyTh. Currently and under the 2018-2020 regional strategy, the program in both countries implements: Armed Violence reduction, Inclusion and Health and Rehabilitation. In Thailand, 4 projects are on-going under 3 pillars:

¹ www.ccsdpt.org

- a. Mine Risk Education sessions are implemented in all 9 refugee camps with the funding provided by PRM. In addition, UNHCR is funding RE pre-departure sessions in 9 VRCs (Voluntary repatriation Centres);
- b. Disability & social inclusion (DSI) runs thanks to the UNHCR and PRM funding in 5 refugee camps;
- c. Growing Together project, under inclusion pillar as well, is implemented with the support of IKEA Foundation in 5 refugee camps;
- d. Rehabilitation project with provision of Physiotherapy and Occupational therapy and assistive devices is funded by UNHCR and the Delegation of the European Union to Thailand in 5 refugee camps along Thailand-Myanmar border.

One of the main crosscuttings – support the Voluntary Repatriation – is co-funded by all donors.

1.4 Justification for calling upon an external support

During the development of the MyTh 2018-2020 strategy, it was identified then following:

- As a result of the long process of merging operations in Thailand - first with Cambodia, then with Myanmar - and as a legacy of the past when the logistic department of Thailand was only considered as a satellite, no significant actions were taken to build up Thailand autonomy;
- IKEA Growing Together regional team, which started late 2016, has been nested in Thailand site structure, impacting logistic workload, processes and practices.

Thailand site follows-up on the strategy implementation to reach improvement of the logistic performance focusing on the restructuring of the Logistic department (completed) and achieving the 3 main objectives: a) Sizing and reinforcement of MyTh regional logistics department to improve their response capacity; b) Harmonizing the logistic department and procedures under management and supervision of the regional SSC; c) Reinforcing logistics knowledge & compliance of the two sites.

2016 witnessed the temporary assignment of a Site Admin position in Thailand and the reinforcement of its logistics team that followed nationalization of the Site Admin position on a long-term since Mid-March 2018. The overall management remains under the Regional Support Service Coordinator position in Myanmar, who is also in charge of the logistics position for the Regional program.

The current challenges that Thailand site is facing are driven by a number of external and internal missions (almost 10 during June-July 2018) for which, the logistic support is expected for arrangements of travel (to country base-station and within the country including the travels to refugee camps) and accommodation.

Also, reaching the end of the contracting period of some projects impacts the logistic workload in processing various procurements. This is additionally scaled up with partnerships agreements signed and HI responsibility for in-kind support: procurement and delivery.

With the start of rainy season, logistic' maintenance team has been receiving more requests for the repair/ maintenance of expat's housings and HI facilities in the refugee camps to check and to clear.

In the other hand, being the equal member of the CCSDPT umbrella, HI committed to support revision and implementation of the CCSDPT strategy and actions identified including revision of the assets, equipment and furniture located in refugee camps for the purpose of a possible withdrawal and decommissioning of some camps.

2. SCOPE AND OBJECTIVES of the logistic support

An external support is required to assist and support logistic unit in Thailand in reaching their objectives and reporting deliverables under the MyTh Strategy and reaching the objectives under CCSDPT Strategic framework. In this sense, 2 main objectives are set-up as following:

2.1. Objective 1 (OB1)

The OB1 is to conduct **physical check of HI assets and equipment** in the country office in Mae Sot including the storages, 2 guesthouses (Umphang and Mae Towla), in HI premises namely projects' facilities² in 9 refugee camps and 7 houses occupied by expatriate staff.

² Please refer to the paragraph 1.3 to learn number of HI projects and camp' coverage.

2.1.1. Specific objectives of the OB1:

- To perform physical check and inspection of the HI assets, equipment and furniture in all HI premises/ facilities;
- To compare and update the internal EMC table (Equipment Monitoring Chart - database) by entering all missing assets and equipment;
- To check the inventory numbers labelled at the assets and equipment with those entered into EMC table;
- To complete labelling of all assets and equipment;
- To complete the internal EMC table of assets and equipment with other data in collaboration with Logistic Base Officer and Logistic Manager (e.g. date of procurement, donor, etc);
- To enter all furniture from all HI premises/ facilities into a new database;
- Once the internal check, labelling and databases are complete (EMC and furniture), fill in the CCSDPT Toolbox 3 of assets and equipment located in all refugee camps.

2.2. Objective 2 (OB2)

The OB2 is **to give support to the procurement team** of the logistic unit to reduce the overload and to process all PSRs (Procurement Requests Forms) in hand.

2.2.1. Specific objectives of the OB2:

- To entry data from PSRs into 'PSR monitoring chart' and update the progress of those already entered;
- To update supplier, price and contract database in relation with the PSR monitoring chart
- To assist in translation of the invoices (by hand into English);
- To act as good receiver and check the goods/ materials delivered by suppliers;
- To assist in coping and archiving of the purchase files.

3. METHODOLOGY – Way of working

No specific methodology is required for OB1 and OB2.

HI deems that a team of 2 persons will be needed to meet specific objectives listed for the OB1: the candidates are expected to stay in Mae Sot where HI country office, storages and expatriate housing are. As well, the candidates are expected to travel to Umphang and Mae Towla where HI Guesthouses are equipment and to refugee camps to be able to complete the task. The team of 2 will be accompanied by Logistic Base Officer and/ or Driver Maintenance all the time while travelling and visiting HI premises.

On the other hand, a 1 candidate would be expected to complete tasks/ specific objectives for the OB2. A candidate is expected to perform an office-work and will not be asked to travel outside Mae Sot.

The candidates will be working under direct supervision of the Logistic Base Officer and/ or Driver Maintenance (for the purpose of OB1) and with Procurement Officer (for the purpose of OB2). Overall supervision will be held by Logistic Manager and Site Admin Coordinator. HI staff will ensure compliance with HI/ donors protocols and procedures.

The candidates will be using already designed and at-place HI databases (EMC table, furniture, PSR chart) and CCSDPT Toolbox.

4. DELIVERABLES

Candidates will be obliged to deliver as follows:

4.1. Deliverables under OB1:

- EMC table completed in English;
- Furniture table completed in English;
- CCSDPT Toolbox completed in English.

4.2. Deliverables under OB2:

- PSR monitoring chart completed up-to-date in English;
- Completed and archived purchased files.

NOTE: Annex to this Terms of Reference is attached with the samples of all related forms and tables required to fill in for the purpose of the OB1 and OB2. The tables possess relevant formulas that the sample tables do not displace in attached annex.

5. BUDGET

The overall budget for OB1 and OB2 is USD 7,000.

The candidates can apply separately for OB1 or OB2, and for both objectives as a package. HI may assess applications of a bigger team (more than 2 for OB1 and more than 1 for OB2) but in any case, the overall proposed remuneration(s) cannot exceed the budget envelop planned for logistic support.

6. TIMELINE

6.1. Timeline for OB1:

HI's assessed that minimum 1.5 month will be needed to complete the tasks under OB1 due to number of HI premises to check and their locations. The candidates are expected to propose envisaged duration of the assignment and submission date of the deliverables listed under paragraph 4.1.

6.2. Timeline for OB2:

The maximum assignment for a candidate will be 2 months.

7. PROFILE OF A CANDIDATE

7.1. Profile of a candidate under OB1

Tasks under OB1 can be carried out by a candidate or a team of support staff. If a team of 2 or more is selected, HI will consider one team leader taking a responsibility over the support team. This person (a team leader) will keep all communication with HI Thailand staff.

A candidate or a team of candidates should combine the following skills, experience and knowledge:

Required	Advantages
<ul style="list-style-type: none"> • Written and spoken English (a team leader minimum). • Good knowledge of MS Excel. • Previous experience working in logistics unit and inventory. • Skill level: Officer 	<ul style="list-style-type: none"> • Experience working with NGOs and with HI before. • Experience working in refugee camps. • Knowledge of local language(s) – English, Karen, Burmese.

7.2. Profile of a candidate under OB2

Tasks under OB2 to be carried out by a candidate.

A candidate should possess the following skills, experience and knowledge:

Required	Advantages
<ul style="list-style-type: none"> • Good written and spoken English. • Solid knowledge of MS Excel. • Experience working as a clerk. • Experience in archiving. • Skill Level: Officer 	<ul style="list-style-type: none"> • Experience working with NGOs and with HI before. • Experience working with suppliers in Mae Sot. • Previous experience working in logistics unit and procurement.

8. FORMALITIES – HOW TO APPLY

Proposals/ offers from interested candidates for OB1 and OB2 should include the following:

1. Letter of expression of interests (compulsory);
2. Curriculum vitae (compulsory) detailing the consultant's experience in Logistics and inventory for OB1 and experience in Logistics and procurement for OB2;
3. Financial offer (compulsory) for:
 - OB1 if applying only for OB1.
 - OB2 if applying only for OB2.
 - OB1 and OB2 if applying for both.

All costs related to the OB1 and OB2 should be figured into the financial offer of the candidates, including fees, domestic and international travel if needed, visa, accommodation, etc.

NOTE: for OB1, transportation from Mae Sot to the refugee camps will be provided by HI as well as accommodation at HI guesthouses in Umphang while covering Umpiem Mai and Nupo camps and in Mae Towla while covering Mae La Oon and Mae Ra Ma Luang refugee camps. Accommodation in a hotel in Mae Hong Son and Katchanaburi/ Rachanaburi will be covered by the candidates.

4. Scanned copy of ID/ passport (compulsory);
5. List of references from previous employers.

The deadline for submission is **the 13th of July 2018 at midnight Thailand time**. Applications received after the application deadline will not be considered.

Applications should be submitted to the following email: m.khin-yu@hi.org and p.khamkongjan@hi.org including as subject in the mail depending on which objective a candidate applies: **OB1 or OB2 or OB1/OB2 for HI logistic support in Thailand**.

HI welcomes all national and international staff to apply and in particular women as well as people with disabilities who may perform tasks under OB2.

“Handicap International that runs its program under operating name Humanity & Inclusion is committed to safeguarding towards beneficiaries and especially children, staff and volunteers. In line with this, the candidates will need to acknowledge having read the HI policies and particularly missions, safety, prevention and fight against corruption, child protection, protection of beneficiaries against sexual abuse, gender policy, and will need to commit to it by signing a Code of Conduct”.

NOTE - Camp/ field visit limitations:

- No entry to the camps without camp-pass permission (will be ensured by HI);
- No camp visit during Bank Holidays and weekends;
- Mae La is 45 minutes from Mae Sot; Umpiem Mai and Nu Po camps are about 2 and 6 hours from Mae Sot and accommodation at Umphang where HI has a guesthouse (mid-way for both camps); Mae Ra Ma Luang and Mae La Oon are 6 to 8 hours from Mae Sot, there is a HI's guesthouse, where a consultant can stay for the week in order to cover both temporary shelters; Bae Mae Surin and Bae Mai Nai Soi are 8 hrs away from Mae Sot and hotels are available in Mae Hong Son; Ban Don Yang and Tham Hin camps are 8 hrs away from Mae Son and hotels are available there.

9. SELECTION:

Selection of the applications will be made by a selection committee that will check completeness of applications (minimum 4 as compulsory) and the qualifications and competences of the candidates including competitive financial offer, human resources skills and previous experiences.

Incomplete applications will not be taken into consideration. Selected applicants may be invited for a (phone/skype) interview.

HI reserves the right to contact the applicants for further information before the final selection.

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