

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

## Logistics Management Information System (LMIS)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	<p>The purpose of this work is to hire a consultant to strengthen supply chains and logistics management information systems for essential SRHR medicines and commodities by:</p> <ol style="list-style-type: none"> <li>1. Explore the possibility to establish a logistics management information system (LMIS) at UNFPA Implementing partners' warehouses , making it impossible to monitor stock-outs and the effectiveness of the supply chain management mechanisms;</li> <li>2. identify gaps in the existing national Logistics management information system (LMIS) to be filled in order to improve it and develop more comprehensive reports for decision making”.</li> <li>3. Enhance the capacity of concerned health professionals in the main aspects of reproductive health commodity security (RHCS), including (contraceptive) logistics management information system.</li> </ol>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>● To review and understand the current National LMIS system for ordering, replenishment of stock, and reporting of RH commodities, including the flow of information and tools used to manage that information;</li> <li>● To assess the functionality of the LMIS and other related functions (distribution, storage, inventory control) within the selected SDPs;</li> <li>● To conduct five days training of trainers (TOT) on five days of Training of Trainers (TOT) on build staff capacity to better usage of the Logistics management information system( LMIS )and generate required reports mainly those related to contraceptives and essential reproductive health commodities</li> <li>● To identify strategies for developing a long term, sustainable LMIS system;</li> <li>● To develop recommendations at the SDP and national levels, including future technical assistance needs.</li> </ul> <p><b>Expected output includes:</b></p> <ul style="list-style-type: none"> <li>● An inception report, which clearly illustrates how the consultancy shall be executed;</li> <li>● Collection of data to understand the existing national policies, procedures, and processes on LMIS;</li> <li>● Relevant documents identified, analysed and reviewed, and stakeholders interviewed (using the Logistics Systems Assessment Tools), and SDPs visited;</li> <li>● Increased insight on the key programmatic, policy, and LMIS context influencing the national LMIS/supply chain performance;</li> <li>● 5-day Training facilitated on (1) the purpose of logistics system; (2) logistics management and decision making; <i>Allocation</i>, or “push” systems and <i>Requisition</i>, or “pull” systems; (3) Top-up distribution system; (4) Inventory control systems; (5) Information flow; (6) Types of records and reports: <i>(a) stock keeping records to keep information about products in the stores; (b) transaction records for commodities on the move; (c) consumption records for the commodities being used;</i> and (7) Storage/warehousing.</li> </ul>
Duration and working schedule:	July 1, 2021 to 30 September, 2021 (including: TOT on RHCS/(C)LMIS – 5 days)
Place where services are to be delivered:	<ul style="list-style-type: none"> <li>● Working from Home;</li> <li>● Meeting with partners and IPs at their premises;</li> </ul>

	<ul style="list-style-type: none"> <li>● Field visits to SDPs;</li> <li>● Identified workshop location to undertake the group sessions and 5-day ToT. The consultant will meet with the SRH Programme Specialist at the UNFPA Amman Office or telecommunication upon request.</li> </ul>
Delivery dates and how work will be delivered (e.g., electronic, hard copy, etc.):	<p>Ongoing through emails and hard copies.</p> <p>Delivery dates to be identified by the consultant (upon submission the work plan proposal). Delivery dates will be further discussed with the UNFPA SRH Specialist (delivery dates are adjustable based on mutual agreement).</p> <p>Schedule of payments:</p> <ul style="list-style-type: none"> <li>● 40% upon finalization of the data collection</li> <li>● 60% upon finalization the final report and completion of LMIS TOT.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format, and deadline:	<p>I- <u>Preparatory Research:</u></p> <ul style="list-style-type: none"> <li>● Inception Report;</li> <li>● Prepare data collection tools;</li> <li>● Draft schedule of field visits;</li> <li>● Desk Review.</li> </ul> <p>II- <u>Data Collection:</u></p> <ul style="list-style-type: none"> <li>● Key Informant Interviews;</li> <li>● Discussion Groups – central and SDP level: <ol style="list-style-type: none"> <li>1. Group sessions that include a maximum of 20 participants and focus on LMIS, product selection, warehousing and storage, transport and distribution, forecasting, procurement, organizational structures, and finance/donor coordination and commodity security planning;</li> <li>2. Group sessions that include a maximum of 20 MOH and RMS representatives from districts and SDPs and focus on organization and staffing, LMIS, forecasting, inventory control procedures, warehousing and storage, transportation and distribution, organizational support, and product use;</li> <li>3. Two joint discussion groups that include 15-20 participants from the central and lower levels will be brought together to ratify the findings and produce a draft work plan.</li> </ol> </li> <li>● Field Visits to SDPs, warehouses, and IPs.</li> </ul> <p>III- <u>Capacity Building:</u></p> <ul style="list-style-type: none"> <li>● Conduct five days of Training of Trainers (TOT) on better usage of the Logistics management information system( LMIS )and generate required reports mainly those related to contraceptives and essential reproductive health commodities.</li> </ul> <p>IV- <u>Reporting:</u></p> <ul style="list-style-type: none"> <li>● Debrief preliminary results with senior UNFPA programme management;</li> <li>● Draft report on LMIS status;</li> <li>● Incorporate feedback and finalize the report.</li> </ul>
Supervisory arrangements:	Based in Amman, under the overall guidance and the direct supervision of the UNFPA SRH Programme Specialist in Amman, the LMIS consultant will work closely with the SRH Programme Analyst, RHCS focal point, camp, and field coordinators at the UNFPA Jordan Country office. The consultant will also work closely with the Ministry of Health Maternal and Child Health Directorate, NGOs, and partners to enhance Reproductive Health Commodity Security (RHCS).
Expected travel:	N/A

<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p><b><u>Qualifications and Experience</u></b></p> <ul style="list-style-type: none"> <li>• Qualified national consultants will be recruited to accomplish the above technical tasks. The consultant will be responsible for the overall assignment, including preparation of a report equipped with agreed-upon recommendations;</li> <li>• Academic background: Advanced University degree or equivalent (preferably Ph. D.) in public health, medicine, and health systems;</li> <li>• Language requirements: Fluency in Arabic and English;</li> <li>• Experience: At least 7 years of professional experience in the SRH sphere. Advanced hands-on experience in RHCS/CLMIS;</li> <li>• Other requirements: Good knowledge of computer applications and information technology;</li> <li>• Excellent communication and interpersonal skills.</li> <li>• The consultant should share an implementation plan of the assigned consultancy upon submission of their CV.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:</p>	<p>The consultant is expected to be working from home. The consultant is also expected to arrange for the meetings with partners and IPs, and transportation. The UNFPA Amman Office will provide a training venue for the group sessions and 5-day ToT on LMIS, if needed.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Interested Consultant(s) need to submit a proposal that include a brief description of approach to work/technical proposal and Financial Proposal separately. Delivery dates will be further discussed with the UNFPA SRH Specialist (delivery dates are adjustable based on mutual agreement).</p> <p>Payments will be paid upon satisfactory completion of each deliverable.</p>

**UNFPA Work Environment:**

**UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.**

**How to apply:**

**Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter along with a technical proposal (includes a brief description of approach to work) and financial (in a separate file attachment), through the email address: [jco-consultants@unfpa.org](mailto:jco-consultants@unfpa.org) , indicating the Consultancy Title in the e-mail's subject, **by 24 July 2021, 23:59 pm.****

**Candidates whom their proposals are seriously being considered will be contacted.**

**Please note that selected consultants will be asked to submit a series of documents (health insurance; passport, vendor form, security certificates etc.) before starting their assignment.**