

Terms of Reference Self Funded Volunteer position Supply Chain Project Work

<u>COUNTRIES:</u>	<u>START DATE:</u>	<u>PROJECT LENGTH*:</u>
Dominican Republic:	Immediate	4-12 Weeks
Peru: [2 Positions]	Immediate	4-12 Weeks
Tanzania:	Immediate	4-16 Weeks
West Africa:	Immediate	4-16 Weeks
Haiti:	Immediate	4-12 Weeks
India:	Immediate	2-6 Months

*Volunteers do not have to commit for the full time of the project, but at a minimum will need to commit to 4 weeks.

COMPETENCIES

Core Competencies:

- Supply Chain background knowledge and experience.
- Strong quantitative and analytical skills.
- Good written and verbal communication skills in English and
 - Spanish – Caribbean, Central & South American countries: REQUIRED
 - French – Haiti, Togo West African countries: REQUIRED
 - Hindi & /or other local Indian Languages – India: REQUIRED
- High level of computer literacy.
- Project management and problem solving skills.
- Proactive attitude to assess and solve problems.

Behavioural Competencies:

- Highly organized and self-motivated.
- Creativity, flexibility and ability to work within deadlines.
- Maturity, initiative, tact and high sense of responsibility.
- Demonstrated ability to work in a team.

FUNDING

- Self funded either by the individual or their employer/university
 - Airfare, Accommodation, Living expenses
- Expenses will only be provided for domestic travel should it be required for the project

Dominican Republic: Santo Domingo, w/some domestic travel

BACKGROUND

The Clinton Foundation HIV/AIDs Initiative (CHAI) has been working on Supply Chain interventions in Dominican Republic since 2008. CHAI is the lead Supply Chain advisor for the Dominican government HIV/AIDs programs, and is supporting a number of projects with the goal of improving and transforming the current supply chain into a robust one with a focus on strengthening all health care systems within the country to ensure long-term sustainability.

To assist with forecasting and distribution of health commodities, all dispensing sites will complete monthly reporting to the regional and central level that includes data on the # of patients, health commodities being used and inventory (eg stock on hand, expiry dates etc). These reports are then analysed to determine the distribution plan for those commodities within that month.

OBJECTIVE

Provide assistance to the DR government to address issues across the current supply chain by working with them in:

- Strategy creation for Supply Chain projects.
- Assessing the supply chain.
- Identifying areas of weakness.
- Creating projects to solve the gaps.
- Working with various stakeholders in order to impress the importance of an efficient supply chain.

DUTIES AND RESPONSIBILITIES

CHAI Supply Chain Program activities include:

- Antiretroviral Treatment Centre (ARTC) Interventions (eg: data collection, inventory management, patient flow etc.)
- Development of a mapping tool
- Warehousing and Distribution transition from a 3PL to a Government Agency.
- Data gathering, analysis and action planning
- Regional Centres, Sites and Pharmacies assessments.
- Support of the National Data Base tool development/implementation project.

The specific duties and responsibilities of the volunteer will include, but may not be limited to:

- Assessing the Regional Centres, ARTC, Pharmacies.
- Documenting the outcome of the visits
- Providing recommendations based on the assessments done.
- Retrieving and analyzing data at DIGECITSS (Government Agency).
- Working with MOH staff on the data collection process.
- If necessary support the CHAI staff in any other SC work required.

Peru: Lima, w/some domestic travel

BACKGROUND

The Clinton Foundation HIV AIDS Initiative (CHAI) were invited by the Peruvian Ministry of Health (MOH) to provide technical on a Supply Chain (SC) diagnostic for their Antiretroviral Treatment (ART) network to treat HIV patients.

To assist with forecasting and distribution of health commodities, all dispensing sites complete monthly reporting to the regional and central level that includes data on the # of patients, health commodities being used and inventory (eg stock on hand, expiry dates etc). These reports are then analysed to determine the distribution plan for those commodities within that month.

OBJECTIVE:

Provide assistance to the MOH in diagnosing and documenting the issues/weaknesses across the health systems supply chain and identification of improvements that can be implemented within the current system. In addition to improving the SC for ART in Peru, the purpose of this diagnostic is also to develop a better understanding of the HIV epidemic in the country, to develop closer relationships with the MOH and to determine future areas of collaboration between CHAI and Peru. This project will definitely have an impact on the reputation of CHAI and the future of the relationship with the country.

DUTIES AND RESPONSIBILITIES

CHAI Supply Chain Program activities include:

- Data collection and analysis at site, regional and central level
- Diagnostic and mapping of information flow including processes and systems
- Data gathering, analysis and action planning
- Development of recommendations to improve information flow including systems, processes and indicators

The specific duties and responsibilities of the volunteer will include, but may not be limited to:

- Volunteer 1: Data Gathering and Analysis
 - Data collection at the Sites, Regional Centres and Central level.
 - Data consolidation and analysis
 - Providing recommendations based on the assessments done
 - If necessary support the CHAI staff in any other SC work required.
- Volunteer 2: Information Systems Support
 - Assist in systems diagnostic of current information flow, (process, tools etc)
 - Identification of recommendations to improve processes and tool
 - Development of various tools to support supply/demand planning, inventory management etc.
 - If necessary support the CHAI staff in any other SC work required.

Tanzania:

BACKGROUND

The Clinton Foundation HIV AIDS Initiative (CHAI) have been working with the Ministry of Health (MOH) in Tanzania.

Inventories of health commodities (including drugs and supplies) are typically stored in various locations throughout the country, such as central medical store, hospital and clinic store-rooms. Inventory management is typically maintained through manual systems, such as stock cards.

To assist with forecasting and distribution of health commodities, all dispensing sites will complete monthly reporting to the regional and central level that includes data on the # of patients, health commodities being used and inventory (eg stock on hand, expiry dates etc). These reports are then analysed to determine the distribution plan for those commodities within that month.

OBJECTIVE:

An electronic pharmacy inventory management tool was recently introduced in parallel to the current manual system in 6 districts across Tanzania. Over a 3 – 4 month period the data will be migrated to the electronic systems, inventory levels assessed across the sites and forecasting processes put in place.

DUTIES AND RESPONSIBILITIES

CHAI Supply Chain Program activities include:

- Data Migration from manual to electronic systems
- Validation of stock data to physical inventories
- Inventory assessment at sites to determine requirements
- Determine rebalancing of inventories and redistribution to other sites as necessary
- Forecast the quarterly need of the facility and capacitate the facility in the IM.

West Africa: Lomé, Togo w/some domestic and regional travel

BACKGROUND

The Clinton Foundation HIV AIDS Initiative (CHAI) has been an important technical partner to the Togolese Ministry of Health's (MOH) national project to decentralize dispensation of their Antiretroviral Treatment (ART) network to treat HIV patients since late 2008. Ongoing projects include the supervision of a local pharmacist hired to assist technicians at the site-level to improve dispensation and stock management. Additionally, Togo has recently received a large grant from the Global Fund on HIV/AIDS, which will dramatically alter the existing procedures, objectives, and systems in place. CHAI will serve as an internal advisor to the MOH on all matters concerning the Global Fund.

The outcomes and recommendations of this position will likely be applicable to other countries in the region of West Africa, so cross-sharing will be possible, including potential involvement and projects for the volunteer.

OBJECTIVES:

Provide assistance to the Central Medical Store (CMS) and the National AIDS Control Program (NACP) in identifying issues/weaknesses across the health systems supply chain and identification of improvements that can be implemented within the current system, in the context of the decentralization of ARV dispensation.

Work in conjunction with the site-level SC Mentor at the national and regional level to improve the distribution system of HIV/AIDS drugs and commodities.

Assist the CMS in their procurement and tendering practices, which are currently being revised with the arrival of the Global Fund HIV/AIDS Grant, to streamline the data collection and analysis circuits within the CMS, and to serve as a conduit between the CMS and the NACP.

DUTIES AND RESPONSIBILITIES

CHAI Supply Chain Program activities include:

- Data collection and analysis at site, regional and central level, including database and tool creation
- Diagnostic and mapping of information flow including processes and systems in the context of ARV dispensation decentralization
- Site-level capacity analysis (e.g. quantification, ordering, inventory management, dispensation), reactive training and implementation
- Development of recommendations to improve information quality and flow including systems, processes and indicators
- Quantification and procurement technical assistance, including training
- Creation and implementation of National SC Mentoring Program

The specific duties and responsibilities of the volunteer will include, but may not be limited to:

- Data consolidation and analysis
- Support to the SC Mentor in the development of the National SC Mentoring Program and identification of recommendations for site-level interventions for the SC Mentor
- Assistance in systems diagnostic of current information flow, (process, tools etc), both at the sites and regional/national levels in order to improve efficiency of decentralized dispensation
- Identification of recommendations to improve processes and tool
- Development of tools to support supply/demand planning, inventory management etc.
- Creation of key performance indicators to monitor and evaluate the progress and success of decentralization efforts
- If necessary support the CHAI staff in any other SC work required, both in Togo and in other West African countries.

Haiti: Port au Prince, w/some domestic travel

OBJECTIVE

Provide assistance to the Haiti government and NGO partners to address issues across the current supply chain by working with them in:

- Assessing the supply chain.
- Identifying areas of weakness.
- Creating projects to solve the gaps.
- Working with various stakeholders in order to impress the importance of an efficient supply chain.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the volunteer will include, but may not be limited to:

- Assessing the Regional Centres, ARTC, Pharmacies.
- Documenting the outcome of the visits
- Providing recommendations based on the assessments done.
- Retrieving and analyzing data with various stakeholders.
- Working with MOH staff on the data collection process.

If necessary support the CHAI staff in any other SC work required.

India: Delhi/Hyderabad, w/some domestic travel

OBJECTIVE

Provide assistance to the Indian National and State governments to address issues across the current supply chain by working with them in:

- Assessing the supply chain.
- Identifying areas of weakness.
- Creating and implementing projects to address the gaps.
- Working with various stakeholders in order to impress the importance of an efficient supply chain.

DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of the volunteer will include, but may not be limited to:

- Assessing the Regional Centres, ARTC, Pharmacies.
- Documenting the outcome of the visits
- Providing recommendations based on the assessments done.
- Retrieving and analyzing data with various stakeholders.
- Working with MOH staff on the data collection process.
- Implementing solutions to address the gaps

If necessary support the CHAI staff in any other SC work required.