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Terms of Reference

Consultant, Supply Chain and Import Management — Direct Delivery of Vitamin A Capsules and Other Supply Chain Support, Chad

November 2026

NutritionIntl.org

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1. Identification

Position Title:	Consultant, Supply Chain and Import Management — Direct Delivery of Vitamin A Capsules and Other Supply Chain Support
Reports to/Position Title:	Project Director, PanAfricare, Nutrition International's implementing partner in Chad
Dotted-line reporting:	Supply Chain team, Child Survival, Nutrition International HQ (technical matters relating to Direct Delivery); Director, Direction de l'Alimentation et de la Nutrition Appliquée (DANA) (work carried out within DANA)
Location:	N'Djamena, Chad Part-time based in the Nutrition International Chad project office, part-time within DANA.
Contract type and duration:	Full-time consultancy, for six months from January 2027, extendable by agreement. The starting date for this position is expected to be approximately January 5th, 2027.
Date Prepared:	November 2026

2. Background and Context

Vitamin A deficiency (VAD) in Chad is a public health problem of critical severity: roughly half of children under five are deficient, and under-five mortality remains among the highest in Africa. Access is a structural constraint — 23 provinces, large distances to the nearest health facility, and insecurity in parts of the north and east. Chad delivers vitamin A supplementation (VAS) to children aged 6–59 months through twice-yearly national campaigns, generally integrated with polio or measles immunisation. Nutrition International (NI) has supported these campaigns since 2022 under a Memorandum of Understanding with the Ministry of Public Health and Prevention (Ministère de la Santé Publique et de la Prévention, MSPP) for the "Saving Lives with Vitamin A" project, working principally through the Direction de l'Alimentation et de la Nutrition Appliquée (DANA). Recent campaigns have targeted around five million children, and post-event coverage surveys are conducted after each round.

NI donates the vitamin A capsules (VACs) used in these campaigns. To date they have reached Chad through NI's Contribution in Kind (CIK) programme with UNICEF, under which NI purchases the capsules and donates them to UNICEF, which manages international shipment. From 2027 NI intends to supply Chad through Direct Delivery: NI contracts a third-party logistics provider to carry out international freight and customs clearance, funds the full cost of delivery, and owns the consignment until it is delivered in country. Government and local partners receive the consignment and manage in-country storage and distribution, with NI funding the full cost of in-country distribution down to district level.

The 2027 supply is expected to arrive as a single consignment in March 2027, ahead of the June 2027 campaign. A smaller shipment may be run beforehand to test the route and the import process. Consignments may be routed by air or by sea and road through the Douala corridor. Under Direct Delivery, NI becomes responsible for importation — registration or import authorisation, duty and tax exemption, customs clearance and any associated charges — and oversees these functions with assistance from the MSPP.

In addition, NI plans to distribute Zinc/ORS co-packs to children 6–59 months in target provinces during semiannual VAS campaign rounds, to reduce child mortality and morbidity risks related to diarrhoea, by integrating household prepositioning of Zinc/ORS into Chad's existing government-led VAS campaigns. This house-to-house Zinc/ORS distribution will be a novel approach in Chad, requiring thoughtful supply chain planning and well-managed execution.

3. Overall Purpose / Broad Function

The Consultant will establish and oversee the in-country processes required for Direct Delivery of VACs to Chad, and will build the capability to sustain them. Working from DANA on a part-time basis and from the NI Chad project office, the Consultant will put in place the systems, procedures, tools and working relationships that the import and receipt cycle depends on, and progressively transfer them to DANA and to the NI Chad project team. By the end of the assignment, the import and receipt cycle should be documented and functioning, with DANA able to take on the consignee and in-country receipt functions, and the NI Chad project team able to manage the part that remains with NI as shipper and owner of the goods in transit. The Consultant will also provide additional supply chain support for Zinc/ORS co-packs, as described in Section 4.

4. Key Duties and Responsibilities

The following subsections set out the Consultant's core responsibilities for Direct Delivery of VACs and related VAC supply chain support.

Regulatory and import requirements

- Document the full regulatory pathway for importing VACs into Chad, including product registration or exemption, import authorisation, and any pre-shipment or port inspection requirements, with the Direction Générale de la Pharmacie, du Médicament et des Laboratoires (DGPML) and any other relevant government entity.
- Establish the requirements and realistic lead times for duty and tax exemption on donated health and nutrition commodities, and assemble the documentation each application needs.
- Pursue each application in person through every required signature at DGPML, MSPP, the finance authorities and elsewhere as necessary, until it is granted.
- Advise on who should act as importer of record and consignee — PanAfricare, acting for NI; MSPP/DANA; the Centrale Pharmaceutique d'Achats (CPA); or another party — and on the implications of each option.
- Maintain a current view of regulatory changes affecting the importation of health and nutrition commodities into Chad.

Customs clearance and international logistics

- Document end-to-end clearance requirements, timelines, and risks for both air freight into N'Djamena and sea freight through Douala with onward road transit, including transit formalities, demurrage and detention terms, and port and storage charges.
- Prepare, assemble and review the import document set for each VAC shipment, and verify it before dispatch is authorised.
- Liaise with NI's logistics provider, its freight forwarder and the local clearing agent, and with the Direction Générale des Douanes et des Droits Indirects (DGDDI), to track consignments and resolve issues as they arise.

- Verify the work and the invoiced costs of the logistics provider and the clearing agent against the contract and the authorised purchase order, and report discrepancies to NI.
- Identify and escalate risks to delivery dates early, and propose practical mitigations.
- Verify arrangements for storage conditions in transit and on arrival, noting that VACs require controlled room temperature (15–25°C), not cold chain.
- Confirm that transit and exemption files are closed and any customs bonds or guarantees released after each shipment, and retain a complete document file.
- Document the condition of each consignment at handover from the clearing agent — photographs, seal numbers, quantity and lot verification against the packing list, and temperature or data-logger records — attending in person where the handover takes place in N'Djamena, and otherwise verifying the records produced by the clearing agent.
- Confirm final receipt of each consignment by the receiving warehouse, including its goods-receipt inspection and batch verification, and ensure signed proof of delivery is returned to NI.

Capacity building — DANA

- Working from DANA on a part-time basis, strengthen DANA's capacity to manage the import and receipt process — regulatory submissions, exemption files, document preparation, clearance follow-up and goods receipt — moving from demonstration, to joint working, to DANA-led execution over the course of the assignment.
- Assess DANA's wider supply chain capacity and provide targeted support in forecasting and quantification, supply planning, stock management, storage, distribution planning and performance monitoring.
- Produce written procedures, checklists and document templates that remain with DANA, and train DANA staff in their use.
- Identify residual capacity gaps and recommend how NI and other partners should address them after the assignment ends.

Systems and capability within the NI Chad project team

- Establish the systems the NI Chad team needs to manage the in-country side of Direct Delivery — shipment trackers, document files, regulatory and exemption calendars, cost records and escalation routes — and keep them current through each shipment carried out during the assignment.
- Build the capability of NI Chad project staff to operate those systems and to manage the part of the Direct Delivery process that remains with NI as shipper and owner of the goods in transit, through documented procedures, hands-on involvement in each shipment, and structured handover.

Forecasting, supply planning and in-country logistics

- Support NI and DANA in quantification of VAC requirements for each campaign, using international best practices for demand forecasting and supply planning, and convert forecasts into timely and accurate order requests.
- Document in-country warehousing and distribution arrangements from receipt through to provincial and district level, and advise on the appropriate delivery point and handover process.

- Verify that storage conditions at the national warehouse in N'Djamena meet the product's requirements — environmental conditions, security, segregation and stock recording — and, where they fall short, propose remedial measures, agree them with the warehouse operator, obtain NI's approval, and oversee implementation.
- Support DANA and MSPP in planning the onward movement of capsules to provinces, districts and health facilities ahead of each campaign, and in reconciling quantities distributed, consumed and returned afterwards.
- Support VAC campaign downstream logistics, as requested by NI.

Relationships, reporting and documentation

- Represent NI with MSPP (DANA and DGPML), CPA, DGDDI and other relevant authorities on matters relating to VAC importation, within the limits agreed with NI; commitments binding NI, including financial commitments, require NI's prior written approval.
- Monitor the status of each consignment from dispatch to delivery and keep NI, PanAfricare, DANA, CPA and MSPP informed of its position, expected arrival and any change to it — including a pre-alert to the receiving warehouse in advance of delivery, with the invoice, packing list and transport document, so that receipt and quality checks can be planned.
- Provide NI with a short report at the end of each shipment cycle recording what happened, what it cost, and what should change next time.
- Contribute the Chad content for NI's Direct Delivery decision logs, readiness plan and process documentation.
- Any other duties as requested.

Zinc/ORS Supply Chain

Support for Zinc/ORS co-packs is additional to the Consultant's core VAC responsibilities and will be provided as requested by NI, without displacing time-critical VAC activities. The duties below apply according to the procurement and delivery arrangements for Zinc/ORS. General reporting and documentation requirements also apply to this work.

- Assist with the regulatory and import processes applicable to Zinc/ORS co-packs.
- Engage with the supplier and the customs clearance agents and authorities for Zinc/ORS co-packs, as needed to facilitate efficient processes.
- Guide NI and DANA in quantification of Zinc/ORS co-pack requirements for target provinces, using international best practices for demand forecasting and supply planning, and convert forecasts into timely and accurate order requests.
- Support downstream logistics for Zinc/ORS co-pack distribution in target provinces, as requested by NI.

5. Qualifications

Education and professional designations

- Licence (BAC+3) or equivalent university degree in supply chain management, logistics, pharmacy or a closely related field.
- Advantageous: a recognised professional supply chain certification, for example ASCM/APICS (CPIM, CSCP, CLTD), SCMP, CILT, CIPS, or MIT MicroMasters.

Experience

- At least ten years' experience in supply chain management overall.
- At least five years' experience in the international logistics and customs clearance of health or nutrition commodities into Chad.
- At least five years' experience working with global health or humanitarian organisations, or with their agents, on the importation of health or nutrition commodities.
- Demonstrated experience building the capacity of government counterparts or partner organisations in supply chain functions.

6. Competencies and Capabilities

Technical — supply chain, health and nutrition commodities

- Detailed working knowledge of Chad's regulatory pathway for importing health and nutrition commodities: customs clearance, product registration and registration exemption, and import authorisation — how each is obtained, what documentation each requires, and the DGPML processes and timelines that govern them.
- Demonstrated ability to obtain duty and tax exemption for donated health and nutrition commodities in Chad, including compiling the exemption file, securing ministry endorsement, and carrying it through to customs assessment.
- Practical command of customs clearance at N'Djamena airport and at the N'Gueli dry port, and of the Douala–N'Djamena corridor, including Douala port operations, Cameroonian transit formalities, bonded transit, port and storage charges, demurrage and detention, and the handling of delays and system downtime.
- Proven ability to work with freight forwarders and licensed clearing agents and to control the import document set — air waybill or bill of lading, commercial invoice, packing list, certificate of analysis, import permit and exemption — including pre-alert, release and delivery to the receiving warehouse.
- Health or nutrition supply forecasting, quantification and supply planning, including campaign-based requirements.
- Knowledge of in-country logistics for health and nutrition commodities in Chad, including warehousing, stock management, storage conditions and distribution to provincial and district level.
- Strong IT skills, including Microsoft Word and Excel and the use of video conferencing platforms.

Other — communication, relationships and ways of working

- An established working relationship with DGPML, and the ability to work effectively with DGDDI and CPA.
- Established working relationships elsewhere within MSPP — with DANA or with other health programmes — and a demonstrated ability to work effectively with them.
- Fluency in French, written and spoken. Strong working English sufficient to report to and work with NI HQ. Chadian Arabic is an advantage, but not required.
- Strong written and verbal communication skills, including clear written reporting to a dispersed team.

- Ability to transfer skills rather than substitute for them: coaching, training, and developing procedures that others can follow.
- Strong teamwork skills, and the ability to work productively with limited day-to-day supervision and across more than one reporting relationship.
- Responsiveness to urgent requests, particularly around dispatch, arrival and clearance.
- High ethical standards, with full compliance with NI's anti-fraud, anti-bribery and conflict-of-interest policies. Facilitation payments are prohibited; any request for one must be reported to NI.
- Independence from service providers: no affiliation with any third-party logistics provider, freight forwarder, clearing agent or transporter operating in the VAC or Zinc/ORS supply chain to Chad, whether or not currently engaged by NI. Candidates must disclose any employment, ownership, financial or family connection to such providers at application, and the Consultant must disclose any that arises during the assignment.
- Legally allowed to work and reside in Chad.

7. Travel Requirements

Based in N'Djamena, with in-country travel as the shipment and campaign cycle requires and, if needed, international travel to Douala Cameroon, or other port locations.

8. Payment

Payment to the consultant will include:

- Agreed daily rate, based on approved invoices, for full days worked, not to exceed the number of weekdays in the month (average of 22 working days/month).
- Reimbursement for approved travel costs.
- A moderate allowance or reimbursement for communications costs may be allowed.

9. Application Process

Interested consultants are invited to submit the following documents by email to procurementafrica@nutritionintl.org no later than 4th December 2026, 18:00 hours (Chad Time):

1. Up-to-date Curriculum Vitae (CV), in English
2. Cover Letter (maximum 2 pages) explaining the applicant's suitability for the assignment, motivation, and availability (including starting date), in English
3. Daily Rate Proposal in XAF
4. Three Professional References (Name, Title, Organization, Email, Phone Number, LinkedIn page)

Any questions regarding this TOR should be sent to procurementafrica@nutritionintl.org

Important: Emails with your application or any question regarding this solicitation must have the Subject: "Chad Supply Chain Consultancy - [Your name]"

NOTE: These Terms of Reference can and will be amended as required from time to time at Nutrition International's discretion in accordance with its operational requirements.



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