



## **TERMS OF REFERENCE**

### **LOGISTICS ASSOCIATES – CDEMA SUB-REGIONAL FOCAL POINTS**

#### **1.0 BACKGROUND**

The Caribbean Disaster Emergency Management Agency (CDEMA) in collaboration with the United Nations World Food Program (WFP) aims to provide the Sub-Regional Focal Points (SRFPs) & CDEMA Participating States (PS) with the human capital to strengthen logistics management. This includes the adaptation of the Model Policy and Plan for Relief Management and Logistics at the level of the National Disaster Organisation (NDO) and the application of the CDEMA Logistics System (CLS). This new opportunity for Logistics Associate positions will provide additional resources and support, to Participating States.

This is an entry level position with preference for recent university graduates and will provide practical experience in logistics and supply chain, especially in emergency management. Female candidates are strongly encouraged to apply. The successful candidates will undertake comprehensive training either virtually or in Barbados along with online training and workshops, prior to starting work with the PS where they will be assigned. The Logistics Associates should be nationals or permanent residents of the SRFP country to which they are posted. They will also be required to undertake work, and dedicate a portion of their time, in the other PSs of their Sub Region.

The CDEMA Sub regions are as follows: The Eastern Sub-region led by Antigua and Barbuda comprises Anguilla, the British Virgin Islands, Montserrat, Sint Maarten and St. Kitts and Nevis; the Central Sub-region led by Barbados comprises Dominica, Saint Lucia and St. Vincent and the Grenadines; the Southern sub-region led by Trinidad and Tobago comprises Grenada, Guyana and Suriname. This position is for the Southern Sub-Region led by Trinidad and Tobago.

#### **2.0 OBJECTIVES**

The objectives are:

- 2.1 To support the ongoing adaptation process for the Model Relief and Logistics Plan and Policy, under the guidance of the CDEMA CU Logistics Specialist 1 and Logistics Specialist 2
- 2.2 To enable the rapid deployment of the CLS. Support to the frontloading of extended effort required to make the initial stages of the digital system rollout possible, whilst

encouraging the short, and long-term acceptance and willingness to embrace the model systems and software technologies adopted by CDEMAs partners in the PSs.

- 2.3 To provide practical experience in the field of Logistics to recent University graduates.

### **3.0 FUNCTIONAL RELATIONSHIPS**

The Logistics Associate will work with, and provide support to, the National Disaster Coordinator in the SRFP as well as Participating States within the SRFP. They will report to the National Disaster Coordinator in the SRFP and will function as the day-to-day liaison between the CDEMA Coordinating Unit (CU), the SRFP and WFP.

### **4.0 SCOPE OF WORK**

The Logistics Associate will perform the following functions:

- 4.1 Support the National Disaster Office in the management of its logistics, planning and relief management programme which includes:
  - 4.1.1 Management of inventory inclusive of:
    - a) Strengthening of cataloguing system
    - b) Coordination of needs list from PS
    - c) Regular inventory inspections, reports and checks on key stock inventory items.
  - 4.1.2 Providing support on the development of a Draft Policy approach to Relief Management and Logistics
    - 4.1.2.1 Support CDEMA and WFP in collecting and collating the data for the CDEMA draft policy workshops and model documents (<https://cdema.org/virtual-library/cdema-cu-partners-products-documents/model-documents>).
  - 4.1.3 Development of a Relief and Logistics Plan
  - 4.1.4 Plan reviews and simulations
  - 4.1.5 Support and assist in the organizing and management of workshops and / or trainings under the SRFP or in support of CDEMA as required.
  - 4.1.6 Development of a database of local suppliers
  - 4.1.7 Identification of in-country and inter-country transportation options by road, water and air.

- 4.1.8 Supporting the maintenance and update of the database of information on port and airport capacities in SRFPs and countries within the subregion.
- 4.2** Implement the CLS software system in the SRFP as well as Participating States in the Sub-region. This includes but not limited to
  - 4.2.1 Provide data entry and management of national emergency relief inventory in CLS system/other systems
  - 4.2.2 Management in the gathering of information for logistics capacity assessments.
  - 4.2.3 Leading the CLS with logistics capacity assessments and this data entry into the CLS library.
  - 4.2.4 Deploy to impacted countries as part of the CDEMA Regional Response Mechanism to render technical and hands-on assistance and advice in relief efforts
  - 4.2.5 Familiarize oneself with CLS system, end to end supply chain modules and its supporting trainings/hardware and assist in deployment of the same in emergency response operations. Facilitate CLS adaptation / development for the National Disaster Office in the Sub-Regional Focal Points
- 4.3** Become a trainer of trainers to build more trainers of trainers and trainees.
- 4.4** Support and help provide training on the CLS software systems
- 4.5** Collaborate with the PS, WFP and CDEMA in the development of additional training for users of the system
- 4.6** Conduct basic warehouse training sessions either physically or virtually.
- 4.7** Deploy during emergency events as part of rapid response teams
- 4.8** Assist CDEMA and WFP to understand the areas for improvement and / or development of the CLS system to ensure compatibility with the PSs requirements and needs going forwards.

## **5.0 Duration**

- 5.1** Assignment will be supported by WFP for a period of one year with possibility of extension following review of performance.
- 5.2** Successful candidates will be subject to a 3-month probationary period.

## **6.0 Candidate Criteria:**

- 6.1 Bachelors' degree in Computer Science, Economics, Math, Supply Chain Management, Logistics, Management, Software or other related field that contributes heavily to the output of this role.
- 6.2 Certification in Logistics (such as APICS, SOLE, CIPS) would be an asset
- 6.3 Possess strong analytical, data processing skills.
- 6.4 Skills in databases and computer software would be an asset.
- 6.5 A strong attention to detail and accuracy.
- 6.6 Good verbal and written communication skills
- 6.7 A keen willingness to learn and develop a new skill set
- 6.8 Willingness to deploy in hardship emergency responses
- 6.9 Flexibility
- 6.10 Good interpersonal skills
- 6.11 Good negotiation, diplomacy, and advocacy skills
- 6.12 The ability to work as part of a team
- 6.13 Willingness to take initiative