

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Palestine Country Office
Purpose of consultancy:	Under the direct supervision of the UNFPA SRH Analyst - and in collaboration with the rest of the SRH team and other UNFPA programs/units- the pharmacist will support the overall management of pharmaceuticals supply to service providers in Palestine as well as ensuring good monitoring of supply needs (medical equipment, drugs, disposables..) to sustain provision of SRH services in the country.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Review all medications list received from service providers, and filter the needs of SRH related drugs. • Liaise with the MOH and other service providers to ensure good management, distribution, and delivery of medication supplies, consumables and disposables according and MOH rules and regulations. • Support providers in the process of forecasting and quantification of their annual needs, anticipate any SRH drug shortages. • Liaise with all internal UNFPA parties, supply & logistic unit, procurement (SCMU, HRD..) in all matters related to procurement of drugs and supply chain processes. • Contribute to the process of opening tenders, set any needed specifications (dosage, quantities...etc) and when needed participate in technical evaluation of other supplies. • Follow up the conditions of warehouses to ensure proper storage and quality standards are met. • Participate in the SRH team meetings; prepare presentations when needed on the supply status of the country office. • Enhance the last mile assurance process through communicating with ministry of health and other service providers, set mechanisms and tools to support implementing partners. • Understand the MOH rule and regulations in regard to the drug policy in Palestine. • Assist in the preparation of requisitions and purchase orders for drugs, medical supplies and medical equipment using UNFPA system and

	<p>coordinating with Procurement Department to ensure that items are ordered as per required specifications.</p> <ul style="list-style-type: none"> Assist in the preparation of technical evaluation to advice of specification quality and relevant aspects. Receive and inspect deliveries of drugs, medical supplies/equipment, and disposables <p>Support in the Preparation of the required paperwork and documents</p>
Duration and working schedule:	1 st December-28 February 2025
Place where services are to be delivered:	UNFPA office in Ramallah-virtual, to be accommodated according to the needs of the program and upon coordination with relevant colleagues
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All deliverables must be shared through email, in draft and final forms
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly report summarizing all deliverables should be submitted by the end of each month and shared for endorsement to amarneh@unfpa.org
Supervisory arrangements:	The overall supervision will be provided by Reem Amarneh (amarneh@unfpa.org) with close monitoring with the SRH officer Yahia El-ziq (el-ziq@unfpa.org)
Expected travel:	NA
Required expertise, qualifications and competencies, including language requirements:	<p><u>Education:</u></p> <ul style="list-style-type: none"> Advanced degree in Pharmacy from an accredited academic institution with 3-5 years relevant professional experience. <p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> Experience working with UN, INGOs, or pharmaceutical companies will be an added advantage Knowledge of good distribution practices Knowledge of inventory management. Knowledge of cold chain monitoring and management Understanding of pharmaceutical products and medical equipment High level of administration and strong monitoring skills Very strong written and spoken English and Arabic language skills Able / willing to travel throughout West Bank on a regular basis. Strong technical understanding of the Palestinian health system.

	<ul style="list-style-type: none"> • Ability to elaborate reports, document and disseminate good practices. • Strong interpersonal and organizational skills. • Computer literacy - Word, Excel, Power point, etc.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NA
Other relevant information or special conditions, if any:	NA
<p>Signature of Requesting Officer in Hiring Office: <i>Reem Amarnah</i></p> <p>Date: 13/11/2024</p>	
<p>Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Thursday, 21 November 2024. Only those short-listed for the position will be contacted.</p>	