



TOR for INDIVIDUAL CONSULTANT

Project name: Istanbul Regional Hub and UNDP Ukraine CO Management project

Post title: Consultant(s)/facilitator(s) for UNDP Regional Workshop on Medicines Procurement Service line development in RBEC CO

Country / Duty Station: Home based and Ukraine, Odessa

Expected places of travel (if applicable): One trip to Odessa, approximately 3 days

Starting date of assignment: September 4, 2017

Duration of assignment / or end date (if applicable): October 4, 2017

Supervisor's name and functional post: Zafar Yuldoshev and Andrey Pogrebnyak

Payment arrangements: Lump Sum (payments linked to deliverables)

Deadline for application: August 24, 2017

Selection method: Competitive

1. BACKGROUND

Following successful engagement of UNDP in the Implementation of projects funded by Global Fund to Fight HIV/AIDS, Malaria and Tuberculosis (8 RBEC COs were PRs), as well as some ad hoc support provided with the procurement of medicine (e.g. in Turkmenistan), health procurement has been emerging as a new service line of the RBEC region during the last two years.

In 2015 UNDP Ukraine paved the road for an expansion of this service line with its pioneer agreement with the Ministry of Health of Ukraine. In 2016 following the drugs' crisis in Moldova, UNDP Moldova assistance was requested by the Ministry of Health of Moldova in the area of procurement and supply chain management of essential medicines. The cooperation between UNDP and Ministries of Health (MoH) in these two countries helped to overcome corruption risks associated with public health sector procurement, as well as risk of discontinuity in the drugs supply. It has also significantly reduced delivery time, improved quality of procured medicines, vaccines and medical products as well as achieved dramatic savings for state budgets. In 2017, UNDP has finalized procurement under 19 programs having spent 66% of allocated budget with preliminary savings amounts to USD 12 million.

UNDP-led procurement of medicines has been the first stage towards a comprehensive state healthcare procurement reform. Given the long-lasting nature of such a reform process and the need to avoid possible disruption in the provision of medicines to patients, the procurement of essential medicines and medical commodities has been temporarily transferred to UNDP with the simultaneous strong capacity-building component aimed at enhancing capacities of the state health procurement system to support transparency and cost-efficiency. UNDP expertise and support for the reform of public procurement in the health care sector includes introduction of sustainable procurement practices, development of the digital monitoring and stock management systems, conducting Sector Integrity Vulnerability Assessments and designing anti-corruption action plan for public procurement, conducting public expenditure tracking surveys, and accompanying governments in

establishing independent Health Products Procurement Agency, modernizing public facilities for the storage of medicinal products in accordance with international standards of good distribution practices (GDP) etc.

Given the growing interest to this area across the region, there is a need to take initial stock of accumulated achievements, to facilitate the exchange of experience between UNDP offices and their MoH and CSO partners in the region and to articulate a clear UNDP value proposition in this area.

In this vein, the proposed workshop – co-hosted by Istanbul Regional Hub and UNDP Ukraine – will offer an opportunity to (i) articulate UNDP value proposition and comparative advantage in the area; (ii) exchange CO experiences and knowledge in the area of medical procurement; (iii) discuss risks and opportunities which this new service line brings to both national partners and UNDP; and (iv) bring together various layers of UNDP (BMS (LSO, PSU, ACP); HHD BPPS; Regional Hub; CO level) to discuss coordinated and improved support for this service line.

The workshop will serve as a follow up on the Action Plan developed during the CD/DRR/DCD meeting in Istanbul (May, 2017).

2. DESCRIPTION OF RESPONSIBILITIES / SCOPE OF WORK

- Support the preliminary design of the workshop covering methods to be adopted and an overall agenda;
- Given a list of potential participants and an understanding of the project goals, objectives and expectations for this workshop, review workshop materials provided by the CO and recommend adjustments to the design in order to meet the needs and expectations;
- Design the format of the sessions , energizers, and teamwork assignments;
- Design and deliver the interactive infographic, which will visualize the planning, procurement and reporting process;
- Ensure that the workshop is conducted in an interactive and participatory style;
- Take discussion notes visually and recap the main highlights after every session;
- Facilitate workshop to ensure the positive dynamics of discussions;
- Participate in and/or facilitate writing and discussion of the action plan and the workshop report.

3. DELIVERABLES

The expected deliverables of the consultant are:

- Pre workshop consultation to finalize agenda;
- Facilitated group work and visualized list of priorities;
- Set of energizers to keep the workshop dynamics;
- Workshop facilitation to ensure environment of open, participatory and inclusive discussion;
- Interactive infographic containing visualized tools to develop service line and references to the respective knowledge material;
- Visualized highlights of discussions and a group work;
- A complete workshop report , consolidated set of business tools and action plan.

4. MONITORING/REPORTING REQUIREMENTS

- Consultant will prepare a final report as per agreed deadlines.

5. EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Adherence to the UN principles of Integrity, respect, ethical behavior, and gender and cultural sensitivity;

Functional Competencies:

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to lead effectively, mentoring as well as conflict resolution skills;
- Remains calm, in control and good humored even under pressure;
- Proven networking, team-building, organizational and communication skills;
- Strong analytical, interpersonal, team work, communication and stress management skills;
- Proven ability to deliver timely and quality results under high pressure;
- Demonstrated high tolerance for change, complexity and unpredictability.

Education:

- Master's Degree or equivalent experience in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, Arts, Communications or related field.

Experience:

- At least 3 years' experience in team building, facilitation and strategic visualization across a range of industries including the private and public sector
- Experience with the UN System is desirable;
- Extensive experience at the national or international level in delivery of team building workshops
- Experience in the usage of computers and software packages required for various team building initiatives

Language:

- Proficiency in English, with a preference for additional UN working language (Russian)

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents to the tenders.ua@undp.org :

Required

- ☐ Letter of interest/proposal, explaining why the applicant considers him- or herself the most suitable for the work.
- ☒ Letter of interest/proposal, providing brief methodology on how the work will be conducted and/or approached.
- ☒ Personal CV, including information about past experience in similar projects / assignments and contact details for referees.
- ☒ Financial proposal

- ☐ Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP

7. FINANCIAL PROPOSAL

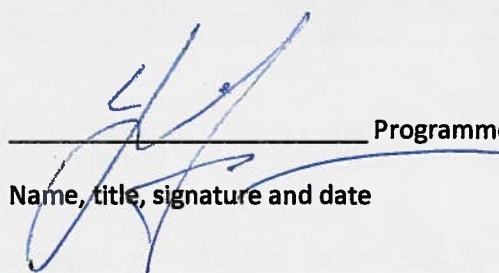
☒ Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel costs

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Approved by

 Programme Manager
Name, title, signature and date

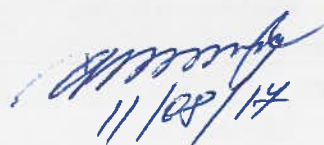
Source of funds:

E-req #: [Click here to enter text.](#)

OR

Chart field of Accounts:

Line #	Account	Oper. unit	Fund	Dept ID	PC Bus Unit	Project	Activity	Impl. agent	Donor
1		UKR	11300	B58201	UKR10	49748	ACT3	11982	00012


7/1/2011