



**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT  
Reproductive Health Commodities Security Associate**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	UNFPA Palestine Territory CO
Purpose of consultancy:	<p>UNFPA is currently responding to the unprecedented crisis in Gaza since 7th of October 2023, ensuring that women, girls and every person with Sexual and Reproductive Health needs have access to essential services and rights.</p> <p>To support the expansion of UNFPA's sexual and reproductive health in emergencies (SRHiE) program in Gaza, to become part of a highly motivated and committed team, UNFPA is seeking to hire a national consultant- Reproductive Health Commodities Security [RHCS] Associate.</p> <p>The incumbent will work under the overall supervision of the Gaza Head of Office, and the direct supervision of the SRHiE Specialist in Gaza and will work very closely with UNFPA's implementing partners, the Gaza and CO logistics and supply chain team and the SRHR team to ensure timely delivery of the SRHR response in Gaza. The post holder will also closely support the running of the SRHR working group under the health cluster in Gaza.</p> <p>The RHCS Associate will provide a substantive contribution to the implementation of reproductive health commodity security. This will entail the identification of needs, forecasting and quantification, support distribution, monitoring utilization, and disposal.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Without the right quality and quantity of SRHR commodities, UNFPA's mandate to respond to Sexual and Reproductive Health Needs and Rights can hardly succeed. Hence, UNFPA is seeking a candidate who can transform, inspire and deliver high impact and sustained results; one who is transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results. For this post, UNFPA is looking for a person with strong experience and a passion for managing reproductive health commodities and supplies across the country.</p> <p>The RHCS Associate ensures the effective management of UNFPA supported Reproductive Health Commodity Security comprising family planning commodities and maternal health life-saving medicines, consumables and equipment. S/he also contributed to procurement planning, forecasting, budgeting, inventory tracking and monitoring, reporting, in close collaboration with the logistics and operations team.</p> <p><b>Programme implementation RH-CS</b></p> <ul style="list-style-type: none"> <li>● In collaboration with the Gaza Information Management Officer, the incumbent develops and keeps updated the digital platform of the SRHWG for SRH supplies requests, allocation and monitoring. S/he timely provides information on the distributions carried out and the gaps and, in collaboration with the SRH specialist, identifies and flags duplications.</li> <li>● Support the partners during the installation of the containerized SRH clinics and verify equipment completeness and functionality, and ensure, in collaboration with the operations and log team, that all necessary paperwork is duly filled (deconfliction, custodianship form, etc.) S/he will also conduct monitoring visits to the assets, according to the C-SRH-C SOPs.</li> <li>● Contribute to timely preparation and submission of SRH progress reports and SitReps, as required.</li> </ul>

	<ul style="list-style-type: none"> <li>● Review the current context in Gaza and later on manage UNFPA e-LMIS by overseeing the rational use of emergency RH kits, bulk, equipment and other commodities by end-point users after following up their distribution.</li> <li>● Together with Gaza Logistics team and CO team, review UNFPA’s internal supply chain management process and suggest improvements.</li> <li>● Assist in Strengthening and develop systems for monitoring available stock in the warehouse and at the facilities.</li> <li>● Strengthen and develop systems for standardizing essential medicine and equipment at each targeted health facility/service delivery points.</li> <li>● Assist in developing/adapting and implementing practical protocols and guidelines to ensure the quality of SRH services, including Family Planning (FP), provided by the implementing partner (IP).</li> <li>● Support the formulation of a competitive and transparent procurement system and plan for SRH commodities.</li> <li>● Conduct regular field assessments to determine the SRH needs, as well as ensure the maintenance of all equipment and instruments in the facilities.</li> <li>● In collaboration with the programme team, support implementing partners (IPs) to ensure timely and proper implementation of SRH planned activities, including FP, and resolution of bottlenecks.</li> <li>● Ensure all medicines and supplies are maintained and in stock; prevent stock out while minimizing wastage, in collaboration with the logistic team.</li> <li>● Support distribution of stock as needed.</li> <li>● Anticipate transition away from less reliance on RH (and others) Kits to support a more sustainable supply chain as part of early recovery.</li> </ul> <p><b>Capacity Building:</b></p> <ul style="list-style-type: none"> <li>● Provide overall guidance required to strengthen and build capacity in the use of management information to forecast the required contraceptives and related SRH commodities for partners in Gaza.</li> <li>● Identify training needs for procurement, distribution, and stock monitoring and ordering among UNFPA partners in Gaza.</li> <li>● Participate in facilitating training to build the capacity of - implementing partners and services providers such as medical doctors, midwives, pharmacists on commodities management and rational usage of medicines.</li> </ul> <p><b>Effective coordination and Strengthen Partnerships:</b></p> <ul style="list-style-type: none"> <li>● Coordinate with respective implementing partners to ensure quality service delivery at all facilities.</li> <li>● Liaise with UNFPA’s Implementing Partners to gather needed information and share important updates on commodities and supply.</li> <li>● In collaboration with the SRHiE Specialist, hold coordination meetings with main providers of SRH related kits and products (WHO, UNICEF, INGOS, NGOs) to align, harmonize and avoid duplications</li> </ul> <p><b>Resource Mobilization:</b></p> <ul style="list-style-type: none"> <li>● Contribute to project proposal development of the SRH humanitarian program to assist in resource mobilization for the implementation of RHCS programming.</li> </ul> <p>Perform any other duties as required by the supervisor.</p>
<p>Duration and working schedule:</p>	<p>1 December 2024 to 31 May 2025 (6 months, renewable)</p>
<p>Place where services are to be delivered:</p>	<p>Gaza Strip</p>

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Delivered electronically and in person (according to the task):</p> <ul style="list-style-type: none"> <li>● Digital platform for kits request developed within 2 weeks and updated on weekly basis</li> <li>● Documentation for C-SRH-C complete within 1 week from reception, and technical follow up of the asset is ensured</li> <li>● Partners are empowered in quantification and management of SRHR commodities</li> <li>● Distribution plans finalized within 24 hours from reception of cargo.</li> <li>● Training/capacity building sessions on SRHR commodities provided to partners (at least 3)</li> <li>● Presentations at SRHWG, health cluster and other platforms on SRHR commodities (at least 2)</li> </ul>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<ul style="list-style-type: none"> <li>● Prepare weekly and monthly work-plan and discuss such plans with the supervisor.</li> <li>● Share monthly reports with the supervisor on the 5th of every month.</li> <li>● Final report</li> </ul>
<p>Supervisory arrangements:</p>	<p>Under the direct supervision of the SRHRiE Specialist- Gaza Office</p>
<p>Expected travel:</p>	<p>Travel in the five governorates of Gaza Strip when the conditions permit.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>● First level university degree desirable in medical engineering, healthcare management, pharmacy or other relevant field. A master degree in a relevant field may be considered to substitute 2 years of relevant work experience.</li> <li>● Specific training or proven knowledge of Sexual and Reproductive Health</li> <li>● Public health training is an asset.</li> </ul> <p><b>Work experience:</b></p> <ul style="list-style-type: none"> <li>● Minimum 5 years of relevant work experience in the health sector and humanitarian response programming and coordination in the area of supplies</li> <li>● Experience with the United Nations system is a strong asset</li> </ul> <p><b>Skills and knowledge required</b></p> <ul style="list-style-type: none"> <li>● Sound knowledge of Sexual and Reproductive Health and Rights in Emergencies and in protracted crisis settings. Familiarity with GBV and Youth is desirable.</li> <li>● Skills in mapping and data collection, knowledge management and information sharing.</li> <li>● Ability to summarize and present information in an impactful way</li> <li>● Program management and result/based</li> <li>● Proficiency in the usage of computers and office software packages (MS Word, Excell, etc.)</li> <li>● Good communication skills, ability to network, advocate and position agency and mandate highly desirable.</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>● English and Arabic proficiency both written and oral.</li> </ul> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity</li> <li>● Demonstrating commitment to UNFPA and the UN system</li> <li>● Embracing cultural diversity</li> <li>● Embracing change</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>● Generating, managing and promoting the use of knowledge and information</li> <li>● Providing a technical support system</li> <li>● Facilitating quality programmatic results</li> </ul>

	<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieve results</li> <li>• Being accountable</li> <li>• Developing and applying professional expertise/ business acumen</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams/ managing ourselves and our relationships</li> <li>• Communicating for impact</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Office space and transport in relation to work activities will be provided</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Must be physically present in Gaza at the time of the selection process</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 05.11.2024</p>	<p>Immediate Supervisor: Alice Rosmini, SRHiE Specialist</p> <p>DocuSigned by: <i>Alice Rosmini</i> E564B022DA6C417...</p> <p>Approval: Shrutidhar Tripathi Deputy Representative &amp; Humanitarian Coordinator</p> <p>DocuSigned by: <i>Shrutidhar Tripathi</i> F6F1BC923061497...</p>
<p>Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / <a href="#">P11 form</a> to <a href="mailto:palestine.hr@unfpa.org">palestine.hr@unfpa.org</a> by closing date and time for applications <b>Thursday, 14 November 2024, 23:59pm</b> (Jerusalem time). Only those short-listed for the position will be contacted.</p>	