


# IMPACT HEALTH ORGANISATION

Juba South Sudan  
Email: [info@ihosavinglives.org](mailto:info@ihosavinglives.org)  
Website: [ihosavinglives.org](http://ihosavinglives.org)  
 +211-92-80-82-382

## CALL FOR CONSULTANCY SERVICES TERMS OF REFERENCE

IHO-CN00012-CMS TOOLS

**TITLE:** Call for Consultancy to Develop SCM/WMS Tools  
**PROJECT PROGRAM TITLE:** Strengthening Youth Interventions in South Sudan  
**DUTY STATION:** Juba at MOH and the Central Medical Stores.  
**EXPECTED START DATE:** 18-08-2023

### INTRODUCTION.

This is the terms of reference for the Consultancy Call for Individual Consultant to Develop SCM/WMS Tools

### BACKGROUND.

**Impact Health Organization (IHO)** a national NGO has been delivering both humanitarian and development programs in South Sudan since 2013. IHO South Sudan is implementing projects in three main programming areas: Health, Nutrition, and Water, sanitation, and hygiene (WASH).

With funding from UNFPA, impact health organization is implementing a project titled "Increasing Access to Youth Friendly SRH and COVID-19 Information and Services" as part of the GoSS/UNFPA third Country Programme (2019-2022) and one of the main activities is enhancing and building capacities of CSO networks to ensure better programming and accountability.

It's against this background, that IHO is looking for a consultant to finalize the development of SCM/WMS Tools.

### OBJECTIVES/PURPOSE OF THE CONSULTANCY

The primary objective of this consultancy is to design and develop SCM/WMS tools that cater to the unique needs of the National Ministry of Health. The consultant will work closely with the organization's stakeholders to understand their current processes, identify areas for improvement, and create a comprehensive set of tools that enhance efficiency, visibility, and control across the supply chain.

The United Nations Population Fund (UNFPA) has been working with the MOH and other partners for a long time to improve access to reproductive health commodities at all the health facilities to support provision of comprehensive sexual reproductive health services. Areas of intervention include coordination, quantification, distribution, LMIS, improvement storage condition/practices, and capacity building among others.

In 2019, UNFPA introduced the last mile assurance processes to improve the overall management of RH commodities

and to ensure that they reach the intended beneficiaries. As a mechanism to provide visibility on the last mile delivery and management of RH commodities at all levels of the supply chain (national, County and facility), the UNFPA in collaboration with the MOH conducted Supply Chain Management spot-check exercise which examined the inventory management practices, recording and tracking of commodities and storage conditions at the Central Medical Stores, Regional Warehouse, selected NOGs Medical Stores and several health facilities. The spot-check exercise has highlighted some shortcomings and gaps with regards to inventory management, recordkeeping, and storage conditions at all levels. It was also notice that many partners that stores medicines and medical supplies use their own LMIS tools. Additionally, the spot-check highlighted the fact that the use of the MOH-approved LMIS tools (stock cards, Requisition Vouchers, Issue Vouchers and Dispensing Registers) is inadequate particularly at the lower-level facilities.

Based on the above and as a strategy to improve inventory management, storage, and use of LMIS tools IHO will support MOH to review SCM practices, and develop the necessary guidelines, SOPs, and job aids for different SCM and inventory management tasks. The tools, SOPs and jobs aids are expected to be used by all the partners to harmonize and improve health sector SCM practices.

This consultancy seeks the services of two individual consultants (one international and one national) with extensive experience in public health sector supplies management to conduct rapid assessment of the health SCM, and revise/develop guidelines, and job aids, review the distribution system including for humanitarian response.



#### FUNCTIONS DUTIES TO BE PERFORMED

- Extensive desk review of the country context including the government priorities and health SCM.
- An extensive review of SCM practices implemented by different partners including UN agencies, NGOs, and health programs e.g., TB, HIV, and Government Facilities.
- Document SCM best practices implemented by different agencies.
- Revise the SCM tools (checklists) used by MOH during monitoring visits/supportive supervision and develop an updated checklist based on the new developments in SCM.
- Develop National Guidelines for the Management of RH Commodities including the necessary SOPs and job aids for inventory management including but not limited to:
  - a. SOPs for management of overstock, redistribution, and reverse logistics
  - b. SOPs/Guidelines for disposal of expired medicines
- Facilitate a 5-day SCM TOT workshop for 20 people
- The Consultant should be able to have all the required materials and equipment to deliver the work.

#### TARGET GROUP

1 National and 1 International Consultant

#### EXPECTED, DELIVERABLES, PAYMENT MILESTONES, AND DURATION

- 15 working days for the international consultant and 25 working days for the national consultant.
- The ICs are expected to submit an inception report within 5 days of signing the contract. The deliverables should be submitted on weekly bases in electronic format.
- The IC will provide a weekly report and submit the deliverable to the IHO Executive Director and copy CMS Executive Director and UNFPA focal point RHCS focal point.
- where presentations of certain deliverables are required to be carried out, then the consultant should prepare its presentations and share with the target audiences.
- Upon recommendations of developing software for the SCM, then this should be worked upon.
- A draft report should be shared with the stakeholders involved to determine whether it meets the set deliverables.
- The IC will also submit the final consultancy report with all the deliverables immediately at the end of the consultancy period.

Sr	Deliverables/ Outputs	Payment Milestones (%)	Timelines
1	Provision of consultancy inception report	50.0%	Two weeks
2	Upon completion of deliverables and submission of Final report to IHO	50.0%	Two weeks

**INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS:**

**INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The consultant will report to Impact Health Organization Executive Director. The IC will provide weekly report and submit the deliverable to the IHO Executive Director and copy CMS Executive Director and UNFPA focal point RHCS focal point. The IC will also submit the final consultancy report with all the deliverables immediately at the end of the consultancy period.

**QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT**

The Consultant must possess an advanced professional degree in Public Health, Pharmacy, SCM, or another Health-related field, and additional qualification/ training with hands-on experience in managing Medical Supplies Agencies.

Additionally, the following experience is desirable:

- Proven experience in the health sector SCM environment, preferably in the Africa and post-conflict/ fragile humanitarian context, emphasizing supporting public services.
- Experience working with and supporting Ministries of Health in developing countries. Knowledge of South Sudan with a strong understanding of the South Sudanese public health and pharmaceutical sector will be an asset.
- Strong organizational skills and ability to work in a team-oriented, culturally diverse environment.
- Experience conducting SCM assessment desired
- Fluency in spoken English and the ability to write lucid technical reports and documents in English are required.
- Excellent interpersonal skills; sound judgment, communication skills, training experience; ability to identify and resolve policy and operational constraints.
- Strong computer skills, including sound knowledge of Microsoft Office Suite
- Ability to handle multiple tasks simultaneously, set priorities, and work independently.
- Willingness and ability to travel to and stay in South Sudan during the assignment.

**CRITERIA FOR SELECTING THE BEST OFFER:**

The best candidate for this consultancy will be chosen depending on the qualification and experience of the individual in this similar role

**GUIDELINE FOR SUBMISSION OF PROPOSAL:**

This call for Consultancy should be submitted through the following address. TenderSS@ihosavinglives.org and CC pm@ihosavinglives.org and jolem@ihosavinglives.org



**CONFIDENTIALITY AND PROPRIETARY INTERESTS:**

OR Hand-deliver to Impact Health Organization (IHO) Head office TENDER BOX at Hai Thongping off Bilpham Road near Midan Rembo

Confidentiality and protection of proprietary interests are of utmost importance in this consultancy. The individual consultant will be required to sign a non-disclosure agreement (NDA) to ensure the confidentiality of sensitive information shared during the project. The NDA will outline the obligations of both parties regarding the handling, use, and protection of confidential information. Furthermore, the consultant must respect the organization's proprietary interests and intellectual property rights. Any tools, software, or code developed during the consultancy will remain the property of the organization, and the consultant shall not disclose or use them for personal gain or other purposes without explicit permission.

**HOW TO APPLY:**

Application and proposals including detailed CV should be send by email to: [TenderSS@ihosavinglives.org](mailto:TenderSS@ihosavinglives.org) by C.O.B 18th August 2023. NB: No application received after this date will be considered

"IHO SAVING LIVES"

