

**DRAFT TORs FOR THE DEVELOPMENT OF PROCUREMENT AND SUPPLY  
CHAIN MANAGEMENT (PSCM) MANUAL FOR COMMON MANAGEMENT  
UNIT (CMU), MoNHSR&C ISLAMABAD**

**Introduction:-**

Common Management Unit (CMU) to manage the Global Fund Grants on AIDS, TB & Malaria is a donor funded program and delivering its assigned role under the ambit of Ministry of National Health Services, Regulations and Coordination (MoNHSR&C). Alongside providing guidelines on each disease specific program CMU is also providing free of cost pharmaceuticals and health items to diagnostic and treatment facilities for testing and treatment of affected population, all across the country. PSCM is a cross-cutting department for all the three disease specific programs and supports the programs for almost 65% of the donors' funded allocated budget.

**Objectives of the Consultancy services:-**

Under the direct supervision of Procurement & Supply Chain Management (PSCM) Unit, the consulting firm is required to develop a manual that covers the detailed and comprehensive *Procurement and supply chain mechanism, SOPs, procedures and methods for ordering (right from the Purchase Requisition level), receiving, recording, distribution & transportation, storage (at central, all intermediate and facility levels) and safe disposal (where required) of pharmaceuticals, health and non-health commodities. All the SOPs should include well developed tools and forms for use during implementation. The consultant will also impart the training component for the staff.*

**Scope of work**

*The main duties of the consulting firm shall be as under: -*

*The Procurement, Supply Chain and Inventory Management manual(s) will address following main areas:*

- a) Procurement & Supply Chain;***
- b) Warehousing; &***
- c) Distribution and inventory management***

*The consulting firm will provide (but not limited to) the followings:-*

- 1. Detailed review of the available manuals, guidelines, procedures;*
- 2. In-person discussions with key staff members of the PSCM Unit;*
- 3. Development of comprehensive SOPs, methods for need identification, forecasting/ quantification, ordering, receiving, storage, distribution/ transportation, reverse logistics*

*from fields to central warehouse, inter-site(s) distribution mechanism, client complaint mechanism, disposal of commodities (where required) etc;*

- 4. Detailed SOPs for the procurement of goods and services in compliance of the donor's guidelines and country rules including standard bidding documents for procurement of health products, non-health products, general services, consultancy services and works.*
- 5. Detailed SOPs for warehousing operations e.g. methods for receiving, handling, storage and issuance of program commodities with varying nature all through the supply chain system up to facility levels;*
- 6. Detailed SOPs for health and safety at storage sites;*
- 7. Detailed SOPs for distribution of pharmaceuticals and health commodities from central and provincial level to facility level;*
- 8. Detailed Human Resource structure and flow chart at each site and procurement unit (Central & Provincial);*
- 9. Detailed SOPs for auctioning of program commodities, including vehicles (as and when needed);*
- 10. Formal session/s with PSCM concerning staff, after the draft manual(s), developed;*
- 11. A detailed component for capacity building and technical assistance for CMU's PSCM staff.*

**Consultancy firm's Qualification and Experience Requirements:**

The firm should have at least 10-15 years of overall experience and at least eight to ten (8-10) years of experience in development manuals like Procurement, Supply Chain, and Inventory Management etc. The Consultants should possess good knowledge of all concepts, principles, corporate law, legal, structural, Taxation Liabilities and approaches required for national / international procurement of Public Procurement Systems. Specialized knowledge and significant documented experience in 2-3 substantive areas/aspects of procurement (e.g. commodities; finished goods; various forms of construction contracts; selection / contracting of consultancy services; preparation of bidding / contract documents for the national and international procurement of goods, works and services. Public procurement policies; practices, institutions in developed and/ or developing countries. The consultants' team should possess proven capacity to analyze, plan, think and perceive strategically with experience of procurement and supply chain management operations.

**Duration of the assignment:-**

The duration of the consultancy is 90 days from the award of contract.

**Ownership of the material:-**

Common Management Unit (CMU) to manage the Global Fund Grants on AIDS, TB & Malaria, MoNHS&C will be the exclusive owner of the manual(s) developed and the consulting firm shall

not be allowed to use these in any of their future assignments, unless permitted in writing by the CMU management.

**Deliverables:-**

The consultant shall submit:-

- Inception report;
- Draft Procurement, Supply Chain and Inventory Management Manual/s; &
- Final Procurement , Supply Chain and Inventory Management Manual/s;
- All relevant flow-charts, formats, checklists, reports etc;
- Report on Training of PSCM staff at federal & provincial (if needed) levels;

**The professional team of Consulting firm must at-least have following professionals:-**

1. **One Team Lead:** Masters in Supply Chain/ Logistics Management/ MBA with sound knowledge and 8-10 years' experience on both public procurement and private sector procurement policies, regulatory framework etc, preferably experience in dealing/ developing public/private sector supply chain management manuals/ procedures etc.;
2. **One Procurement Specialist:** MBA/ Masters in Procurement/ Supply Chain & Logistics Management with sound knowledge and 8-10 years' practical experience of PPRA and donor funded procurement policies. He/ She must have experience to develop SOPs, methods and policies framework for procurements and supply chain;
3. **One Finance Specialist:** MBA Finance, CA, ACCA, ACMA with sound knowledge and experience of donor and public exchequer spending procedures; &
4. **Pharmacist:** having bachelor or master's degree in Pharmacy having experience in logistics preferably in public health sector.

**Payment Terms:-**

5. 10% upon submission of inception report on basis of desk review and its acceptance by CMU;
6. 20% on submission of draft procurement manual;
7. 70% on submission and acceptance of final version of procurement and supply chain management manual/s.