

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> <ul style="list-style-type: none">▪ Model A: the vertical supply chain management run by BKKBN; basically the strengthening of the current SCM system.▪ 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.▪ Model C: using public/private sector partnership approach, working with the postal service to distribute the supplies from district warehouse to the SDPs. <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="478 206 1465 1120"> <thead> <tr> <th data-bbox="478 206 933 280">Activity</th> <th data-bbox="933 206 1045 280"># of days</th> <th data-bbox="1045 206 1465 280">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="478 280 933 313">Briefing with UNFPA and BKKBN</td> <td data-bbox="933 280 1045 313">1</td> <td data-bbox="1045 280 1465 313">4th week of August 2017</td> </tr> <tr> <td data-bbox="478 313 933 387">Desk Review</td> <td data-bbox="933 313 1045 387">3</td> <td data-bbox="1045 313 1465 387">4th week of August – 1st week of September 2017</td> </tr> <tr> <td data-bbox="478 387 933 461">Consultative meetings with stakeholders</td> <td data-bbox="933 387 1045 461">3</td> <td data-bbox="1045 387 1465 461">2nd week of September 2017</td> </tr> <tr> <td data-bbox="478 461 933 535">Development of Instrument of study and draft Outline</td> <td data-bbox="933 461 1045 535">3</td> <td data-bbox="1045 461 1465 535">2nd -3rd week of September 2017</td> </tr> <tr> <td data-bbox="478 535 933 609">Submission of Instrument of study and draft Outline</td> <td data-bbox="933 535 1045 609"></td> <td data-bbox="1045 535 1465 609">3rd week of September 2017</td> </tr> <tr> <td data-bbox="478 609 933 683">Preparation meetings with BKKBN to conduct evaluation</td> <td data-bbox="933 609 1045 683">2</td> <td data-bbox="1045 609 1465 683">4th week of September 2017</td> </tr> <tr> <td data-bbox="478 683 933 757">Data collection in 9 districts (3 working days per district)</td> <td data-bbox="933 683 1045 757">27</td> <td data-bbox="1045 683 1465 757">1st week October – 2nd week of November 2017</td> </tr> <tr> <td data-bbox="478 757 933 831">Development of draft report</td> <td data-bbox="933 757 1045 831">6</td> <td data-bbox="1045 757 1465 831">3rd – 4th week of November 2017</td> </tr> <tr> <td data-bbox="478 831 933 864">Submission of draft review report</td> <td data-bbox="933 831 1045 864"></td> <td data-bbox="1045 831 1465 864">4th week of November 2017</td> </tr> <tr> <td data-bbox="478 864 933 898">Validation workshop</td> <td data-bbox="933 864 1045 898">1</td> <td data-bbox="1045 864 1465 898">1st week of December 2017</td> </tr> <tr> <td data-bbox="478 898 933 931">Revision of draft report</td> <td data-bbox="933 898 1045 931">3</td> <td data-bbox="1045 898 1465 931">1st week of December 2017</td> </tr> <tr> <td data-bbox="478 931 933 1005">Submission of final review report and printing</td> <td data-bbox="933 931 1045 1005"></td> <td data-bbox="1045 931 1465 1005">2nd week of December 2017</td> </tr> <tr> <td data-bbox="478 1005 933 1079">Dissemination session of review report</td> <td data-bbox="933 1005 1045 1079">1</td> <td data-bbox="1045 1005 1465 1079">3rd week of December 2017</td> </tr> <tr> <td data-bbox="478 1079 933 1113">Total</td> <td data-bbox="933 1079 1045 1113">50</td> <td data-bbox="1045 1079 1465 1113"></td> </tr> </tbody> </table> <p>Output:</p> <ul data-bbox="571 1196 1430 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	4th week of August 2017	Desk Review	3	4th week of August – 1st week of September 2017	Consultative meetings with stakeholders	3	2nd week of September 2017	Development of Instrument of study and draft Outline	3	2nd -3rd week of September 2017	Submission of Instrument of study and draft Outline		3rd week of September 2017	Preparation meetings with BKKBN to conduct evaluation	2	4th week of September 2017	Data collection in 9 districts (3 working days per district)	27	1st week October – 2nd week of November 2017	Development of draft report	6	3rd – 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 August 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 1460 1883"> <thead> <tr> <th data-bbox="475 1630 1029 1664">Deliverables</th> <th data-bbox="1029 1630 1264 1664">Deadline</th> <th data-bbox="1264 1630 1460 1664">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="475 1664 1029 1738">Instrument of study and draft Outline</td> <td data-bbox="1029 1664 1264 1738">3rd week of September 2017</td> <td data-bbox="1264 1664 1460 1738">20% payment</td> </tr> <tr> <td data-bbox="475 1738 1029 1812">Draft review report in Bahasa Indonesia and in English</td> <td data-bbox="1029 1738 1264 1812">4th week of November 2017</td> <td data-bbox="1264 1738 1460 1812">40% payment</td> </tr> <tr> <td data-bbox="475 1812 1029 1883">Final review report in Bahasa Indonesia and in English</td> <td data-bbox="1029 1812 1264 1883">2nd week of December 2017</td> <td data-bbox="1264 1812 1460 1883">40% payment</td> </tr> </tbody> </table>	Deliverables	Deadline	Payment	Instrument of study and draft Outline	3rd week of September 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="523 1910 1445 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