*TOR prepared by Elzat Nasyrova,UNFPA Programme Associate\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*TOR approved by Nurgul Smankulova, UNFPA NPA on RH, OiC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| TERMS OF REFERENCE (to be completed by Hiring Office) | |
|  | |
| Hiring Office: | UNFPA CO, RH programme |
| Purpose of consultancy: | Stronger public health supply chain management (SCM) system is one of the pillars to improving the health of populations and meeting sustainable development goals (SDG 3.8). The existing regulations and toolkits for all cycles of Supply Chain Management in Kyrgyzstan are not instituanalized by the Ministry of Health or are either be implemented as they are, developed or enhanced. This process should be done in conjunction with the key MoH’s actors and development partners to ensure that the solutions developed address the national needs.  Several sources of national data and analysis[[1]](#footnote-1) have pointed to a few recurring core sets of issues impeding the performance of national supply chains, despite the numerous investments and remarkable efforts implementing development partners have made to improve them. There is no national document to address underlying driver areas that unify all cycles of national supply chain management mechanism using the state budget and there is a need to develop a national document related to national supply chain management of medicines, including contraceptives which will serve as a backbone and catalyst for the effective delivery of health programs, in addition to contributing to the attainment of universal health care (UHC).These issues have also been prioritized as key focus areas through consultation efforts with national experts. And development partners (USAID, UNICEF, WHO, UNFPA, UNDP etc.).  For UNFPA CO, efficient and reliable supply chains are an essential component of any resilient health system and central to achieving the transformative result.[[2]](#footnote-2) There is also a need to have a national regulatory, legal and policy environment that applies to and regulates supply chain management of health products and as such, may have an impact on access to SRH products in Kyrgyzstan. The objective of the availability of documents on national supply chain management is to improve access to affordable, quality-assured medicines and supplies that may face barriers due to regulatory constraints, public procurement regulations, storage, transportation and weak governance or lack of transparency of all cycles of SCM.  Advocacy at the highest level of government will be key by experts to encourage more effective supply chain mechanism investments, driven increasingly through domestic financing, including development partners and stronger oversight to trigger increased performance accountability. Aligning and converging on the enabling role of supply chains with national decision-makers is critical to achieving increased attention of supply chain issues into national health agendas and funding priorities.  The national document will aim to support the above advocacy goals and allow decision-makers and development partners to identify the right supply chain investments to improve the performance of MoH and donor supply chains.  Therefore the Country Office is hiring two experts to help advance RHCS at the country level, while strengthening local systems and policies, collaborate with Ministry of health (MOH) to help establish or reinforce a supply chain coordinating body or task force and develop a regulatory document toward building and institutionalizing a strong and robust health supply chain management with particular attention to reaching targeted vulnerable populations and increasing state budget for family planning.  Two experts will work under the implementation of the project of Transformative Action of Supply Partnership (TASPP). |
| Scope of work:  *(Description of services, activities, or outputs)* | The detailed scope of work as follows:   1. Identify gaps in the existing national supply chain mechanisms (SCM) including Logistics management information system (LMIS); review regulatory documents of existing (SCM) at the national level, including logistics management information system (LMIS) of MOH, warehouses, e-flow of information used by MOH. 2. Support the development of an enabling environment and agree with MOH to develop a regulatory document of SRH supply chain management which will integrate into the national health care programme “Health – prosperous country 2019-2030” at the national level. 3. Circulate a draft regulatory document of RH SCM among national and development partners via email to review and provide inputs with a deadline 10 August. 4. Arrange and coordinate a series of online meetings: introductory meeting with stakeholders, a meeting within the interested groups to develop a national SRH SCM, come to a consensus on each of SCM cycles and aggregate the set of actions into a developed regulatory document. 5. Send the pre-final regulatory document with an action plan outlining challenges and recommendations for final review of MOH. 6. Organize the round table to present the document to the development partners and key policy decision-makers by the end of September 2023. |
| Duration/working schedule: | 10 July to 30 October 2023 |
| Place where services are to be delivered: | Bishkek |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | There are several deliverables:   1. Provide support to MOH to issue an order (*prikaz*) to compose WG on development of a regulatory document for SRH supply chain management to be integrated into the national health care programme “Health – prosperous country 2019-2030” at the national level by 15 July 2023. 2. Collect data to understand the existing national policies, procedures, and processes on LMIS and SCM including allocation, or “push” state systems and requisition, or “pull” systems; top-up distribution system; inventory control systems; information flow; types of records and reports: stock keeping records to keep information about products in the stores; transaction records for commodities on the move; consumption records for the commodities being used; and Storage/warehousing. 3. Receive feedback from national and development partners through email correspondence to prioritize the gaps and to address each section of SCM cycles by 30 July. 4. Organize a half-day technical consultation with development partners to present the key points of the final document and key findings to provide inputs from development partners by 5 August. 5. Organize a one-day technical consultation with national partners to present and agree on the draft regulator document with challenges and recommendations by 20 August. 6. Send the final regulatory documents to the Ministry of health to be endorsed by 10 September. 7. Organize the round table to present the document with development partners and key policy decision-makers by the end of September. 8. Submit the draft regulator document to MOH by 20 October. 9. Submit a report to UNFPA by 30 October. 10. The deliverables will be signed off by UNFPA RO/CO teams in consultation with WHO and MOH personnel responsible for the issue of the final regulatory document. Thus, the final performance report must be completed by 30 October 2023. |
| Monitoring,  progress control, reporting requirements, periodicity format and deadline: | Two experts are expected to report on bimonthly basis with regular updates through email correspondence:   * Desk Review of existing data, national documents, and policies. * Prepare draft regulatory document on RH supply chain management. * Two joint discussion groups that include participants from the DPs and the MoH will be brought together to ratify the findings. * Incorporate feedback and consolidate relevant inputs into the document on RH SCM. * Debrief preliminary results with key policy decision makers. * Submit a draft document to MoH.   The experts are expected to be working from home and to arrange for the meetings with partners and the MoH. |
| Supervisory arrangements: | Experts will work under direct supervision of Programme Analyst for SRH and overall supervision by UNFPA Head of Office.  Performance will be reviewed based on the above work deliverable(s) by MOH and WHO. |
| Expected travel: | N/A |
| Required expertise, qualifications and competencies, including language requirements: | Key requirements for the position:   * Advanced university degree or master’s in health; Medicines or Public health education. * At least 5 years of relevant work experience in areas of Health, Medicine, and development of supply chain policies * Minimum of 5 years of professional experience in Local Government Supply Chain Management in Kyrgyzstan. * Proven advocacy experience with focus on creating policy dialogue, strategizing, health and/or family planning. * Leadership experience and proven achievements in SCM operations, reforms, and performance improvement initiatives. * Excellent communication and report writing skills. * Language requirements: Fluency in Russian and Kyrgyz; English is an asset. * Other requirements: good knowledge of computer applications and information technology and excellent communication and interpersonal skills. |
| Inputs/services to be provided by CO or IP (e.g support services, office space, equip-t), if applicable: | UNFPA will make a payment bimonthly based on submitted and approved report. |
| Other info-tion, if any: | COA: Project: FPRHCKGZ, Activity: SCSYSTEMS / ZZT05 |
| Signature of Requesting Officer in Hiring Office: Nurgul Smankulova, NPA on RH, OiC\_\_\_\_\_\_\_\_\_\_  Date: | |

1. Rapid COMPASS assessment ( UNFPA and JSI, 2021); Supply chain management assessment ( WHO and UNICEF ), 2022 [↑](#footnote-ref-1)
2. <https://www.unfpa.org/data/transformative-results> [↑](#footnote-ref-2)