

United Nations Children's Fund

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

<b>Title:</b> Supply Chain Consultant (based at the National Medical Supplies Agency)	<b>Funding Code</b>	<b>Type of Engagement</b> <input checked="" type="checkbox"/> Consultant (National) <input type="checkbox"/> Consultant (International)	<b>Duty Station:</b> Freetown
<p><b>Background:</b></p> <p>In 2010, the Government of Sierra Leone launched the Free Health Care Initiative (FHCI) to provide essential treatment and medicines at no cost to pregnant women, lactating mothers, and children under five. While the FHCI has improved the coverage and equity of essential services for mothers and children, significant challenges persist, particularly in the consistent supply of essential commodities. The National Medical Supplies Agency (NMSA) is responsible for procuring, warehousing, and distributing drugs and medical supplies for all public institutions across Sierra Leone. Additionally, NMSA regularly provides warehousing facilities and distributes government and donor-funded commodities for the FHCI, Malaria, HIV, and Tuberculosis procured by the Global Fund (GF), as well as Reproductive Health (RH) and Family Planning (FP) products by the United Nations Population Fund (UNFPA). Under the Saving Lives 3 Program, funded by the UK Foreign, Commonwealth, and Development Office (FCDO), UNICEF is procuring drugs and medical supplies for FHCI while also providing technical support to NMSA to strengthen its capabilities in warehousing, inventory management, and distribution. This support is aimed at tackling systemic challenges to enhance the availability, management, and accountability of commodities procured for FHCI and other programmes.</p>			
<p><b>Purpose and Objectives:</b></p> <p>This consultancy has two primary objectives:</p> <ol style="list-style-type: none"> <li>1. Support the National Medical Supplies Agency (NMSA) strengthen its warehousing, inventory, and distribution functions.</li> <li>2. Support supply chain quality assurance processes and initiatives to improve management and accountability for drugs and medical supplies.</li> </ol> <p>The Consultant will:</p> <ol style="list-style-type: none"> <li>1. Identify gaps and challenges in warehousing and inventory management practices—particularly in the processes of receiving, storing, and issuing drugs and medical supplies, including appropriate record-keeping (both manual and electronic). This is to ensure that NMSA supply chain data is accurate, reliable, credible, compliant, accountable, and supports evidence-based supply decisions.</li> <li>2. Provide technical support to the NMSA team to address the identified gaps and challenges, strengthen supply chain operations, and implement priority quality assurance interventions.</li> </ol>			
<p><b>Methodology and Technical Approach:</b></p> <p>The Consultant will be based at the NMSA warehouse(s) in Freetown and will collaborate closely with the NMSA Warehouse Manager, Quality Assurance Manager, ICT Manager, and other key operations staff in their daily activities. The consultant will be required to develop monthly work plans, which will be reviewed and approved by the NMSA Operations Manager (or representative) and the line UNICEF supervisor and submit weekly progress reports. The Consultant will also conduct visits to district medical stores as needed and participate in joint quality assurance activities, such as supply chain end-user monitoring and post-distribution monitoring exercises conducted by NMSA and the Directorate of Pharmaceutical Services (DPS). Additionally, the consultant will work closely with the staff of the Third-Party Monitoring (TPM) firm engaged by UNICEF for supply chain quality assurance activities.</p>			
<p><b>Specific Tasks:</b></p> <p>The Consultant will be responsible for the following tasks:</p> <ol style="list-style-type: none"> <li>1. Support supply chain functions at the NMSA warehouses ensuring compliance with standard operating procedures and best practices in warehousing and inventory management.</li> </ol>			

**Management, Organization and Timeframe:**

- This is an individual consultancy for a 12-month assignment. The Consultant will be stationed in Freetown with an estimated 120 days of travel to provincial sites.
- The consultant will report directly to the NMSA Director of Operations (or an appointed representative) and receive technical supervision from the UNICEF Health Specialist (Health Systems Strengthening - Supply Chain). The consultant will be based at the NMSA warehouse in Freetown, engaging regularly with staff at the District Medical Stores, hospitals, and Ministry of Health officers at the Directorate of Pharmaceutical Services (DPS), Directorate of Reproductive and Child Health, the National Malaria Control Program (NMCP), the National AIDS Control Program (NACP), along with other relevant health partners. Periodic travel to the district medical stores is expected.
- Consultants are expected to provide their own work tools including laptop and other communication tools required.

**Mode of Submission of Applications**

Candidates will be required to submit a technical proposal and a financial proposal and the financial proposal should quote a lump-sum inclusive of fees, travel costs and communication costs. Financial proposals may be negotiated.

<b>Work Assignment Overview</b>			
<b>Tasks/Milestone:</b>	<b>Deliverables/Outputs:</b>	<b>Timeline:</b>	<b>% of total Payment</b>
Support routine supply chain functions at the NMSA warehouses including: <ul style="list-style-type: none"> <li>- Compliance with SOPs and best practices</li> <li>- Assist in the implementation of robust inventory management systems to track and control stock levels.</li> <li>- Evaluate current practices and processes identifying gaps and challenges.</li> </ul>	<b>Deliverable 1</b> Monthly progress reports outlining the support provided in warehouse and inventory management, including action plans and updates on the progress made in addressing identified gaps and challenges.	Monthly (Sept 2024–August 2025)	2% of total contract sum payable in each month (total 24%)
Support and enhance quality assurance processes and procedures including: <ul style="list-style-type: none"> <li>- Stock validation-Support routine inventory counts, cyclical stock taking and spot checks to ensure inventory accuracy.</li> <li>- Storage conditions monitoring (temperature and humidity)</li> <li>- Risk Management- Identifying potential risks to product quality and implementing mitigation strategies.</li> </ul>	<b>Deliverable 2</b> Monthly stock validation reports including data on inventory counts, cyclical stock taking and spot checks. Monthly reports on quality assurance activities, detailing compliance with SOPs across critical warehouse functions, monitoring of storage conditions, expiration tracking, and actions taken to address any issues.	Monthly (Sept 2024–August 2025)	2% of total contract sum payable in each month (total 24%)
<ul style="list-style-type: none"> <li>- Support information management and optimal deployment of mSupply for management of warehouse information.</li> <li>- Support accurate and timely entry of data related to stock receipts, movement and dispatches.</li> <li>- Regular validation and verification of data to ensure accuracy.</li> <li>- Support generation of regular reports on inventory levels and stock movement</li> <li>- Support the use of data analytics such as in developing the quarterly distribution/allocation matrix.</li> </ul>	<b>Deliverable 3</b> Monthly reports from the mSupply detailing inventory levels and stock movements (receipts & issues) for selected supplies including those on the FHC essential list (including highlighting discrepancies identified and actions taken) Quarterly report on the FHC distribution/allocation matrix	Monthly (September 2024–August 2025)	2% of total contract sum payable in each month (total 24%)

<p>Capacity building of NMSA stores staff in effective and best practices for warehousing, inventory, and data management</p>	<p><b>Deliverable 4</b></p> <ul style="list-style-type: none"> <li>Monthly progress reports outlining capacity building initiatives for NMSA staff, identifying specific skills gaps and detailing measures taken to address them.</li> </ul>	<p>Monthly (September 2024-August 2025)</p>	<p>2% of total contract sum payable in each month (total 24%)</p>
<p><b>Deliverable 5:</b> A comprehensive final report summarizing activities undertaken, with specific emphasis on gaps identified in NMSA supply chain functions, interventions implemented, current status, and recommended actions for the future.</p>		<p>Month 12</p>	<p>4% of total contract sum</p>

<b>Consultant Sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<b>Request for:</b> <input checked="" type="checkbox"/> New Consultancy  <input type="checkbox"/> Extension/ Amendment	
<b>Consultant Selection Method:</b> <input checked="" type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
<b>Supervisor:</b>	<b>Start Date:</b> 1 <sup>st</sup> October 2024	<b>End Date:</b> 30 <sup>th</sup> September 2025	<b>Number of (working) Days/Months:</b> 12 months
Estimated Consultancy Fee			
Local travel (estimated 10days per month)			
Communication (Airtime + Internet)			
<b>Total Estimated Consultancy Costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other		<b>Knowledge/Expertise/Skills required:</b>  <b>Experience</b> <p>The ideal candidate for this consultancy should possess the following qualifications and experience:</p> <ul style="list-style-type: none"> <li>• A university degree in one of the following fields is required: Pharmacy, Health Supply Chain Management/Logistics, Biological Sciences Public Health or any field of health or another relevant technical field.</li> <li>• A minimum of two years of professional experience in one or more of the following areas is required: Health Supply Chain Management, Supply and Logistics, Public Health/Nutrition Planning and Management with supply component, or Maternal and Neonatal Health Care with Supply Chain Management.</li> <li>• Professional technical knowledge/ expertise in Health Supply Chain Systems, Including Forecasting and Supply Planning, Procurement, Inventory Management, Warehousing and Distribution, and Information Management.</li> <li>• Good knowledge and experience in using computer software applications, including word processing, spreadsheets, and corporate software packages.</li> </ul> <b>Skills required:</b> <ul style="list-style-type: none"> <li>• Strong communication and report writing skills, with the ability to present complex findings in a clear and accessible manner.</li> </ul>	

<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based/ Consultant will be based at NMSA warehouse. NMSA to handle office arrangement.</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
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<sup>i</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

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 selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.