

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	<i>National or International Consultancy: Procurement and Supply Chain Consultancy</i>	
Requesting Section	Supply/Health	
Location	Place of assignment: Malawi with missions to field/districts	
	<input checked="" type="checkbox"/> Home Based/Own Office Space <input type="checkbox"/> Office Based:	
Contract Duration	6 weeks	
Number of working days	30	
Planned Start and End Date	From: 15 March 2022	To: 25 April 2022

BACKGROUND

Strong supply chains are fundamental building blocks of national welfare systems and necessary for attaining the Sustainable Development Goals (SDGs). This has been further highlighted by the COVID-19 pandemic which has underscored the importance of resilient and mature supply chains in national emergency response efforts. Recognizing these challenges, UNICEF has been increasing investments to support governments in strengthening their public supply chains, so that all children have equitable and timely access to health, nutrition, water, education, and sanitation and hygiene supplies, including in emergency situations when there is a peak in needs. The Government of Malawi (GoM) and Development Partners (DPs) are committed to working together to strengthen the entire health supply chain through an integrated national supply chain. This will ensure efficient and timely delivery of health commodities and essential medicines to the Service Delivery Points (SDPs) and ensure appropriate accountability and visibility as well as effective rollout of the Essential Health Package (EHP) as outlined in the HSSP II.

To address these barriers and despite remarkable progress achieved, UNICEF and the government have joined forces to identify supply chain bottlenecks, quantify investment needs and shape long-term improvement plans. Central to these efforts is the Master Supply Chain Transformation Plan (MSCTP) which serves to leverage the gains made to date and to support the achievement of supply chain integration, and the UNICEF Supply Chain Maturity Model which was used to measure the performance of key supply chain functions to guide investments and highlight areas that require additional resources to improve the efficiency of the supply chain in bringing essential medicines and health commodities to districts and communities across the country.

As part of continuous improvements in the supply chain, deliverables from this consultancy will contribute to strengthening of forecasting and quantification as outlined in the National Supply Chain Masterplan through the production of a comprehensive forecasting and quantification manual and training curriculum for the Malawi health supply chain system.

JUSTIFICATION

The Ministry of Health (MOH) works with other relevant stakeholders to prepare a national forecast of national pharmaceutical requirements on an annual basis– for all health-related products provided through the public sector. This includes projected quantities of vaccines, essential medicines, including those for HIV, malaria, tuberculosis, sexual and reproductive health, as well as medical supplies. The EPI also conducts the forecasting

and quantification for immunization supplies and vaccines. The requirements are then costed to inform supply planning. Effective quantification is critical to provide sufficient pharmaceuticals and supplies to the population.

There are also challenges in terms of quality, availability and completeness of national morbidity service level data and actual consumption data which may result in inaccurate and inefficient national quantification. To improve accuracy of forecasts and effectiveness of supply plans, quality inputs from the Districts and Sub District teams are required to have a good national forecast. Under decentralization each district controls its own budget and is intended to undertake quantification to determine commodity requirements based on available financial resources. Whilst there is adequate support from partners at national level for vertical programs such as malaria, HIV/AIDS, family planning and TB, little resources exist to enable districts to quantify their needs for essential medicines and supplies. However, to deliver the Essential Health Package (EHP), districts need to have the capacity to adequately forecast , quantify, plan ,implement, monitor and provide support throughout the whole supply chain system to avoid stock outs of vital and essential medicines and commodities.

To enable successful transition of this responsibility and to instill ownership of the process, their capacity must be strengthened to contribute to the overall national efforts at system strengthening through a unified procurement and supply chain management system , which will save time and money.

PURPOSE OF THE ASSIGNMENT

The overall purpose of this consultancy is to build capacity of district actors in procurement supply chain management (PSCM) through enhancing their capacity in quantification to enable health offices to manage forecasting, supply planning, ensuring there is good governance and leadership for supply chain management and monitoring to ensure uninterrupted supply of high quality vital and essential health commodities for the end users of all public health facilities in Malawi at national and subnational level. The assignment will focus on providing technical support to specific tasks that will be achieved at the end of the contract.

The specific purposes

- To build capacity of District teams for the accurate determination of the quantities of health commodities required at that level that anticipates future needs based on Ministry of Health targets and achievements.
- Develop a forecasting, quantification, monitoring and supportive supervision training program for District health offices and conduct a TOT training for districts and selected national staff
- To build capacity of District and sub district/community teams in performance monitoring and supportive supervision for their respective districts based on Ministry of Health targets and achievements.
- To ensure efficient health service delivery through an efficient and optimized supply chain management system.

The consultant will work closely with relevant Departments of Ministry of Health such as the District Health Offices (DHO), Health Technical Support Services (HTSS) Department in the Ministry of Health (MoH), the National Expanded Programme on Immunization (EPI), GHSC-PSM, PIU-GFATM Programs and UNICEF Supply and Health Sections of UNICEF Malawi.

SCOPE OF WORK/OBJECTIVES

Support MOH, HTSS and national EPI and subnational health teams to build capacity of district personnel in procurement supply chain management specifically with quantification to enable health offices manage forecasting and supply planning and monitoring and supportive supervision as part of system strengthening:

- Conduct a desk review, interviews with key stakeholders of current Malawi public health sector supply chain design and performance to identify issues with the forecasting, quantification, planning, monitoring and supportive supervision at national and sub-national (district, subdistrict, community) level.
- Conduct targeted visits to districts (if possible) and selected health facilities to interview staff, observe practices and identify gaps and issues with the current Malawi public health sector forecasting, quantification, monitoring and supportive supervision practices.
- Develop a comprehensive manual on forecasting and quantification, monitoring and supportive supervision with clear roles and responsibilities, SOPs, training manual and curriculum
- Undertake a training needs assessment, development of materials and build capacity in forecasting, quantification, monitoring and supportive supervision for supply chain staff and committees at districts.
- Other technical assistance and tasks that might be required by UNICEF and MOH and national EPI to be discussed (if needed).

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/ communication lines):

The national/international consultant will work under the direct supervision and report to the Supply Chain Specialist at UNICEF and be under the overall guidance of the Supply Manager at UNICEF. He/she will collaborate with the supply/health officer (s) as required.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

Final Reports(Word) and PowerPoint Presentation.

How will consultant consult and deliver work and when will reporting be done:

Through emails, phone, virtual teams and in person.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Conduct a desk review, interviews with key stakeholders of current Malawi public health sector supply chain design and performance to identify issues with the forecasting,	Progress Report	5	21 st March 2022	5%

quantification , monitoring and supportive supervision at the district level.				
Conduct targeted visits to districts (if possible) and selected health facilities to interview staff, observe practices and identify gaps and issues with the current Malawi public health sector forecasting, quantification practices, monitoring and supportive supervision of supply chain management	Trip report upon completion of the assignment and within 5 days of returning from trip.	5	28 th March 2022	10%
Develop a comprehensive manuals on forecasting, quantification , and monitoring and supportive supervision of supply chain systems with clear roles and responsibilities.	Comprehensive Malawi Public health sector Forecasting Quantification, and Monitoring and supportive Supervision Manuals for Districts.	7	6 th April 2022	30%
Develop comprehensive SOPs and Training Manual and Curriculum. Develop a Monitoring and supportive supervision program for district/Sub District health/community offices.	Training Manual, SOP and Curriculum on Forecasting and Quantification, and monitoring and supportive supervision for Districts . SOPs with checklist and KPI indicators of progress for Districts and Sub Districts/Community. M&E and supportive supervision program and Trip Report template. for Districts developed.	6	14 th April 2022	20%
Undertake a training needs assessment, development of materials and build capacity in forecasting , quantification, monitoring and supportive supervision for supply chain staff at districts.	TOT on forecasting, quantification, monitoring and supportive supervision Workshop (to be done in March/April 2022).	5	21 st April 2022	25%
Final Report and Power Point Presentation finalized	Final Report and Power point Presentation	2	25 th April 2022	10%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Travel (international and local) costs will be reimbursed on actual expenditures and upon presentation of original supporting documents. As per UNICEF operational guidelines, travel for international consultancies, will be in economy class and will use the most economical route.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Education:

- An advanced degree or equivalent in health, Pharmacy, Supply Chain Management, Logistics, Public health, immunization, or related field.

Work experience:

- At least 5 years professional work experience at government level and/or professional experience working in with national and/or international institutions and programs and projects in health, Pharmacy, Supply Chain Management, Logistics, Public health and immunization, Health systems management or another related field.
- Experience developing training modules in supply chain systems for health commodities in a developing country context. Demonstrated experience carrying out similar tasks in Malawi or in Southern Africa preferred.
- Experience in coordination, planning and implementation of system strengthening programs/projects in supply and logistics, health, immunization, public health and or related programs/projects.
- Experience of working in the UN or other international development organizations is most preferable,

Technical skills, knowledge and competencies:

- Knowledge and expertise in assessing forecasting and quantification capacity gaps of human resources in supply chain management systems.
- High level knowledge of health sector products, supply chain, supply and logistics.
- Basic knowledge and understanding of UNICEF programs, public procurement principles, financial and legal aspects of supply chain issues, ethics and risk management of supply chain operations.

- Ability to engage in substantive technical discussion with all stakeholders
- Strong communication skills with ability to clearly and concisely express ideas and concepts convincingly in written and oral form.
- Outstanding interpersonal skills and ability to interact with individuals at all levels. Ability to work sensitively in multicultural environments and build effective working relationships with clients and colleagues.
- Ability to extract and format data and to solve operational problems.
- Demonstrable analytical and research skills, review and synthesis of data and information and planning experience.
- Ability to organize work, set priorities and meet deadlines.
- Ability to handle work quickly and accurately under time constraints, with minimum of supervision.

Languages:

- Excellent oral and written English skills are required.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

Consultant will work remotely in their own office in Lilongwe, Malawi with possible travel to Districts when required. There will be no data or equipment provided by UNICEF.

CONDITIONS

- The consultancy will be working over a period of 6 weeks; however the consultant will only work for 30 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in Lilongwe with travel to the field.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the consultant and reimbursed against actuals, unless otherwise agreed.

- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is an off-site support with work to be done on site in the field.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details