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Approved by
Labour Inspector
[Signature]
29/10/2020

Chemonics International Inc.
Goshen House
Juba South Sudan

**TERMS OF REFERENCE (TOR)
FOR THE RECRUITMENT OF LOCAL INDIVIDUAL CONSULTANT**

General Information

Services/Assignment Description	Recruitment of Local Individual Consultant for Family Planning Kitting Operations (For South Sudan National Only)
Project/Program	Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM)
Post Title	Short Term Consultant for Family Planning Kitting Operations
Duty Station	Juba, South Sudan
Expected Start Date	November 13, 2020

This requisition will open on October 21, 2020 at 9am and close on November 5, 2020 at 5pm

1. Background

Chemonics International Inc. is implementing the United States Agency for International Development (USAID)-funded Global Health Supply Chain Program-Procurement and Supply Management (GHSC-PSM) project in South Sudan. The purpose of the GHSC-PSM project is to ensure uninterrupted supplies of health commodities in support of United States Government (USG)-funded public health initiatives worldwide. In South Sudan, the project provides supply chain management support to the Population and Reproductive Health sector.

In South Sudan, the GHSC-PSM project supports the South Sudan Ministry of Health (MoH) by delivering contraceptives to hospitals, County Health Departments, and Health Facilities. This delivery uses a central-level family planning kitting distribution mechanism.

The kitting and distribution activity is a collaborative effort by the GHSC-PSM project, the MoH, Central Medical Store (CMS), United Nations Population Fund (UNFPA), Health Pooled Fund (HPF), and UNICEF, each of which play a critical role in ensuring products sourcing, storage, kitting, tracking, and distribution across South Sudan. The responsibility of the GHSC-PSM project is to pack, assemble, and label the family planning kits quarterly to ensure the availability of contraceptives at services delivery points. These actions contribute to the increased uptake of the family planning services throughout South Sudan. Chemonics requires a local consultant to facilitate and lead the family planning kitting operations to distribute health commodities quarterly.

2. Scope of Work/Services



The Family Planning Kitting Operations Consultant will directly oversee the kitting process and ensure the correct delivery of kits to their intended distribution destination, in addition to preparing a comprehensive technical report outlining the kitting operations from start to finish.

The consultant will:

- a. Prepare the kitting process following the kitting standard operating procedures
 - Ensure the availability of day laborers to perform picking and packing operations while enabling quality and process adherence;
 - Ensure supplies (boxes, tape, table rentals, etc.) are available and ready for kitting;
 - Discuss timeline, process, and expectations with day laborers before beginning the kitting exercise.
- b. Provide in-person oversight and direction to the kitting exercise
 - a. Ensure that every kit/box has the right combination of commodities;
 - b. Prepare commodity packing lists for each kit;
 - c. Assign labels for each series of kits based on the combination of expiry dates;
 - d. Ensure that each series of labels is tracked both electronically and physically until the delivery of commodities from CMS to the central-level drop-off point.
- c. Supervise delivery to CMS and HPF
 - a. Ensure accountability of all kits created at Konyokonyo CMS and HPF before distributions to designated facilities.;
 - b. Assist with the picking process at the HPF warehouse, ensuring identification of all batches series and tracked to their respective destination;
 - c. Prepare and deliver all necessary documents during and post-delivery to both CMS and HPF;
 - d. Prepare commodity delivery invoices and ensure that the CMS Executive Director dully signs them for the C13 HPF distributions.
- d. Prepare a report for all kitting operations
 - a. Prepare and summarize data including the number of kits created, number of kits delivered through partner coordination, and number of kits retained at the CMS warehouse;
 - b. Prepare a summary report of commodities, inclusive of batch numbers and expiry dates for all kitted commodities;
 - c. Prepare a comprehensive report on the entire kitting process.



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3. Deliverables

The consultant shall deliver to Chemonics the following deliverables and will receive payment upon completion and confirmation that the outputs are technically acceptable:

- Deliverable No. 1: Prepare the kitting process following kitting standard operating procedures.
- Deliverable No. 2: Supervise the kitting implementation process
- Deliverable No. 3: Supervise the delivery of kits to HPF and handing over the remaining kits to CMS
- Deliverable No. 4: Kitting Operations Report

*Deliverables Schedule**

S/No	Deliverables	Due Date
1	Prepare the kitting process	November 16, 2020
2	Supervise the kitting Implementation (Assorting, Packaging, Assembly and Labelling)	November 25, 2020
3	Supervise delivery from CMS to HPF	November 27, 2020
4	Kitting Operations Report	December 8, 2020

** Deviation from the deliverables schedule will not be accepted if not approved by the Country Director in advance of the due date.*

4. Required Qualifications

To successfully perform this consultancy, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below represent the required knowledge, skills, and abilities needed to perform the principal duties.

Education

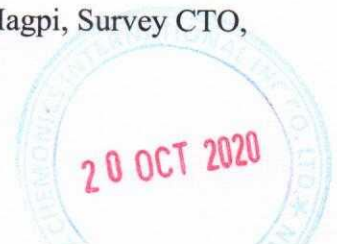
- Bachelor's degree in Statistics, Bachelor's degree in Pharmacy or bachelor's degree in Medicine and Surgery (MBBS, MBChB or equivalent)
- Master's degree in Public Health or equivalent is an added asset

Experience

- A minimum of 3-5 years prior experience working with large data/data sets
- Experience working with kitting processes
- Excellent analytical, reporting, and documentation skills
- Past experience working on USAID-funded projects is desirable
- Demonstrated experience in coordinating and collaborating with multiple partners to achieve expected results

Competencies

- Expert knowledge working with Excel,
- Experience with online data collection applications like Kobo, Magpi, Survey CTO, Taroworks etc.
- Excellent interpersonal and communications skills



- Proficiency in working with Windows and Microsoft Office suite
- Demonstrated leadership, management, versatility, and integrity
- Ability to take the initiative and work effectively in a team
- Ability to multi-task and perform well under pressure
- Proficiency in English is required.
- SPSS, STATA, or CPro, and qualitative analysis tools is an added advantage.

5. How to apply

Qualified applicants should send their expression of interest, resume, and identification of nationality via this email: southsudanpsm@gmail.com by November 5, 2020, at 5:00 PM. You can also drop off your application to Chemonics Office at Goshen House, Near Dr. John Garang International School, Kololo Airport Road, Plot #23, Juba Nabari, Juba South Sudaan.

Please include “**Application for Local Consultant for Family Planning Kitting Operations**” in the email subject line.

