

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
TO PROVIDE TECHNICAL SUPPORT FOR UNFPA'S SUPPLY CHAIN MANAGEMENT (SCM) INITIATIVES**

TERMS OF REFERENCE	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	To provide technical guidance and coordination of UNFPA China's supply chain management (SCM) initiatives which will contribute to broadening the global supply base for high quality and low cost reproductive health commodities to support universal access to sexual and reproductive health care for all in China and globally.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background: UNFPA is the UN's sexual and reproductive health agency and operates in over 150 countries to ensure women and young people have access to high quality and comprehensive sexual and reproductive health services. Currently, over 200 million women lack access to modern contraceptives and every day 800 women die from preventable causes related to pregnancy and childbirth. Young people are more vulnerable to HIV infection and unintended pregnancy. Access to essential medicines and health supplies is critical for quality sexual and reproductive health services, as well as for strengthening the health systems. UNFPA is the largest public procurer of reproductive health commodities, and provides procurement services for UNFPA programmes in developing countries as well as for its partners including governments and development partners.</p> <p>In China, UNFPA and the government of China jointly implement the Country Programme of Cooperation (2021-2025) with national partners including the private sector. Improving access to reproductive health (RH) commodities in both development and humanitarian contexts is key for achieving the universal access to sexual and reproductive health and realization of reproductive rights and choices in China and developing countries.</p> <p>China has become an increasingly important player for promotion of global health through south-south and international cooperation. China has production and supply chain capacity and some health products have passed international quality standards including WHO pre-qualification. For instance, there are several WHO prequalified reproductive health products such as male and female condoms, LNG implant, pregnancy test, reproductive health drugs and medical devices. Chinese suppliers increasingly provide their products to global market. According to the 2020 Annual Statistical Report on UN procurement released by UNOPS, China was the country with the largest procurement volume related to COVID-19 at \$308 million which accounts for 56% of total COVID related procurement in 2020. UNFPA's Supply Chain Management Unit (SCMU) based in Copenhagen procures some quality assured RH products supplied by Chinese vendors through international competitive bidding, however China's share in total procurement volume was 6-7 percent during 2018-2020.</p> <p>UNFPA China and its partners in China make efforts to enhance the knowledge and capacity of Chinese manufacturers to apply for and obtain internationally-recognized qualifications for their reproductive health commodities with the aim of expanding the global supply base for reproductive health products and supplies.</p> <p>Considering the significant improvements in quality standards of health products produced by Chinese manufacturers due to enhanced national regulatory system, and China's production and supply chain capacity, UNFPA and Chinese partners have been exploring cooperation initiatives in the areas of reproductive health commodity security and supply chain. In the recent past, several capacity building activities, technical consultancies and engagements with relevant national institutions, experts, manufacturers and suppliers of RH commodities have been undertaken.</p>

Some activities that are planned for 2022 include capacity building training workshops for Chinese industry associations, manufacturers and traders on UN-UNFPA procurement regulations and processes, international quality assurance requirements/processes; preparation of procurement related reference materials, promotion of UN interagency cooperation and joint work on sustainable procurement; and support for a resource persons' network on SCM related issues, etc.

In this regard, UNFPA intends to hire an experienced individual consultant who will provide technical guidance and support the SCM related initiatives in 2022.

The consultant is to undertake the following tasks:

- Plan and organize capacity development meetings and workshops planned under the SSC component of the Programme. Through technical guidance, support and consultations within the UNFPA China office, with the SCMU team, and partners, plan and organise workshops and meetings related to the vendor capacity development initiatives. Prepare workshop reports and implement follow-up actions/recommendations;
- Technically guide and implement UNFPA-led activities which are part of the UN joint project on sustainable procurement implemented by UNDP, UNOPS, UNFPA and other UN agencies, and provide recommendations for UNFPA's future engagement in this project;
- Lead the dialogue on potential cooperation with China Council for the Promotion of International Trade (CCPIT) for enhancing capacity of its vendors and members, and support organizing activities/events, including workshops, as defined in the cooperation agreement which is currently under discussion and review;
- Compile and localise SCM related knowledge packages needed for conducting UNFPA SCM initiatives. Identify needs for knowledge packages and prepare those packages for dissemination during workshops and meetings;
- Plan and implement activities to support a functional resource person's network to ensure that vendors and suppliers receive the technical support and assistance needed, such as qualifying their products according to international standards, particularly WHO prequalification, improving understanding of UN procurement and market demand, product specifications, qualification processes etc. Support the SCM capacity building activities, for example, cascaded training to broader vendor and supplier bases, and provide hands-on support to targeted suppliers and vendors;
- Support advocacy activities to raise awareness of UNFPA's SCM work both in development and humanitarian contexts for achieving the UNFPA's three Transformative Results (ending preventable maternal deaths, ending unmet need for family planning and ending gender-based violence and harmful practices against women and girls), and promote expansion of global supply base for reproductive health commodities;
- In consultation with UNFPA and its partners, technically lead development of a business case for potential role and contribution of China to expansion of equitable access to quality and low cost reproductive health commodities and close global gaps in availability, accessibility and affordability of essential SRH products and services for women and young people in need.

The expected deliverables:

	<ul style="list-style-type: none"> - Successfully organized workshops, meetings, events and reports submitted - SCM knowledge packages developed and disseminated - Resource persons' network is in place and a number of suppliers/vendors supported with technical support and guidance on SCM issues. Report on implementation of planned activities submitted with recommendations. - Advocacy activities organized for raising awareness of UNFPA's SCM work in China and its relevance for the 3 transformative results. - Implemented and coordinated UNFPA activities as part of the UN Join project - Cooperation with CCPIT materialized and activities organized as per agreement; - Business case paper developed and finalized
Duration and working schedule:	1 July - 31 December 2022. Total maximum 21.5 days/month. The actual start date and duration is subject to the recruitment process.
Place where services are to be delivered:	UNFPA China Office
	<p>UNFPA will pay the consultant on the monthly basis based on the actual days worked, the evidence of delivery of tasks, the agreed delivery schedule and the daily consultancy fee agreed in the contract.</p> <p>The day consultancy fee of the consultant will be set according to the UNFPA Policy and Procedures for Contracting Individual Consultants¹, and based on the qualification of the candidate.</p>
Delivery schedule, monitoring & progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to deliver the outlined tasks based on the monthly work plan agreed with the assigned supervisor at UNFPA.
Supervisory arrangements:	The UNFPA Representative will supervise the consultant and provide guidance and directions.
Expected travel:	Travel is expected for this assignment if it is not restricted by national and local government authorities. UNFPA consultant travel policy ² will apply.
Required expertise, qualifications and competencies, including language requirements:	<p>Integrity: Please refer to UN Supplier Code of Conduct³</p> <p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> - Minimum of Bachelor's degree in health industry, supply chain management, business administration, or equivalent fields is required. Master degree in above mentioned fields is an asset; - Minimum 7 years of experience related to business management, healthcare industry, supply chain management, international and national public and private procurement; - Experience and knowledge on international quality standards and protocols for health products, including WHO prequalification guidelines and processes so on; - Experience in design and delivery of capacity building activities/workshops for professional groups; - Demonstrated communication and stakeholder management skills. - Work experience with UN including WHO in the relevant fields is an advantage. - Excellent analytical skills

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

² https://www.unfpa.org/sites/default/files/admin-resource/DHR_Individual_Consultant.pdf

³ <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

	<ul style="list-style-type: none"> - Excellent English and Chinese language skills: oral and writing. - Cross-culture work experience is an asset. <p>Competencies:</p> <ul style="list-style-type: none"> - Achieving results - Being accountable - Innovative - Conflict resolution - Developing and applying professional expertise - Thinking analytically and strategically - Working in teams, managing ourselves and our relationships - Communicating for impact
Inputs / services to be provided by UNFPA:	UNFPA will provide hardware and software facilities and access to its personnel and documentation for the consultant to perform the tasks.
Other relevant information or special conditions, if any:	Please refer to the footnotes for, <ul style="list-style-type: none"> - Consultant travel policy (early mentioned) - Supplier code of conduct (early mentioned) - UNFPA Policy and Procedures for Contracting Individual Consultants (mentioned early) - UNFPA General Terms and Conditions for De Minimis Contract⁴
Application and selection process:	<p>Interested candidates shall submit their applications to china.office@unfpa.org by 24:00 June 15, 2022 Beijing Time. The application shall include the following documents,</p> <ul style="list-style-type: none"> - Cover letter, indicating the motivation, previous experiences relevant to the assignments and the qualifications required. - CV of the applicant. Applicant’s name, address, phone, email and other contact information shall be indicated in the CV. - Examples and samples of previous work, certificates or documentations proving the skills and qualifications required for the assignment. - Reference letters from 2 recent employers are optional at the time of application; however, if the candidate is considered for the position, reference letters must be provided. <p>All application documents shall be in English. Please name the subject field of your application email as “IC SCM Project, [your name]”.</p>
Evaluation and selection process:	<p>The applications will be evaluated based on the qualification requirements above. Candidates meeting the qualifications will be invited for written test and interview.</p> <p>The candidate who has the highest score with a positive reference check will be awarded the contract.</p>

⁴ <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>