

TERMS OF REFERENCE - INDIVIDUAL CONSULTANT**National Consultant - Review of Contraceptive Supply Chain Management (SCM) Modelling Including Review of BOKB (Special Allocation Funds) in 9 Districts**

Hiring Office:	UNFPA Indonesia Country Office
Purpose of consultancy:	To review the implementation of the three SCM models and provide evidence for decision making, particularly in the development of new policies, regulations and guidelines to improve the implementation and performance of National Contraceptive Supply Chain Management.
Scope of work: (Description of services, activities, or outputs)	<p>UNFPA has been working with BKKBN in the introduction of three models for Contraceptive Supply Chain Management (SCM). The models were tested in East Java and East Nusa Tenggara provinces, covering the implementation in 9 districts in those 2 provinces. The modelling is intended to provide options for districts in managing the contraceptive management and distribution under the Universal Health Coverage era. The 3 SCM models are now popularly known as SCM Models A, B, and C.</p> <p>§ Model A: the vertical supply chain management run by BKKBN; basically the strengthening of the current SCM system.</p> <p>§ Model B: strengthening close coordination at the district level where the distribution and storage of the supplies at the district level and below, are using the District Health Office (DHO) channel(s) and mechanism.</p> <p>§ Model C: using public/private sector partnership approach, working with the postal service to distribute the supplies from district warehouse to the SDPs.</p> <p>After around 1 year implementation of the models, BKKBN intends to document the lessons learned, best practices and identify bottlenecks as to provide good basis for scaling up the replication and adoption by other districts nation-wide. UNFPA CO will support the conduct of the review of the Supply Chain Management modelling. The review will provide BKKBN a better handle to decide the SCM model or models for Indonesia and provide recommendations for districts to adopt the most suitable model. The review will also assess the utilization of the FP special allocation funds (BOKB); a special allocation of funds from BKKBN to districts to assist them to cover the contraceptives distribution costs.</p> <p>The scope of the review of contraceptive SCM will include quantification, storage, distribution, recording & reporting, from central, provincial, to district level, as well as the utilization of BOKB (special allocation fund) for the SCM related programme in the 9 model districts; Lamongan, Pamekasan, Banyuwangi in East Java Province; Kupang, Kupang City, Sikka, Sumba Barat, Sabu Raijua and Manggarai Barat in NTT Province.</p> <p>Description of services: Under the overall guidance of the UNFPA Country Representative and day to day consultation and supervision by the NPO RH, the national consultant will assist UNFPA in the following tasks:</p> <ul style="list-style-type: none">• Conducting independent review of the performance of the Contraceptive SCM modelling including review of BOKB (FP Special Allocation Funds) in 9 districts• Drawing key lessons from the contraceptive SCM modelling and provide a set of clear and forward looking options leading to strategic and actionable recommendations for the improvement of contraceptive SCM

	<p>Activities and timeline:</p> <table border="1" data-bbox="475 203 1461 1120"> <thead> <tr> <th data-bbox="475 203 932 277">Activity</th> <th data-bbox="932 203 1043 277"># of days</th> <th data-bbox="1043 203 1461 277">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 277 932 315">Briefing with UNFPA and BKKBN</td> <td data-bbox="932 277 1043 315">1</td> <td data-bbox="1043 277 1461 315">3rd week of September 2017</td> </tr> <tr> <td data-bbox="475 315 932 389">Desk Review</td> <td data-bbox="932 315 1043 389">3</td> <td data-bbox="1043 315 1461 389">3rd week of September 2017</td> </tr> <tr> <td data-bbox="475 389 932 463">Consultative meetings with stakeholders</td> <td data-bbox="932 389 1043 463">3</td> <td data-bbox="1043 389 1461 463">4th week of September 2017</td> </tr> <tr> <td data-bbox="475 463 932 537">Development of Instrument of study and draft Outline</td> <td data-bbox="932 463 1043 537">3</td> <td data-bbox="1043 463 1461 537">1st week of October 2017</td> </tr> <tr> <td data-bbox="475 537 932 611">Submission of Instrument of study and draft Outline</td> <td data-bbox="932 537 1043 611"></td> <td data-bbox="1043 537 1461 611">2nd week of October 2017</td> </tr> <tr> <td data-bbox="475 611 932 685">Preparation meetings with BKKBN to conduct evaluation</td> <td data-bbox="932 611 1043 685">2</td> <td data-bbox="1043 611 1461 685">2nd week of October 2017</td> </tr> <tr> <td data-bbox="475 685 932 759">Data collection in 9 districts (3 working days per district)</td> <td data-bbox="932 685 1043 759">27</td> <td data-bbox="1043 685 1461 759">3rd week October – 3rd week of November 2017</td> </tr> <tr> <td data-bbox="475 759 932 833">Development of draft report</td> <td data-bbox="932 759 1043 833">6</td> <td data-bbox="1043 759 1461 833">4th week of November 2017</td> </tr> <tr> <td data-bbox="475 833 932 871">Submission of draft review report</td> <td data-bbox="932 833 1043 871"></td> <td data-bbox="1043 833 1461 871">4th week of November 2017</td> </tr> <tr> <td data-bbox="475 871 932 909">Validation workshop</td> <td data-bbox="932 871 1043 909">1</td> <td data-bbox="1043 871 1461 909">1st week of December 2017</td> </tr> <tr> <td data-bbox="475 909 932 947">Revision of draft report</td> <td data-bbox="932 909 1043 947">3</td> <td data-bbox="1043 909 1461 947">1st week of December 2017</td> </tr> <tr> <td data-bbox="475 947 932 1021">Submission of final review report and printing</td> <td data-bbox="932 947 1043 1021"></td> <td data-bbox="1043 947 1461 1021">2nd week of December 2017</td> </tr> <tr> <td data-bbox="475 1021 932 1095">Dissemination session of review report</td> <td data-bbox="932 1021 1043 1095">1</td> <td data-bbox="1043 1021 1461 1095">3rd week of December 2017</td> </tr> <tr> <td data-bbox="475 1095 932 1120">Total</td> <td data-bbox="932 1095 1043 1120">50</td> <td data-bbox="1043 1095 1461 1120"></td> </tr> </tbody> </table> <p data-bbox="475 1155 564 1193">Output:</p> <ul data-bbox="564 1193 1422 1368" style="list-style-type: none"> • Instrument of study and draft Outline • Draft review report of SCM modelling and the utilization of BOKB in Bahasa Indonesia and in English • Final review report of SCM modelling and the utilization of BOKB in Bahasa Indonesia and in English 	Activity	# of days	Timeline	Briefing with UNFPA and BKKBN	1	3rd week of September 2017	Desk Review	3	3rd week of September 2017	Consultative meetings with stakeholders	3	4th week of September 2017	Development of Instrument of study and draft Outline	3	1st week of October 2017	Submission of Instrument of study and draft Outline		2nd week of October 2017	Preparation meetings with BKKBN to conduct evaluation	2	2nd week of October 2017	Data collection in 9 districts (3 working days per district)	27	3rd week October – 3rd week of November 2017	Development of draft report	6	4th week of November 2017	Submission of draft review report		4th week of November 2017	Validation workshop	1	1st week of December 2017	Revision of draft report	3	1st week of December 2017	Submission of final review report and printing		2nd week of December 2017	Dissemination session of review report	1	3rd week of December 2017	Total	50	
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Duration and working schedule:	50 working days commencing on September 2017 to be completed by end of December 2017																																													
Place where services are to be delivered:	Jakarta, with traveling to model districts																																													
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1" data-bbox="475 1630 1461 1883"> <thead> <tr> <th data-bbox="475 1630 1027 1668">Deliverables</th> <th data-bbox="1027 1630 1262 1668">Deadline</th> <th data-bbox="1262 1630 1461 1668">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1668 1027 1742">Instrument of study and draft Outline</td> <td data-bbox="1027 1668 1262 1742">2nd week of October 2017</td> <td data-bbox="1262 1668 1461 1742">20% payment</td> </tr> <tr> <td data-bbox="475 1742 1027 1816">Draft review report in Bahasa Indonesia and in English</td> <td data-bbox="1027 1742 1262 1816">4th week of November 2017</td> <td data-bbox="1262 1742 1461 1816">40% payment</td> </tr> <tr> <td data-bbox="475 1816 1027 1883">Final review report in Bahasa Indonesia and in English</td> <td data-bbox="1027 1816 1262 1883">2nd week of December 2017</td> <td data-bbox="1262 1816 1461 1883">40% payment</td> </tr> </tbody> </table>	Deliverables	Deadline	Payment	Instrument of study and draft Outline	2nd week of October 2017	20% payment	Draft review report in Bahasa Indonesia and in English	4th week of November 2017	40% payment	Final review report in Bahasa Indonesia and in English	2nd week of December 2017	40% payment																																	
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ol data-bbox="517 1906 1433 2011" style="list-style-type: none"> 1. Consultant is expected to submit bi-weekly progress report 2. Monthly meeting to evaluate the consultant's progress and performance 3. All instruments for data collection should be approved by UNFPA 																																													

Supervisory arrangements:	The consultant is expected to report the progress to NPO RH UNFPA
Expected travel:	Yes, to 9 model districts in October - November 2017
Required expertise, qualifications and competencies, including language requirements:	<p>The national consultant should have the following credentials and experience:</p> <ul style="list-style-type: none"> • Advanced university degree in related field • More than 5 years of experience in the field of logistic management • Proven experience of working closely with related government institution such as BKKBN, MoH, and familiar with the government mechanism/ processes • Excellent communication, facilitation and report-writing skill in English and Bahasa Indonesia
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA is not able to provide office space for daily use, only during the monthly meeting UNFPA can provide space for the consultant to work on the preparation and follow up of the meeting