**SCI –Individual Consultant**

**(Spanish Language – Change Manager (Fleet Transformation)**

**Terms of Reference (ToR)**

Mandatory key skills required

1) Fluent in Spanish **and** English 2) Have worked in UN or INGO in a Change Management capacity or Supply Chain Capacity 3) Can work full-time on Latin America and Caribbean time zone starting as soon as possible and lasting up to 12 months.

SCI is welcoming proposal from qualified suppliers with a deadline of Tuesday 19th September. Please submit your proposal including 1. Your qualifications/experience/CV, 2. A daily rate and 3. Written explanation of why you are able to meet the brief captured below and the requirements below.

Note that we can make no exception to the mandatory key skills/requirements and may not have time to respond to you if you don’t meet those requirements.

1) Fluent in Spanish and English 2) Have worked in UN or INGO Change Management or Supply Chain/Fleet Management capacity 3) Can work full-time on Latin America and Caribbean time zone starting as soon as possible.

Submit proposals to [Jamie.meacham@savethechildren.org](mailto:Jamie.meacham@savethechildren.org) AND [ChuiLynn.Chew@savethechildren.org](mailto:ChuiLynn.Chew@savethechildren.org) by Tuesday 19th September

Background information/context

SCI is going through an ambitious transformation project to change the way we globally finance and operate our Fleet. This project is ongoing in 35 countries in SCI and started in LAC in July/August.

Objective

The objective of the consultant is, with the support of the global project team, to roll-out the Fleet Transformation to the countries in the LAC region. The countries currently in-scope (subject to change) are El Salvador, Guatemala, Bolivia, Colombia, Haiti, Nicaragua and Venezuela.

Location and official travel involved

The supplier can work remotely during the working hours of the Latin American and Caribbean Region which in general is GMT – 5 (Panama) some travel may be required for workshops.

Services the Supplier will provide

Overseeing the delivery of the Fleet Transformation project in LAC

Delivering the project in LAC countries in line with the project methodology

Managing senior relationship in countries in key departments and over-seeing the completion of project activities in a timely manner

Being the link between LAC countries and technical teams in the Centre (Fleet, Finance, Change)

For each country driving the in-country project team to complete critical steps

* Rightsizing of Fleet
* Calculating the Fleet Service Charge
* Deploying the Fleet Management System
* Engaging with existing members/donors
* Disposing off old Fleet and Purchasing new Fleet

The consultant will hold weekly or bi-weekly calls with each country and provide technical assistance in completion of these tasks (with support of the global project team).

Experience and skill set required

Spanish and English Language skills

Strong communication, project management and stakeholder skills

Understanding of Supply Chain

Strong communication skills and stakeholder management

Strong change management skills

Experience delivering transformation in Supply Chain context

Expected Deliverables

The Consultant will work on a day-rate within agreed hours of working to deliver Fleet Transformation in LAC countries in line with the toolkits and deployment schedules created by the project team.

The Consultant will hold bi-weekly calls with each country and additional calls as appropriate to guide them through the process of Fleet Transformation and provide subject matter expertise on each different stage. He/she will provide the link between the countries and the project team for issues that need different technical advice (finance, awards, and escalation)

Timeline

Estimated Commencement Date: September/October 2023 (as soon as possible).

Estimated End Date: December 2024

Status updates/reporting

The consultant will have access to SCIs toolkit for deployment and it is expected that he/she maintain the deployment schedules

General assumptions and dependencies

The Consultant will be support by the dedicated project team driving the global implementation of this project.

Payment information

Suppliers are paid on a daily rate. Timesheets are required for all service providers on a daily/hourly rate e.g.

Payment will be made based on the contractually agreed daily rate and only for the contractually agreed services. Timesheets using the template provided are to be submitted on a monthly basis during the Engagement. Payment will only be made upon receipt of a valid invoice accompanied by the timesheet/s for the relevant period.

The Fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation unless travel is requested by SCI whereby accommodation and travel costs will be covered.

Other important information

Sub-contracting of this work is strictly prohibited

Supplier should be working full-time on this engagement during the contractual period and not have additional contracts which limit the ability to work for SCI

Supplier should provide own technology for the assignment and have access to MS Teams.

Supplier must comply with [Supplier Sustainability Policy.pdf (savethechildren.net)](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf)