Request Form and Terms of Reference for Third Party Consultant

Description of the assignment (Title of consultancy): Warehouse Coordinator

National or International consultant: National consultancy

Project Title: LEAPS

Period of assignment/services: 7 months (18 working days per month).

1. BACKGROUND

UNDP Lebanese Electoral Assistance and Parliament Support Project (LEAPS) has the main objective to promote democracy and human rights in Lebanon through the conduct of transparent, free and inclusive national and local elections, technical assistance to legal framework reforms and parliamentary processes as well as an important crosscutting component focused on electoral reforms and innovations, political participation and gender equality. Through a multi-component approach, the project has the intended outcomes of providing technical assistance and support in the following key electoral areas: 1) support to the electoral management and administration, 2) support to the campaign supervision and electoral monitoring, 3) enhanced electoral dispute resolution process, 4) promoting the adoption of key electoral reforms leading to enhanced participation, inclusion, and transparency, and 5) institutional support to the parliament.

In the context of preparation for the upcoming May 2026 parliamentary elections, the Ministry of Interior and Municipalities (MOIM), through the Directorate-General of Political Affairs and Refugees (DGPAR), which holds responsibility for electoral management, has requested project support for the recruitment of a warehouse coordinator who will be supporting and supervising processes related to the facility and ensure proper storage and management of the electoral materials during the 2026 parliamentary elections.

In preparation of the 2026 parliamentary elections specifically the electoral materials and the inventory of assets in the elections warehouse located in the sports city, the consultant will be in charge of ensuring the day-to-day operations and effectively manage the storage and movement of sensitive and nonsensitive electoral materials under the supervision of the DGPAR.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the supervision of the Chief Technical Advisor (CTA) and in coordination with the LEAPS team, the Warehouse Coordinator will support project delivery through the following functions:

1- Provide operational support to the DGPAR warehouse and the DGPAR as a whole through the execution and support of DGPAR's day-to-day logistical operations.
2- Be involved in transportation, stock control and inventory warehousing.
3- Ensure all warehouse activities are conducted in accordance with the DGPAR processes and procedures.
4- Organize and maintain inventory and storage area.
5- Maintain items record, document necessary information and utilize reports to project warehouse status.
6- Identify areas of improvement and establish innovative or adjust existing work procedures and practices.
7- Implementation of the process of preparing and packaging ballot boxes for both domestic and overseas voting, in accordance with the procedures approved by the DGPAR.

8- Rearranging and organizing the warehouse, along with conducting an inventory after the completion of the elections and the receipt of all used and unused materials.

3. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant is expected to submit a monthly progress report undertaking the above tasks and activities under the TOR noting that the total duration should not exceed 7 months (number of working days should not exceed 18 working days per month).

4. INSTITUTIONAL ARRANGEMENTS

- With day-to-day management by the CTA or designated mandated representative(s).
- UNDP will be responsible for providing the contractor with all necessary materials related to the project in a timely thorough and transparent manner. UNDP will be also responsible to provide clarifications and facilitation of the work.
- Day to Day transportation from home to office (& vice versa) shall be covered by the Consultant's own means.

5. DURATION OF WORK

The assigned duration for this consultancy is 7 months.

- The mission is expected to commence the 1st of December 2025, and to be completed by the 30th of June 2026.
- The time needed to review/ comment/ approve deliverables and outputs is (5) five working days.

6. DUTY STATION

Warehouse Coordinator will be based in Beirut.

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications and Years of experience:

a. At least a High School certificate.
b. At least 2 years of progressive professional experience in warehouse management, logistics coordination, and asset control, including oversight of receipt, storage, and dispatch operations.
c. At least 2 years of direct experience in transportation, stock control, and field logistics for large-scale national events or election operations, with demonstrated familiarity with official distribution procedures, material tracking, and secure handling of sensitive supplies.
d. At least 2 years of experience working with UN agencies, international organizations, or public institutions, preferably in positions requiring compliance with established procurement, asset, and reporting standards.
e. Proven capacity to manage complex logistics operations under strict timelines, ensure precise documentation, and enforce safety and accountability protocols in high-pressure environments.

Other Assets:

- Demonstrates the ability to work and adapt professionally and effectively in a dynamic and challenging environment.
- Proven ability to perform efficiently and maintain accuracy while working under pressure.
- Strong verbal and written communication skills in Arabic.

8. RECOMMENDED PRESENTATION OF OFFER

The offer of the Consultant shall include:

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number);

9. SALARY

Category D. The Consultant shall be compensated for services rendered with the ToR with a monthly rate of USD 1,260 per month, based on allocation of 18 working days per month.

10. PAYMENT TERMS

The consultant shall be paid upon completion of monthly assignment, and upon submission and approval of progress reports and timesheets, each month.