



## **TERMS OF REFERENCE FOR THE CAPACITY ASSESSMENT OF MEDICAL STORES DEPARTMENT FOR THE PROCUREMENT OF FAMILY PLANNING AND MATERNAL HEALTH COMMODITIES IN TANZANIA**

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**Vacancy:** Consultancy

**Location:** United Republic of Tanzania

### ***Introduction.***

UNFPA, with support from the Foreign, Commonwealth and Development Office (FCDO), is implementing a five-year family planning project to increase access to family planning for all, including marginalized and vulnerable populations, and will focus on the procurement of up to 32% of family planning commodities for Mainland Tanzania.

The initial project design used a health systems strengthening approach that targeted specific bottlenecks or weaknesses that limit access to quality family planning services and the realization of broader sexual and reproductive health and rights (SRHR). Identified bottlenecks include the limited availability of reproductive health commodities; weak logistics systems; inadequate capacity of health service providers; and low support and commitment of relevant stakeholders towards SRHR, and dedicated budget allocation. The project also focused on investing in knowledge management and ensuring access to the latest family planning evidence, tools, best practices, etc. Most of these components have been dropped.

The Medical Stores Department (MSD) managed the health supply chain and procurement for the Government of Tanzania mainland. UNFPA and other development partners procure and hand over reproductive health commodities to MSD for storage and distribution to service delivery points. UNFPA procures both contraceptives and other maternal health lifesaving commodities, with support from the UNFPA Supplies programme and the FCDO Family Planning project.

UNFPA also supports capacity building in supply chain management for key stakeholders from the Medical Stores Department (MSD) and at government health facilities including support on quantification, logistics management information systems, skills in the provision of specific family planning services, and meetings to review the status of reproductive health commodities at the various service delivery points in the health supply chain.

### ***The Need for Capacity Assessment of MSD***

The last Service Delivery Point (SDP) Survey conducted in 2018 indicated that there were stock-outs of at least one modern contraceptive method at 79 percent of SDPs in the three months before the survey, an increase from the 60 percent recorded in the 2016 Survey. The SDP 2018 also indicated that 98 percent of primary, secondary and tertiary level health facilities offer at least three modern contraceptive methods, with no significant difference between rural and urban facilities, increasing from the 93 percent observed in 2016. There was a corresponding increase in the number of health facilities that offer at least five modern methods of contraception. However, access and availability of reproductive health commodities at public health facilities are limited in many areas, with frequent

stock-outs, mainly due to delayed procurement processes at MSD, distribution challenges, insufficient domestic financial resources to procure commodities, and low staffing levels at different health facilities. The government conducted a national health supply chain assessment in 2017, committing to implementing recommendations to ensure access and choice to voluntary, rights-based and affordable modern contraceptive methods and other reproductive health commodities for every individual who needs them.

In fostering family planning commodities and service availability, the project requires UNFPA to provide targeted capacity development to the MSD to take over the procurement and management of the reproductive health and family planning supply chain management system for FCDO supported projects. Capacity building will be preceded by a capacity needs assessment of the MSD. Based on this, UNFPA is seeking support for the capacity assessment and provision of targeted capacity development to MSD for handling the procurement of the FCDO supported reproductive health/family planning commodities.

### ***Purpose***

The overall objective is to assess and build the capacity of the MSD in managing the supply chain of life-saving maternal health and family planning commodities in Tanzania.

### ***Specific Project Objectives***

1. To undertake a capacity needs assessment of MSD to procure and manage logistics, including forecasting and quantification of family planning and other life-saving maternal health commodities.
2. To develop a capacity development plan to address identified gaps in the capacity assessment of procurement and logistics functions of MSD.
3. To provide technical assistance in implementing the capacity development plan, including training, identification of opportunities for exchange visits, development of tools, etc.

### ***Geographical area and Scope of the Assignment.***

The assessment and capacity building will cover Tanzania Mainland, with a focus on national-level actors at the Central Medical Stores Departments, selected regional warehouses and service delivery points in Tanzania.

### ***Supervisory and Administrative Arrangements.***

The consultant will technically report to Directors of Pharmaceutical and Medical Supplies under the overall guidance of the UNFPA Deputy Representative and Project Manager, Reproductive Health Commodity Security/Family Planning Programme Specialist, who will be the focal person for day-to-day technical support. For administrative and contractual matters, the consultant(s) will work closely with the UNFPA Operations Unit. The consultancy is open to local and international consultants and requires the submission of a CV/P11 to UNFPA.

### ***Methodology***

A mix of virtual and physical in-country presence in providing technical assistance is required while taking measures for the prevention of COVID-19.

- Desk reviews using checklists on overall supply chain management, paying special attention to forecasting and demand planning, supply planning, supplier/manufacturer pre-qualification,

establishment and management of contracts and agreements, quality assurance of products, logistics and shipping management and last-mile assurance (but not limited to the specific areas mentioned).

- The assessment will review relevant policies, plans, reports and other literature to generate evidence. UNFPA Tanzania CO will gather and share with the consultant the needed documents for his/her review.
- Interviews - The consultant will develop and send tools for conducting the different types of discussions in the country. The TCO will set up interviews with relevant staff of MSD and related government departments, development partners, CSOs, etc. Most of the discussions will be undertaken remotely/virtually. Where it is required, the TCO will support the consultant by conducting in-person interviews and provide the data for analysis and write-up.
- The interviews may take the forms of Key Informant, Group Interviews, Focus Group Discussions and In-depth Interviews as will be determined and will use questionnaires and focus group discussion guides developed and field-tested by the consultant.
- The consultant will propose additional methodologies to be agreed upon during the initial meetings and included in the inception report.

Data Analysis - this is a qualitative assessment of the capacity of MSD. The consultant will determine the best approach for data analysis.

### *Qualifications and experience*

The consultant must have a good track record and extensive experience in assessing and building capacity in procurement and supply chain management with the following qualifications:

- Advanced degree in supply chain management, business management, public health or any related field of study from a recognized institution.
- Extensive knowledge in the procurement of health commodities at the national or international level.
- Knowledge in forecasting and quantification including experience in WHO and international standards applicable to reproductive health and family planning commodities
- Should have conducted at least 3 similar capacity assessments of supply chains covering systems, equipment, human capital and other relevant parameters.
- At least 7 years of experience and excellent understanding of procurement principles in the public sector including a proven knowledge of supplier prequalification, PQ, QC and QA requirements.
- Expertise in building the capacity of supply chain systems.
- Excellent skills and experience in facilitating key informant interviews with government officials, development partners, civil society organizations and other partners.
- Excellent analytical skills in writing reports with constructive and practical recommendations.
- Fluency in written and spoken English. Knowledge of Kiswahili will be an asset.
- Familiarity with the health system in Tanzania, particularly in the procurement and supply chain of sexual and reproductive health and family planning commodities is an asset.
- Ability to work in a team.
- Flexibility and commitment to deliver on time.

### *Duration of the consultancy*

The duration of the consultancy should not exceed 30 working days within three months. Payments will be scheduled over three months. The study is expected to begin in September/October 2021. The consultant will develop a detailed work plan for the project period which will be jointly approved and monitored by MSD and UNFPA. A proposed working schedule is outlined in the table below.

**Table 1: Proposed number of days**

S/N	Activity	# of days
1	Desk review for inception report and tools development	3 days
2	Presentation of the inception report UNFPA/MSD	0.5 day
3	Addressing comments for the inception report including tools	0.5 day
4	Data collection	7 days
5	Data cleaning, entry and analysis	2 days
6	Report writing	5 days
7	Presentation of findings to UNFPA (TCO, PSB, CSB)/MSD/FCDO	0.5 day
8	Addressing comments from UNFPA Tanzania	1.5 days
9	Submission of the final report with recommendations	N/A
10	Capacity building of MSD	10 days
	<b>Total</b>	<b>30 days</b>

**Key Deliverables**

- Inception report submitted outlining the methodology, tools and timelines.
- Draft report with key findings and recommendations for review by MSD and UNFPA.
- Present key findings and recommendations to MOHCDGEC/MSD and stakeholders.
- Submit a final report with all quantitative and qualitative components and tools included.
- Capacity Building Implementation Plan developed and approved.
- Conduct Training of MSD staff based on the Capacity Building Implementation Plan.

**Payments Schedule**

- 20% upon approval of the inception report by UNFPA
- 20% upon submission of the draft report to MSD/UNFPA and presentation of the key findings and recommendations
- 30% upon approval of the final report by UNFPA
- 30% upon completion of agreed-upon training of MSD.

**How to apply**

Interested individuals with the required qualifications and experience should submit their application to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org) with the subject line “Consultancy Capacity Assessment of Medical Stores Department”. Applications documents to be sent should include: 1. Application letter, 2. Updated CV indicating previous assignment/s of similar nature, 3. Concept note on the understanding of the TOR for execution of the assignment, 4. Financial proposal to undertake the assignment.

**The deadline to submit application documents is 1<sup>st</sup> October 2021 (4:30 pm Tanzanian Time).**



