

**TERMS OF REFERENCE
FOR INDIVIDUAL CONSULTANT (National)**

For

**Forecasting, quantification, and distribution planning to enable sustainable procurement and supply of sexual reproductive health commodities, drugs and equipment for host population
(HGSP Project in Cox Bazar)**

FOR UNFPA BANGLADESH	
Hiring Office:	UNFPA Bangladesh Country Office
Purpose of consultancy:	<p>UNFPA is going to implement a Health and Gender Support Project (HGSP) in Cox's Bazar. The project objectives are to strengthen integrated sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) prevention and response services and information for the host communities and the displaced Rohingya population in Cox's Bazar district.</p> <p>The project is part of the Government's Operational Plan (OP) on Health and Gender Support in Cox's Bazar District under the 4th Health, Population and Nutrition Sector Programme (4th HPNSP) of the Ministry of Health and Family Welfare.</p> <p>Some of the technical and financial assistance will be directed to procurement of equipment, drugs, reproductive health commodities to improve access to and utilization of integrated SRHR and GBV prevention and response services in district, upazila, union and community levels.</p> <p>The purpose of this consultancy is to assist UNFPA Bangladesh Country Office to carry out an assessment for forecasting, quantification of RH supplies that include, contraceptives, diagnostics test kits, emergency RH kits, medical devices and pharmaceuticals.</p>
Scope of work: (Description of services, activities, or outputs)	<p>The consultant will undertake assessment for forecasting, quantification of RH supplies that include, contraceptives, diagnostics test kits, lab reagents, emergency RH kits, medical devices and pharmaceuticals based on the current consumption, stocks and quarterly/yearly requirements of these items and in line with the different operational plans of DGFP.</p> <p>In order to carry out this task, the consultant will hold consultations with relevant entities of the Ministry of Health and Family Welfare (DGHS, DGFP, DGDA, Civil Surgeon, DDFP, UFPO and MO-MCH).</p> <p>Specifically, the consultant will do the forecasting and quantification of various RH supplies that have been planned and budgeted under this project, including the budget planning and lead-time calculation. The UNFPA catalogue and tools (for budget planning and lead time calculation are available at: https://www.unfpaprocurement.org/home).</p> <p>The consultant will:</p> <ul style="list-style-type: none"> • Document the process, methodology and tools used to conduct forecasting, quantification, and supply chain management in order to: <ol style="list-style-type: none"> a. ensure the provision of quality and sustainable reproductive health supplies and commodities for the host population by planning, sourcing, procuring and delivering sufficient

	<p>supplies in an effective manner;</p> <ol style="list-style-type: none"> reduce the wastage, expiry, and loss of unnecessary RH items supplied usually within the RH kits. reduce the wastage of essential RH medicines including drugs and MSRs and other commodities at health facilities in Cox's Bazar district; ensure the timely procurement and supply of essential medicines, equipment and contraceptives at the health facilities in consideration of logistics capacity. <ul style="list-style-type: none"> Submit a procurement plan and distribution plan by type of SRH supplies with categories: contraceptives, diagnostics test kits, emergency RH kits, medical devices and pharmaceuticals as well as by health facility Make recommendations on how to roll out the implementation and distribution plan in line with UNFPA procurement catalogue. Make recommendations on storage management and capacity at different facility levels <p><u><i>It should be well noted that the consultant should not recommend any supplies outside of the UNFPA procurement catalogue.</i></u></p> <p>To carry out the above tasks, the consultant will:</p> <ul style="list-style-type: none"> Meet with relevant Line Directors and Programme Managers of DGFP and review operational plans (CCSDP, FSD, MCRAH, L&S) to identify needs of different contraceptives, MCH drugs, equipment and other supplies for Cox's Bazar district and verify with district and upazilla managers for accurate quantification. Visit DGHS, DGFP, DGDA and meet with UNFPA country office SRHR and Procurement and Cox's Bazar SRHR teams Visit the health facilities and warehouses maintained by GoB in Dhaka and Cox's Bazar as well as other I/NGOs to understand the logistics issues (supply, consumption, availability, frequency of stock out and replenishment). Attend any LMIS meeting planned during the consultancy period both in Dhaka and Cox's Bazar Meet with donor such as FCDO and USAID and their funded projects working on SRH programme/supply chain management in Dhaka and Cox's Bazar Visit some of the health facilities which have higher consumption of SRH supplies based on eLMIS especially the facilities providing 24/7 maternal health and FP services to understand the SRH supplies situation. Meet with some of the stakeholders and beneficiaries in various health facilities in district, upazila, union and community level in Cox's Bazar. Present the findings of the assessment for forecasting and quantification to the Government counterparts and UNFPA
Duration:	60 days (spanning over the period of February to May 2021)
Place where services are to be delivered:	UNFPA Bangladesh Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultants will submit a report on: the process, methodology and tools that are used for forecasting quantification of SRH supplies; the challenges and lessons learned in rolling out the forecast, quantification, and supply plan; and recommendations to adapt and roll out the procurement and distribution plan.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be expected to work remotely with regular in-person meetings to be held at UNFPA country office, project offices and in other partners' office. There will be extensive field travel as the consultant will be expected to visit the districts health facilities for the assessment. The supervisor will provide day-to-day monitoring and supervision.
Supervisory arrangements:	The Consultant will work under the direct supervision of the SRH Programme Specialist with overall guidance from the Chief of Health.
Expected travel:	The Consultant will have to make her/his own arrangements and bear cost to attend meetings and consultations while in Dhaka. The field travel will be managed by UNFPA country office, including air ticket and DSA will be paid after submission of mission report and travel claim for the night spent in the field duty station as per UN DSA rate. The consultant will need to ensure prior approval of travel authorization and security clearance before undertaking of any travel.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • University degree, with advanced degree in public health, business administration, supply chain/logistics or inventory management • At least 7-10 years' of relevant work experience in SRH programme especially in supply chain management • Prior experience in procurement of SRH supplies, warehouse management, supply chain, logistics • Experience in eLMIS will be an added value • Fluent in English with excellent writing proficiency • High proficiency in use of Excel, Google Sheets, and other supply chain software.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The consultant will have to use his/her own laptop.
Payment instruction:	<p>Payment will be based on following deliverables:</p> <p>25% upon submission of draft report on forecast, quantification, and supply plan, including process, methodology and tools, challenges and lessons learned and recommendations (March 2021)</p> <p>50% upon submission of the draft final report on forecast, quantification, and supply plan, including process, methodology and tools, challenges and lessons learned and recommendations (April 2021)</p> <p>25% upon acceptance of the final report, presentations and any dataset and presentation to GoB and UNFPA (15 May 2021).</p> <p>For official field travel, UNFPA will reimburse the costs of local land/air travel as per UNFPA rules and regulations. Prior approval of travel authorisation and security clearance is necessary.</p>
COA	BGD09MRG-TALOC070SHGFPA-HGSP (BGA03)-PU0074-71300*
Other relevant information or special conditions, if any:	<ol style="list-style-type: none"> 1. The tools, reports or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. 2. This consultancy is open to only nationals and female candidates will be given preference. 3. The consultant is expected to be hired at the level of national officer position (NOB) or equivalent.

Application instruction:

Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.

Please send your application electronically to dedicated email addresses of: ahasan@unfpa.org and jakaria@unfpa.org

Note: Only those candidates in who meet all qualifications and experience will be contacted for further consideration.

**Female candidates are encouraged to apply.
The application deadline is 02 February 2021.**