

## TERMS OF REFERENCE

<b>Position:</b>	National Expert on procurement of medicines for treatment of socially significant diseases
<b>Project number and title:</b>	Procurement of medicines for the treatment of socially significant diseases, 00110007
<b>Contract type:</b>	Individual Contract (IC)
<b>Duration:</b>	April - July 2021 (80 working days)
<b>Duty Station:</b>	Home-based

### Background Information:

For over two decades, UNDP has been supporting the Government of Kazakhstan in addressing the needs of the most vulnerable groups of the population. In 2018 the Government requested UNDP to help to manage Hepatitis C disease in the country. Following this request, UNDP provides technical assistance and support to the Ministry of Health, "SK-Pharmacy" LLP (hereinafter – "SKPh") and other relevant bodies in the procurement of medicines, health products, and medical equipment in the framework of the project 'Procurement of medicines for the treatment of socially significant diseases.' In addition to the long-term project objective, supporting the Government's response to the COVID-19 crisis, including in medical procurement, became its integral part.

UNDP moved quickly to offer Kazakhstan's Government support in March 2020 related to preparedness, response, and early recovery measures in this crisis setting. In this regard, UNDP Kazakhstan mobilized a multidisciplinary team in the Country Office and UNDP Global Policy Center, Istanbul Regional Hub, and Procurement Units in Geneva and Copenhagen to provide much-needed support to the Government of Kazakhstan.

UNDP also made available to the Government its international supply chain and procurement infrastructure. Although this work goes beyond the project's initial scope, it is an important priority for the country and UNDP in the short- and medium terms and requests quality coordination, management, and communication on different levels. The Government requested UNDP to provide support in implementing the ADB grant-funded Project on Emergency response to COVID-19 to provide low-income families with medicines and primary equipment to prevent the spread of coronavirus infection, considering its well-established partnerships with the MOH and the MOLSP, as well as existing procurement and logistics support capacities.

The projects' primary objective is to organize a smooth procurement of medicines, health products, and medical equipment as per UNDP rules, regulations, policies, and procedures and following the Annual Work Plans and ProDocs agreed with the national partners.

The project focuses on improving patients' health status and socio-economic well-being with socially significant diseases through improved access to quality medicines, health products, medical equipment, timely diagnostics, prompt and effective treatment. Thus, the project contributes to realizing the national health care objectives and fighting against socially significant diseases.

The project is an integral part of the UNDP Governance portfolio. It contributes directly to addressing the most vulnerable and at-risk population groups' needs in the 'leaving no one behind' principle.

Under the Head of Governance Unit's guidance, the National Expert is responsible for the timely delivery and quality of outputs and technical advice. S/he will ensure effective implementation of the project's daily activities and compliance with appropriate UNDP policies and procedures.

The National Expert supervises project personnel and collaborates with the operations team, program staff and Government officials, technical advisors and experts, multilateral and bilateral donors, and civil society contributing to successful UNDP program implementation.

### Scope of Services:

The National Expert is expected to closely cooperate with project counterpart acting through the Ministry of Health of the Republic of Kazakhstan, LLP "SK-Pharmacy" and other government bodies involved in project activity, to:

- Ensure strategic dialogue and communication with the key stakeholders in priority spheres of Kazakhstan healthcare development system, including, but not limited to such areas as COVID-19 pandemic and related actions on Government preparedness, response and recovery measures;
- Ensure overall operational management of the project and delivery of results, in close cooperation with the Head of Governance Unit, in accordance with the project document, annual work plans and other joint agreements between the Government and UNDP;
- Ensure that the project produces the results specified in the project document, to the required standards of quality and within the specific constraints of time and cost;
- Ensure timely preparation, update and implementation of project annual and detailed work plans, and other related documents for timely commencement of planned activities and expected outputs;
- Provide substantive input to the project activities and outputs and ensure timely implementation of project activities, including reporting on progress vis-à-vis planned activities and expected outputs;
- Ensure proper management of the project budget; as well as that project funds are available when needed and disbursements achieved as per the work plan and cost sharing agreements;
- Ensure appropriate recording and accounting documentation, as required by UNDP and prepare required financial reports;
- Maintain close liaison with national project partners, ensuring optimum participation and promoting ownership of the Government in the implementation of the project; as well as ensure coordination of the project activities with other stakeholders at the national and regional levels;
- Ensure compliance of project business processes with UNDP Project Operational Policies and Procedures and UNDP Standard Operating Procedures;
- Prepare project reports, including progress and annual reports, as well as ad hoc technical reports, if and when needed;
- Facilitate project monitoring and evaluation, as well as audit activities;
- Ensure that the Atlas Project Management module is updated on a regular basis; perform other activities requested by the Head of Governance Unit.

#### Project and Procurement:

- Providing CO with procurement support during emergency situations (e.g. COVID-19 response);
- Adhere to the procurement plan approved by the national partner and monitoring of its implementation;
- Coordinate and ensure timely delivery to the national partner of health products and equipment as well as other goods and services under the signed contracts;
- Maintaining contacts with suppliers to ensure compliance with contract terms, shipping terms and insurance, and obtaining shipping documentation and other documents for provision to the national partner who will do necessary customs clearance of project cargoes;
- Maintaining on-going contacts with all parties involved in order to keep up-to-date procurement information and to ensure completeness and correctness of shipping documentation;
- Negotiation with the national counterparts, obtaining responses from the national side for clarification requests from suppliers with regards to specifications, quantities, shelf-life, delivery time and other procurement related information;
- Initiating and drafting letters required for obtaining approvals, permits from the government authorities and other authorities (if applicable);
- Monitoring the quality of procured goods in accordance with the donor's quality assurance policy, of quantities, cost and efficiency of procurement;
- Providing support to the national side in selection, quantification and forecasting of products, development of specifications, including consultations, drafting correspondence, contact with external entities, related to procurement;

- Processing necessary insurance obtaining for goods storage (if applicable);
- Development and constant maintaining of procurement monitoring tables and reports for procurement, deliveries and transfer progress as requested.

#### Project and Financial Management:

- Prepare and update work plans and budgets;
- Manage financial allocations, ensure timely payments in accordance with UNDP rules, regulations and procedures; generate Atlas reports, including combined delivery reports;
- Prepare procurement plans and oversee procurement and logistics for project implementation;
- Monitor and analyse the project environment and progress, using applicable M&E and risk management tools where relevant, and advise on timely readjustments of strategies and corrective actions as necessary;
- Produce periodical annual project progress reports and financial reports for the Project Board and donors;
- Provide regular reports on the project progress issues to the Programme Analyst/Head of Governance Unit;
- Comply with security and safety requirements and regulations and ensure the same are respected by all local consultants;
- Work closely with other UNDP Governance initiatives to ensure that the project is contributing effectively to overall performance of the UNDP programme in the country.

#### **Expected Deliverables:**

The effective performance of the incumbent is expected to further enhance the quality, relevance and effectiveness of UNDP projects in the areas of Health Procurement. The project's activity on procurement of health products will contribute to prevention, early detection, and effective, timely and prompt treatment, which is expected to decrease the rate of socially significant diseases prevalence in the country.

Reports will be reviewed and eventually accepted by the UNDP Head of Governance Unit in accordance with the ToR.

#	Deliverables/ Outputs	Timeframes and expected working days	Review and Approvals Required
1	Implementation of the project's daily activities and compliance with appropriate UNDP policies and procedures	Within the overall timeframe of the contract	Head of Governance Unit
2	Closely cooperate with project counterpart acting through the Ministry of Health of the Republic of Kazakhstan, LLP "SK-Pharmacy" and other government bodies involved in project activity	Within the overall timeframe of the contract	Head of Governance Unit
3	Supervises project personnel and collaborates with the operations team, program staff and Government officials, technical advisors and experts, multilateral and bilateral donors, and civil society	Within the overall timeframe of the contract	Head of Governance Unit
4	Provides technical assistance and support to the Ministry of Health, "SK-Pharmacy" LLP and other relevant bodies in the procurement of medicines, health products, and medical equipment	Within the overall timeframe of the contract	Head of Governance Unit

5	Provide support in implementing the ADB grant-funded Project on Emergency response to COVID-19 to provide low-income families with medicines and primary equipment to prevent the spread of coronavirus infection	Within the overall timeframe of the contract	Head of Governance Unit
6	Preparation of reports on the project progress issues to the Head of Governance Unit	Within the overall timeframe of the contract	Head of Governance Unit

**Institutional Arrangements:**

The expert will work in close cooperation with UNDP under the direct supervision of the UNDP Head of Governance Unit.

**Duration:**

The Individual Contract (IC) is awarded for a period of April – July 2021, to perform all expected deliverables indicated in Terms of Reference by the contractor. The expert should start providing the services from the moment of signing the contract; the expert should submit the results by the specified deadlines and complete his services no later than the end date of the contract.

**Duty Station:** Home-based

**Required Skills and Experience:**

- Master's Degree in Public Health, Pharmacy, Medicine or other related discipline or Bachelor's Degree with 3 years of professional experience in the subject area;
- 5 years of substantive experience working in or directly related to project/programme management on national or international level; Understanding of the healthcare system, challenges and policies and measures to address them.
- 2 years of experience in procurement, supply and use of health products, particularly in developing countries. Professional training in procurement and supply management (PSM), logistics and/or public health will be an advantage (Certificate).
- Proficiency in English and Russian languages, knowledge of Kazakh language will be an advantage.

**APPROVED BY:**

Irina Goryunova

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Assistant Resident Representative / OIC Head of Governance Unit

Date: 05-Mar-2021

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