

SUPPLY CHAIN CONSULTANT – FRAMEWORK AGREEMENTS

Mission	ACF Sudan
Location	Hybrid - 50% remote and 50% in Sudan, including potential field visits to operational bases
Duration	3 months
Reporting to	Logistics Coordinator
Coordination with	National Supply Chain Manager, Base Logistics Teams, Technical Departments and other relevant stakeholders
Availability	As soon as possible

1. Background

Action Against Hunger (ACF) Sudan operates in a complex humanitarian context, with multiple operational bases and significant procurement needs to support the timely implementation of its programmes.

To strengthen procurement efficiency, improve supplier management, ensure compliance with internal procedures and reduce procurement lead times, the mission has identified the establishment and renewal of Framework Agreements (FWAs) as a key supply chain priority.

A mission-wide FWA pipeline has been developed, identifying procurement categories, existing agreements, ongoing procedures, and new agreements to be launched at both mission and base levels. These include, among others, non-food items, vehicle rental, transportation services, cash and voucher distribution services, ICT equipment, maintenance services, and other operational supplies and services.

Given the number of agreements to be established or renewed, their varying levels of priority, and the workload of existing logistics teams, the mission requires dedicated technical and operational support to accelerate the implementation of this pipeline.

ACF Sudan is therefore seeking a **Supply Chain consultant specialized in procurement and framework agreements** for a three-month assignment, with the specific responsibility of managing and implementing prioritized FWA procedures from their initial preparation through to contract signature.

The consultant will work under the supervision of the Logistics Coordinator, in close coordination with the National Supply Chain Manager, base logistics teams, technical departments, and other relevant stakeholders.

2. Objectives of the consultancy

The overall objective of the consultancy is to **accelerate the implementation of the mission's Framework Agreement pipeline**, ensuring that prioritized agreements are properly prepared, tendered, evaluated, negotiated, and finalized in compliance with ACF procurement procedures and applicable donor requirements.

The specific objectives are to:

- Review and operationalize the existing FWA pipeline, establishing a realistic

implementation schedule based on priorities, procurement complexity, and operational needs.

- Take direct responsibility for the end-to-end management of prioritized FWA procurement procedures, from preparation to contract signature.
- Support technical and operational departments in defining procurement requirements, technical specifications, Terms of Reference (ToRs), Bills of Quantities (BoQs), and other necessary tender documentation.
- Ensure transparent, competitive, and compliant supplier selection and evaluation processes.
- Facilitate coordination between mission-level and base-level teams throughout the procurement cycle.
- Maximize the number of priority FWAs successfully established or renewed during the three-month assignment, while ensuring the quality and compliance of each procedure.
- Ensure proper documentation, handover, and follow-up mechanisms for agreements established during the consultancy.

3. Scope of work

3.1. FWA pipeline review and implementation planning

- Review the existing mission-wide FWA pipeline, including agreements already in place, those requiring renewal, ongoing procurement procedures, and new agreements to be launched.
- Assess priorities in coordination with the Logistics Coordinator, Supply Chain Manager, and base logistics teams, considering operational urgency, procurement volume, and feasibility.
- Develop a detailed three-month implementation plan, identifying the FWAs to be prioritized, key milestones, responsibilities, and expected completion dates.
- Identify potential opportunities to consolidate procurement requirements across bases where operationally relevant and feasible.
- Regularly update the FWA pipeline and implementation schedule, highlighting progress, bottlenecks, and required decisions.

3.2. Preparation of tender documentation

The consultant will be directly responsible for coordinating and preparing the procurement documentation required to launch each prioritized FWA procedure.

This will include:

- Liaising with technical departments, programme teams, logistics staff, and other relevant stakeholders to identify and consolidate procurement needs.
- Supporting the preparation and validation of technical specifications, Terms of

Reference (ToRs), Bills of Quantities (BoQs), estimated quantities, service requirements, and other relevant technical documentation.

- Defining appropriate procurement approaches in accordance with ACF procurement procedures and applicable thresholds.
- Conducting or coordinating market assessments and supplier identification where necessary.
- Preparing complete tender dossiers, including Requests for Quotations (RFQs), tender documents, evaluation criteria, contractual conditions, and other required documentation.
- Ensuring that all tender dossiers are complete, coherent, and validated by the relevant stakeholders before publication or circulation.

3.3. Tendering and supplier selection

The consultant will manage the implementation of the procurement procedures for prioritized FWAs, including:

- Coordinating the publication or circulation of tender documents in accordance with applicable procedures.
- Managing communications with potential suppliers throughout the tendering process, ensuring transparency and equal treatment.
- Organizing clarification processes and ensuring that relevant information is consistently shared with bidders.
- Coordinating the receipt, registration, and opening of offers in accordance with ACF procedures.
- Organizing and facilitating evaluation committees with the participation of the relevant technical, logistics, and other designated staff.
- Preparing or consolidating technical and financial bid evaluations, comparative bid analyses, evaluation reports, and supplier selection recommendations.
- Coordinating negotiations with shortlisted suppliers where permitted and appropriate.
- Ensuring that procurement decisions are properly documented, justified, and submitted for the required validations.

3.4. Contract preparation and finalization

- Coordinate the preparation of Framework Agreements with selected suppliers, ensuring consistency with the tender conditions and evaluation outcomes.
- Review contractual terms, including prices, validity periods, geographical coverage, delivery conditions, service requirements, and other relevant provisions.
- Coordinate the necessary internal reviews and validations with logistics, finance, and other relevant departments.

- Facilitate the contract signature process with the appropriate authorized signatories.
- Ensure that signed agreements and supporting procurement documentation are properly archived and accessible to relevant mission and base teams.
- Coordinate the communication of finalized agreements to the teams responsible for their implementation.

3.5. Coordination with mission and base teams

- Work under the direct supervision of the Logistics Coordinator and in close coordination with the Supply Chain Manager.
- Maintain regular communication with base logistics teams to ensure that local procurement requirements and market conditions are adequately reflected in the FWA procedures.
- Coordinate with technical and programme departments to ensure timely preparation and validation of procurement specifications.
- Undertake field visits to operational bases when necessary to facilitate market assessments, supplier consultations, tender preparation, or evaluation processes.
- Organize regular progress meetings with the Logistics Coordinator and relevant stakeholders to review implementation status, address bottlenecks, and adjust priorities where necessary.

3.6. Procurement compliance, documentation and handover

- Ensure that all FWA procedures comply with ACF procurement regulations, applicable donor requirements, and relevant internal validation processes.
- Maintain complete and properly organized procurement files for each procedure.
- Identify and flag potential procurement risks, procedural gaps, or compliance issues requiring management attention.
- Maintain an updated tracking tool indicating the status, milestones, pending actions, and responsible stakeholders for each FWA.
- Ensure a structured handover to the National Logistics Manager and relevant base logistics teams, including finalized agreements, ongoing procedures, pending actions, and key supplier information.

4. Deliverables

The consultant will be expected to provide the following deliverables:

a) Complete procurement dossiers

Complete and compliant procurement documentation for the prioritized FWAs, including technical specifications, ToRs, BoQs, tender documents, evaluation criteria, bid analyses, and other required supporting documents.

b) Framework Agreements established or renewed

The maximum feasible number of priority FWAs successfully tendered, evaluated, validated, and signed during the consultancy period, in line with the agreed implementation plan and applicable procurement requirements.

c) **Updated FWA monitoring tool**

An updated tracking tool providing clear visibility on the progress of all prioritized procedures, including completed agreements, ongoing processes, bottlenecks, and outstanding actions.

d) **Final consultancy report and handover**

A concise final report summarizing:

- FWAs successfully established or renewed.
- Procurement procedures launched but not yet finalized.
- Main challenges encountered and actions taken.
- Pending steps, responsibilities, and recommendations to ensure continuity.
- Handover of all procurement documentation and relevant information to the mission logistics team.

5. Duration and timeline

The consultancy will be a **three-month assignment**, with approximately 50% of the working time conducted remotely and 50% in Sudan, based in Port Sudan/Khartoum, including potential travel to operational bases according to the needs of the FWA implementation plan and security conditions.

The distribution of remote and in-country working periods will be agreed with the Logistics Coordinator to ensure effective coordination with mission and base teams, particularly during critical stages of tender preparation, supplier evaluation, and contract finalization.

An indicative implementation schedule is proposed as follows:

Month 1 – Planning and launch of priority procedures

- Review and validation of the existing FWA pipeline.
- Development of the detailed implementation plan.
- Preparation and launch of the highest-priority procurement procedures.
- Coordination with technical teams and bases for the preparation of tender dossiers.

Month 2 – Tender management and evaluation

- Continued preparation and launch of prioritized FWA procedures.
- Management of ongoing tenders and supplier communications.
- Coordination of bid openings, evaluation committees, and supplier selection processes.

- Preparation of evaluation reports and required validations.

Month 3 – Contract finalization and handover

- Completion of ongoing evaluations and procurement procedures.
- Negotiation and finalization of Framework Agreements.
- Coordination of contract validation and signature.
- Consolidation of procurement files and updated FWA tracking tools.
- Final reporting and structured handover to the mission logistics team.

The timeline will be adjusted according to the complexity of each procurement procedure, applicable tendering deadlines, and operational priorities.

6. Required qualifications and experience

- University degree in Supply Chain Management, Logistics, Procurement, Business Administration, or a related field.
- Significant professional experience in humanitarian supply chain management, with a strong focus on procurement and supplier contracting.
- Strong knowledge of procurement compliance requirements, competitive tendering principles, and procurement documentation standards.
- Previous experience with Action Against Hunger procurement procedures and tools would be a strong asset.
- Previous experience with LINK would be a strong asset.
- Experience coordinating procurement processes involving multiple operational bases, technical departments, and stakeholders.
- Previous experience in Sudan or other complex humanitarian operational contexts would be an asset.
- Excellent organizational, analytical, negotiation, and communication skills.
- Ability to work independently, manage multiple procurement procedures simultaneously, and deliver results within tight deadlines.
- Fluency in English is required. Knowledge of Arabic would be an asset.
- Availability to work both remotely and in Sudan, including potential field visits subject to security and access conditions.

7. Evaluation Criteria:

Proposals will be evaluated based on:

- Understanding of the consultancy objectives.
- Proposed methodology and availability.
- Relevant qualifications and experience.

- Budget and timeline.

8. Application:

Kindly submit a technical and financial proposal. The technical proposal should include your CV and a max 4-page document stating how do you meet the criteria for this work, methodology, timetable, and availability. The financial proposal should include an all-inclusive fee for this specific work, including VAT and any other expenses carried out by the consultant/team of consultants. Applications to be sent to the following email addresses: procurement-sd@sd.acfspain.org and sahmed@sd.acfspain.org with the subject "Supply Chain Consultant – Framework Agreements", no later than **5th November 2026**. Currency of payment, preferably in USD (\$).

*This consultancy is for both individuals, groups/or companies.

Applications will be reviewed on a rolling basis, and the position may close earlier than the stated deadline once a sufficient number of qualified applications has been received. Interested candidates are encouraged to apply as soon as possible.