

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Consultant for Revision of UNICEF Primary Health Care Kits		<input checked="" type="checkbox"/> Consultant	Yemen
<p>Purpose of Activity/Assignment:</p> <p>Overall objective of this activity is to undertake a pragmatic review of PHC supplies including revision of Kit content, distribution mapping and pipeline management.</p> <p>As part of UNICEF support to the Primary Health Care (PHC) system in Yemen, the Yemen specific PHC kit was introduced in 2022 and has been in use now for over a year. The kit was intended to improve efficiency of logistics around supply chain management. Implementation lessons to-date indicate the need to formally review the performance of the kit including the relevance and, adequacy of each commodity in the kit, and modalities for quantifying allocation of kits to each supported PHC. Lessons also indicate the occurrence of some kit contents having a shelf-life as short as 3 months at the time of delivery to PHCs. There is need to assess the entire pipeline for bottlenecks, from supply division to facility level to inform recommendations for review of packaging, warehousing and release of kits to avert this risk, and to optimize the procedures for timely delivery to facilities from UNICEF warehouse. Additionally, the recent PHC assessment and other monitoring activities point to the presence of additional sources of medical supplies in some regions of the country, resulting in overlap of support in some PHC facilities; In order to optimize efficiency and value for money of UNICEF medical supply support to the PHC platform, it is necessary to systematically account for all over-laps with other stakeholders who support medical supplies for PHCs. Internal to UNICEF, there also exists a need to harmonize procurements across programme areas which are all intended for PHC facilities, such as personal protective equipment (PPE) for infection prevention control (IPC) under environmental safeguarding, antibiotics procured under the nutrition programme, etc. UNICEF is in the process of commencing implementation of Procurement Supply Chain Management (PSCM) strengthening supporting for the MoPHP and the work under this ToR will be streamlined to complement and accelerate visible results of the PSCM strengthening process at the PHC level.</p>			
<p>Scope of Work:</p> <ul style="list-style-type: none"> i. Revision of PHC Kits including kit contents, quantities, and mechanisms for allocation to each PHC facility <ul style="list-style-type: none"> ➤ Undertake a desk review of the available data including PHC Assessment data, TPM reports, facility level HMIS data on PHC patient load by service area, programmatic monitoring reports, etc. ➤ Under-take targeted key informant interviews (including MoPHP HQ, GHO, DHO and a sample of PC, HC, HU, UNICEF FOs) to complement the available data informed evidence-base and ensure the views of key actors are reflected in the final revised PHC kit content, quantities, allocation methodology and distribution processes. ➤ Recalculate quantities of each product in the PHC Kit to remove inappropriate items, add more beneficial supplies, and revise the quantities of each item to redefine the kit size in alignment with a revised allocation methodology. ➤ Revise the methodology of kit quantification and allocation to PHCs to improve appropriateness of commodities received by each PHC both in terms of relevance of contents and quantity. ➤ Facilitate a stakeholder forum with MoPHP on the revised PHC kit ➤ Build forecasting assumption for UNICEF procurement of PHC kits. ii. Map all supplies distribution for PHC facilities for internal & external actors: <ul style="list-style-type: none"> ➤ Identify Key Partners through desk review of PHC Assessment data and targeted key informant interviews. 			

- Engage all identified partners to collect complementary data to develop a comprehensive mapping of partner support to PHC supplies.
- Document recommendations from an internal consultative meeting of all UNICEF teams that procure any products used at PHC facilities to feed these into final recommendations.
- Generate a mapping report reflecting over-laps and recommended streamlining of supplies support by region, product types and quantities.
- Support the MoPHP to prepare for and convene a broad stakeholder consultation through the health cluster to disseminate the mapping and solicit consensus on recommendations for enhanced streamlining and complementarity of support to PHCs.
- Finalize recommendations on modalities for enhancing internal and external efficiencies for PHC medical supplies, then do a final review of the revised forecasting assumptions for UNICEF procurement of PHC kits under component one above.

iii. Assess the efficient handling and coordination of various components within the current UNICEF supply chain related to pipeline management:

- Sample kits to assess the range of expiry dates amongst different kit contents.
- Assess systems, feasibility and capacity for tracking earliest expiry commodities in kits and use of this information for determining distribution scheduling.
- Assess the kit distribution process from UNICEF to facility to systematically and objectively map where bottlenecks occur that contribute to delayed delivery after release orders are processed at country office.
- Generate recommendations for all relevant levels (SD, CO, warehouse, FO, etc) to reduce arrival of supplies with short shelf life at supported PHCs and timely final delivery.
- Work with partners on PSCM systems strengthening to develop proper supplies/stock management tools for PHC facilities.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
<ul style="list-style-type: none"> ➤ Conduct a comprehensive and analytical desk review of available programme reports, monitoring reports, and other relevant documents. ➤ Review of data (TPM, DHIS2, Program data, relevant data on epidemiology, PHC Assessment data-base). ➤ Desk review on partners supporting PHC supplies 	<ul style="list-style-type: none"> ✓ Inception report with plan, tools, and reporting template. 	(10 days)	20 %
<ul style="list-style-type: none"> ➤ Under-take required consultations and additional data collection, i.e., <ul style="list-style-type: none"> ○ KIIs covering for input on PHC kit review ○ KIIs for mapping of PHC support ○ Consultation with relevant UNICEF units ○ Kit sampling for expiry dates in PHC kits 	<ul style="list-style-type: none"> ✓ Complementary data availed for delivery of all objectives of the consultancy. 	(10 Days)	
<ul style="list-style-type: none"> ➤ Map all supplies distribution for PHC facilities for internal & external partners. ➤ Recalculation and listing of PHC Kit component contents and quantities. ➤ Reformulation of kit allocation assumptions/ mechanisms for PHC facilities 	<ul style="list-style-type: none"> ✓ Generate a mapping report and recommendations on modalities for enhancing internal and external efficiencies for PHC medical supplies. ✓ Preliminary working report on revised PHC kit content, quantities. 	(20 days)	30 %
<ul style="list-style-type: none"> ➤ Facilitate a consultative forum with MoPHP and relevant stakeholder on <ul style="list-style-type: none"> ○ Proposed revised kit ○ Mapping of PHC supplies and recommendations for streamlining 	<ul style="list-style-type: none"> ✓ Report from consultative meeting, capturing stakeholder perspectives 	(1 Day)	
<ul style="list-style-type: none"> ➤ Assess the efficient handling and coordination of various components within the current UNICEF supply chain related to pipeline management 	<ul style="list-style-type: none"> ✓ Report on appropriateness of expiry dates of kit contents with recommendations if necessary for SD ✓ Report on stock management between UNICEF warehousing and PHCs with regard expiry management. ✓ Report on bottleneck analysis of Kits distribution process assessment with recommendations to eliminate any bottlenecks. ✓ A package of facility level stock management tools defined, 	(20 days)	20 %

	complete with an orientation package for implementation		
<ul style="list-style-type: none"> ➤ Finalize recommendations on modalities for enhancing internal and external efficiencies for PHC medical supplies ➤ Finalize revised PHC kit forecasting assumptions for UNICEF ➤ Draft the final report (Arabic and English) and send it for approval ➤ Share and validate the review findings and recommendations with MoPHP and stakeholders. ➤ Draft the final report (Arabic and English) and submit it for approval. ➤ Submission of the final report (Arabic and English). 	Final report with accompanying package of all data and materials used for the consultancy, and Ppt slide sets for presentation of the results.	(20 days)	30 %

<p>Minimum Qualifications required*:</p> <p>Advanced degree from a recognized university in a relevant health field, system strengthen, Information management, international development, or other related fields.</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - Demonstrable expertise in medical supply chain management systems. - Demonstrated knowledge and work experience in health research (in sampling, data collection instrument design, analysis of qualitative and quantitative data, and report writing) - Experience in conducting assessment and mapping exercises. - Practical experience in the use of participatory methods for conducting assessments - Proven working experience in the Arab region. - Computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.); - Fluency in English is essential. Additional fluency in Arabic will be preferred. - Strong communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally.
-	

¹ 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 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. Consultants 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 consultant 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 consultant 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. The vaccine mandate, 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.