

4.3.1 LOGISTICS AND SUPPLY ACTIVITIES OVER THE DURATION OF A PROGRAMME

Activity	Assessment phase	Start-up phase	Implementation phase	Closure phase
Assets tracking	<ul style="list-style-type: none"> Identify the availability of assets that are currently available. 	<ul style="list-style-type: none"> Establish databases and ensure items are registered as received. Ensure assets are tracked as they move. 	<ul style="list-style-type: none"> Track capital item movements. 	<ul style="list-style-type: none"> Make a disposal plan for all assets. Ensure donor internal policies for disposal are followed.
Staffing	<ul style="list-style-type: none"> Determine logistics and supply requirement. Determine existing CARE capacity and capability. Determine available local capacity and capability. Specify international national recruitment needs. Provide staffing budget. 	<ul style="list-style-type: none"> Finalise and agree job descriptions. Recruit staff. Induct and train staff as necessary. 	<ul style="list-style-type: none"> Monitor staff performance and provide feedback. Provide training and development as necessary. Identify additional needs and recruit as necessary. 	<ul style="list-style-type: none"> Plan staff's contract termination or redeployment as the programme scales down. Ensure contract termination processes and procedures comply with local laws etc.
Warehouse and inventory management	<ul style="list-style-type: none"> Determine storage and warehousing needs. Identify available existing storage/warehousing facilities/material handling. Identify opportunity of expansion. Identify potential new sites. Provide budget costs. 	<ul style="list-style-type: none"> Select sites. Negotiate and conclude contracts. Carry out any essential works to customise to requirements. Obtain material handling equipment and storage media. Establish effective management control and reporting procedures. 	<ul style="list-style-type: none"> Ensure buildings are well maintained and that any problems are dealt effectively with in terms of lease/contracts. Ensure that procedures are well implemented. Carry out regular stock reviews and audits and ensure results are recorded. 	<ul style="list-style-type: none"> Make plan disposal of remaining stock, equipment ensuring donor/internal policies for disposal are followed. Ensure appropriate notice is given. Do an exit inspection with landlord and owner.

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Transport and distribution	<ul style="list-style-type: none"> • Determine requirements for transport and distribution. • Identify any constraints on transport use. • Identify available transport resources. • Develop a distribution plan. • Provide budget costs. 	<ul style="list-style-type: none"> • Identify transporters, and evaluate capability and capacity to perform. • Put in place transport and distribution arrangements. • Establish effective transport/distribution control and documentation systems. 	<ul style="list-style-type: none"> • Monitor performance of transporters. • Ensure procedures are properly implemented. 	<ul style="list-style-type: none"> • Ensure not is given an final payments done in accordance with any contracts made. • Notify usual transporter of terminal of the project
Purchasing and supply	<ul style="list-style-type: none"> • Identify local suppliers and assess their capability. • Check on import procedures. • Develop a purchasing plan: identify supply needs and system. 	<ul style="list-style-type: none"> • Establish an effective order management system. • Train staff, both logistics and users, in its use. • Make purchases in accordance with system and procedure. 	<ul style="list-style-type: none"> • Ensure procedures are effectively implemented. • Monitor performance of vendors and systems. • Identify problem areas and take remedial action where necessary. 	<ul style="list-style-type: none"> • Ensure all orders are closed and suppliers are paid. • Consolidate records for potential future audit or evaluation
Vehicle management	<ul style="list-style-type: none"> • Determine requirements for vehicles and their types. • Decide whether to hire or purchase. • Provide budget costs. 	<ul style="list-style-type: none"> • Arrange hire or purchase of vehicles. • Establish maintenance systems. • Establish usage and fuel monitoring systems. 	<ul style="list-style-type: none"> • Ensure procedures are effectively implemented. • Monitor result and check deviations from norm (e.g. excessive fuel consumption) 	<ul style="list-style-type: none"> • Plan and implement disposal/reallocation of vehicles per internal and donor policies. • Ensure any rental contracts are terminated correctly and final payments made.
Comms and IT	<ul style="list-style-type: none"> • Determine requirements for IT equipment/services. • Assess internal capacity. • Check local regulations, licenses, etc. • Specify the additional capacity and 	<ul style="list-style-type: none"> • Obtain equipment and appropriate licenses, etc. • Install. • Train staff. 	<ul style="list-style-type: none"> • Ensure equipment is maintained, repaired and updated as necessary. 	<ul style="list-style-type: none"> • Plan and implement disposal/reallocation of equipment as per donor/internal requirements • Notify authorities concerning licenses,

Activity	Assessment phase technologies required • Provide budget costs.	Start-up phase	Implementation phase	Closure phase regulations etc.
Management information	<ul style="list-style-type: none"> Identify performance measures for logistics activities on the project. Provide input with budget cost, assumptions and possible constraints into the proposal process. 	<ul style="list-style-type: none"> Establish system to regularly feed back order information to customers. Establish system to feed back actual cost information to budget holders. 	<ul style="list-style-type: none"> Ensure reporting processes established are followed and updated where necessary. 	<ul style="list-style-type: none"> Provide 'er of deploymer report and input into project fina reports on compliance with donor requireme
Support to Security Management	<ul style="list-style-type: none"> Gather information on context and specific threats from UN, local authorities, partners and other NGOs. Carry out threat and vulnerability analysis. 	<ul style="list-style-type: none"> Develop security guidelines to minimise risks identified during assessment. Continue information gathering for regular reviews of risk analysis. Identify changes in risk level and alert management. 	<ul style="list-style-type: none"> Continue information gathering and dissemination for reviews of risk analysis. Identify changes in risk level/alert management. Update security guidelines. 	<ul style="list-style-type: none"> Ensure tha there are n security lapses towards th end of the project. Ensure no security ga during handover c activities o equipment partners or donors.