

**TERMS OF REFERENCE FOR DEVELOPING GUIDANCE BOOKLET ON BIDDING FOR INTER AGENCY
REPRODUCTIVE HEALTH KITS AND DIGNITY KITS**

TERMS OF REFERENCE	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	<p>UNFPA is the UN’s sexual and reproductive health (SRH) agency. It has presence in more than 150 countries to promote universal access to sexual and reproductive health including in humanitarian settings. In collaboration with the partners all over the world, it works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Its vision is to end preventable maternal deaths, unmet needs for family planning and gender-based violence by 2030, contributing to advancement of the SDGs.</p> <p>UNFPA started its operations in China in 1979, the first time that the country received assistance in relation to population issues from an international agency. Currently, UNFPA and the Government of China are working together to deliver the 9th country programme (CP9 2021-2025). UNFPA collaborates with national partners to address unmet needs for sexual and reproductive health among the vulnerable population groups, especially the disabled people and young people, promote gender equality, and address the emerging national priorities, such as low fertility and population aging. In addition, CP9 facilitates global and South-South cooperation between China and other developing countries in implementing the ICPD Programme of Action and advancing Agenda 2030.</p> <p>Reproductive health commodity security is an essential element in achieving universal access to sexual and reproductive health. Considering China’s strong production capacity, under the SRH Outcome of CP9, UNFPA is exploring ways to expand the supply base for reproductive health commodities with an aim to increase the availability of quality and affordable products to meet the SRH needs of women and girls in the developing countries.</p> <p>UNFPA is a member of the global Inter-Agency Working Group on Reproductive Health in Crises (IWAG) and ensures that the Minimum Initial Service Package (MISP) for sexual and reproductive health is available for affected populations in humanitarian settings. In support of the MISP for SRH, UNFPA keeps 13 different Inter-Agency Reproductive Health (IARH) Kits and a range of complementary commodities in stock for urgent and emergency requests. UNFPA China office translated into Chinese the 6th edition (2019) “Manual: Inter-Agency Emergency Reproductive Health Kits for Use in Humanitarian Settings” and distributed it at the workshop with suppliers of RH products held in May 2021. Feedback shows that the manual is for users of kits and that Chinese suppliers still struggle to access information on procurement processes for IARH kits and dignity kits. Information on technical requirements, bidding requirements, assembling requirements, warehousing for kits prior to dispatching, and customs clearance, is scattered and often only available in English. In order to support the increase in availability and affordability of IARH kits, UNFPA will develop a booklet that brings together all</p>

	<p>publicly available information on IARH kits in a single guidance booklet in Chinese and English.</p> <p>The objective of the consultancy:</p> <ul style="list-style-type: none"> ● A guidance booklet prepared containing practical information for suppliers to participate in UNFPA procurement of IARH kits and dignity kits ● The booklet will, among others, include the following: <ul style="list-style-type: none"> - Scenarios/contexts where each kit is used - UNFPA bidding requirements in the recent years for each IARH Kit and the Dignity Kit based on UNFPA’s procurement, - Compliance requirements for bidders for each kit; - Process in the bidding of IARH kits and a flowchart summarizing the process; - Information and suggestions on packaging and warehousing; and - Data on UNFPA procurement of IARH kits
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> ● Task 1 : Review, and compile information on : <ul style="list-style-type: none"> - context and scenarios where each kit is used - UNFPA technical standards/specifications for the components in each kit - UNFPA non-technical compliance requirements for each kit - suggestions for assembling various kits - requirements for customs clearances - warehouse prior to dispatching in different locations (Shanghai, Guangzhou, and etc.) - procedures in UNFPA procurement of IRAH kits and dignity kits ● Task 2: Prepare an outline of the guidance booklet ● Task 3: Develop the content of the guidance booklet ● Task 4: Draft the booklet and it will be quality assured by UNFPA. ● Task 5: Develop layout design of the booklet, including a print-ready version and a mobile friendly version that is accessible through a QR code. ● Task 6: Final draft tested ● Task 7: Finalize the booklet
<p>Duration and working schedule:</p>	<p>Time frame: Between September 20 – October 20 for a draft booklet ; Quality assurance of the content: October 21 - October 30 Develop layout design of the booklet November 1-7 Testing and finalization November 8-15</p>
<p>Place where services are to be delivered:</p>	<p>Home based</p>
<p>Payment schedule:</p>	<p>UNFPA will make three payments to the consultant upon completion of the milestones entailed in the delivery schedule below.</p> <ul style="list-style-type: none"> - 30% upon the outline agreed and accepted by UNFPA (task 1 and 2) - 40% upon completion of Task 3-5 - 30% upon completion of Task 6 and 7

<p>Delivery schedule, monitoring & progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The supplier is expected to deliver the following periodic outputs,</p> <ul style="list-style-type: none"> - Task 1-2 deliverable: desk review and the booklet outline within 5 working days upon signing of the contract; - Task 3 deliverable: interview with UNFPA staff , and the text of the booklet within 15 work days upon signing of the contract; - Task 4 deliverable: the draft booklet within the 20 work days upon signing the contract and - Task 5 deliverable: layout design of the booklet with 8 days upon receiving quality assurance comments; - Task 6: Deliverable : testing conducted within 15 days upon receiving quality assurance comments; - Task 7 deliverable: final electronic version in Chinese and English available 20 days upon receiving quality assurance comments.
<p>Supervisory arrangements:</p>	<p>The consultant will be under the overall guidance of the Assistant Representative. The UNV and Program Associate for South South Collaboration projects will assist and monitor the preparation and completion of the assignment.</p>
<p>Expected travel:</p>	<p>Travel is not expected for this assignment. If so required and approved by UNFPA, UNFPA consultant travel policy¹ will apply.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Integrity: Please refer to UN Supplier Code of Conduct²</p> <p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> - Minimum of bachelor degree in economic studies, development studies or related disciplines. - At least 10 years’ experience of working on UNFPA procurement. - Record of successful UNFPA procurement, preferably IARH kits. - Knowledge of international development and UNFPA operation in China and the world. - Familiar with China’s policy on international trade, and customs clearance regulations. - Having a network of suppliers in China - Excellent English and Chinese business communication skills: oral and writing. <p>Competencies:</p> <ul style="list-style-type: none"> - Achieving results - Being accountable - Developing and applying professional expertise/ business acumen - Thinking analytically and strategically - Working in teams/ managing ourselves and our relationships - Communication skills
<p>Inputs / services to be provided by UNFPA:</p>	<p>UNFPA will ensure access to its personnel and documentation for background study, needs assessment, information collection, feedback collection, etc. UNFPA will provide overall guidance to the consultant throughout the contract process.</p>

¹ https://www.unfpa.org/sites/default/files/admin-resource/DHR_Individual_Consultant.pdf

² <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

<p>Other relevant information or special conditions, if any:</p>	<p>Please refer to the footnotes for,</p> <ul style="list-style-type: none"> - UNFPA China CP9 program document - Consultant travel policy - Supplier code of conduct - UNFPA General Terms and Conditions for De Minimis Contract³
<p>How to apply:</p>	<p>All applications should be sent to jiong@unfpa.org and xiwu@unfpa.org no later than 23:59 October 8, 2022, Beijing Time. Please write the following in the subject field of your application email: IC Guidance Booklet [Your name].</p> <p>Only shortlisted applicants will be contacted for further discussions.</p>

³ <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>