Terms of Reference

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Supply Chain Specialist</th>
<th>Location:</th>
<th>Home Based with travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Operations</td>
<td>Length of contract:</td>
<td>55 days over 4 months</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(approx. 3 days per week)</td>
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<tr>
<td>Role type:</td>
<td>Consultancy</td>
<td>Travel involved:</td>
<td>50%</td>
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<tr>
<td>Reporting to:</td>
<td>ACCESS-SMC Project Manager</td>
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Organisational background

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:
- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

The ACCESS-SMC Project is a UNITAID-funded project, led by Malaria Consortium in partnership with Catholic Relief Services (CRS), which is supporting National Malaria Control Programs to scale up access to seasonal malaria chemoprevention (SMC) across the Sahel to save children’s lives. This three year project is supported by London School of Hygiene & Tropical Medicine, Management Sciences for Health, Medicines for Malaria Venture, and Speak Up Africa. It will provide up to 30 million SMC treatments annually to 7.5 million
children less than five years of age in Burkina Faso, Chad, Guinea, Mali, Niger, Nigeria and The Gambia, potentially avert ing 36,750 deaths due to malaria. By demonstrating the feasibility and impact of SMC at scale, ACCESS-SMC will promote the intervention’s wider adoption.

The supply chain process for each country starts at the quantification phase, with final quantification for all countries consolidated into a single order submitted to the supplier (Guilin) by the procurement agent (IDA Foundation) on behalf of Malaria Consortium. Orders are then shipped according to readiness to the various countries, and once there donated to the MoH, who are responsible for delivery at distribution points and to distribution teams. While drugs are donated, the project maintains a responsibility in terms of tracking and monitoring the use of the drugs under the project, and supports both financially and operationally the logistics of delivery and distribution in each countries, though approaches and involvement vary by country.

To strengthen the supply chain under this project and ensure the adequate importation, tracking, monitoring and accounting of drugs, as well as support future quantification exercise, ACCESS-SMC is searching for a Supply Chain Specialist consultant to work in collaboration with its regional office in Kampala, Uganda.

While overall oversight will cover all seven countries mentioned above, the bulk of the support will focus on the three countries where Malaria Consortium implements SMC directly (Burkina Faso, Chad, and Nigeria; in the other four countries, implementation is supported by CRS.

**Scope of work**

Support the ACCESS-SMC Project in delivering required medical supplies on-time at value-for-money during its main delivery season in West Africa in 2016. This role is initially for 4 months (July – October 2016), with a potential to evolve into a new supply chain role pending the success of the 2016 season.

The Supply Chain Specialist will be home based, with up to 50% travel to West African countries within the project.

**Key working relationships**

Global Operations Manager, ACCESS-SMC Project Manager, Malaria Consortium’s procurement agent (IDA Foundation), product manufacturer (Guilin), Malaria Consortium in-country operations staff in 4 countries, local partner’s operations and supply chain staff in 3 countries.

**Key Activities**
1. Manage the upstream elements of the ACCESS-SMC supply chain (35%)
   a. Manage day-to-day relationship with IDA (focal staff based in India), including weekly update calls, and liaise between IDA and the manufacturer (Chinese based, Guilin), and between IDA and Malaria Consortium/local partners’ in-country operations and supply chain staff.
   b. Guide and review as required production priorities and update schedules in light of changing conditions and needs, in collaboration with and mediating between Guilin, IDA and Malaria Consortium
   c. Coordinate the delivery of all product shipments to the destination countries, liaising with receiving countries to ensure appropriate administrative processes are completed on time (export licenses, product testing, tax exemption, customs clearance)
2. Manage the downstream elements of the ACCESS-SMC supply chain (40%)
   a. Ensure a smooth and timely connection between IDA and the local receiving partner
   b. Review and validate contracts with central medical stores to ensure that Malaria Consortium’s interests are catered for in the most efficient way
   c. Ensure efficient receipt and transportation of products to the planned regional/district medical stores, and onwards to the planned distribution points, in collaboration with Malaria Consortium/local partners’ staff
   d. Liaise with CRS Regional Supply Manager to generate updates for CRS countries and support the process as required (including facilitation of contacts between CRS and IDA).
3. Maintain an overview of the total supply chain (15%)
   a. Present the overview and stock status to the ACCESS-SMC Project team every 2 weeks, with challenges and recommendations.
   b. Follow up on agreed supply chain actions from all project meetings
4. Support recruitment of Operations staff in Malaria Consortium countries as required (10%)

**Key Deliverables**

- Overall accountability for delivery of all medical supplies against the agreed schedule during the consultancy period, and as demonstrated by:
  o Minutes on calls with IDA;
  o Validated weekly order status updates, with agreed actions which are to be followed and escalated where necessary;
  o Proof of timely deliveries of supplies, or appropriate justification when not the case;
- Review of all contracts/MOUs with third party supply chain partners (e.g. local partners, customs agents, Ministry of Health partners) to ensure they provide the most effective and efficient service for Malaria Consortium, as demonstrated by:
  o Proof of extensive input in review / finalization of draft contracts;
  o Proof of extensive input in in-country distribution plans;
- Delivery of an updated supply chain overview, with analysis and recommendations on a weekly basis to the Project Manager
Delivery of an updated supply chain overview, with full history, at the end of the consultancy, as demonstrated by a final 2016 supply chain report with a summary of recommendations.

Person specification

Qualifications and experience:

Essential:

- Proven experience of managing commercial supply chains for an international organisation and/or field level experience in managing complex supply chains for INGO’s
- Proven experience with international purchasing and shipping of medical supplies
- Working knowledge of French

Desirable:

- Proven experience working with local health supply chains in West Africa
- Masters in Supply Chain Management

Work-based skills:

- Demonstrable Project Management experience of a supply chain project within a large international organisation
- Excellent attention to detail; planning management and coordination skills
- Proven ability to build relationships across multiple stakeholder groups at all levels
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Highly motivated individual with the ability to act independently, to identify and analyse complex issues and recommend clear and effective solutions
- Ability and willingness to change work practices and hours when required to support the project objectives

Terms of Payment

Malaria Consortium will pay the agreed daily rate and all travel costs.