

Vacancy Notice No. IC/2020- 006

Terms of Reference

Assignment Title:	National Consultant as Project Assistant (Last Miles Assurance - LMA) in support to Maternal and Reproductive Health Division
Duration:	Up to December 2020
Duty Station:	MRH and UNFPA Offices in Nay Pyi Taw
Closing Date for Application:	7 July 2020 (5 pm Yangon Time)
Starting date of Assignment:	as soon as possible

1. PURPOSE OF CONSULTANCY

UNFPA provides technical and financial support to Maternal and Reproductive Health Division of the Department of Public Health and is targeting zero unmet need for family planning, zero preventable maternal deaths, zero gender based violence and harmful practices. Since 2018, UNFPA developed the new policy on programme supplies to improve the status of reproductive health commodity security for boosting to achieve these strategic goals and promote supply chain visibility with the last miles assurance (LMA) approach. The Maternal and Reproductive Health Division, Department of Public Health is the leading Government Department, for the implementation of family planning, sexual and reproductive health including maternal health care services in Myanmar and UNFPA as leading agency in SRHR, including family planning, provides technical and financial support as well as family planning and RH commodities with the value of over 2 million in every year.

According to the procedures of last miles assurance, the IP which received commodities from UNFPA will be assessed for its organizational capacity on supply chain management and commodity. Spot-check and audit will also conduct to the IP in addition to quarterly report on inventory status with detailed transition, distribution to decentralized warehouses and service delivery points. Therefore, the Maternal and Reproductive Health Division, Department of Public Health requested to UNFPA to provide technical support and human resource for last miles assurance in order to proceed the last miles assurance procedures and promote supply chain visibility and transparency throughout the entire supply chain.

The MRH Division needs support for the preparation and timely submission of inventory report on quarterly basis, preparation and participation in inventory spot check and inventory audit as well as follow up actions on recommendations, participation and coordination with MRH and UNFPA for the development of supply chain map fact sheet and participation in organizational capacity assessment on supply chain management. For that, a Project Assistant will be recruited to support MRH on the performance of these requirements.



2. SUPERVISION AND WORKING ARRANGEMENT

The project assistant (LMA) will work under day-to-day supervision of the UNFPA Programme Analyst (RHCS) and the Programme Analysts (SRHR).

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

- 1) Coordinate with UNFPA, MRH-DOPH and CMSD for custom clearance and storage of UNFPA supported commodities.
- 2) Liaise with MRH-DOPH and CMSD for reviewing the manufacturer's storage requirements and ensuring adequate inventory storage and safeguarding conditions are maintained at all times.
- 3) Performing inventory stock counts in CMSD/IP warehouses and reconciliations of inventory reports periodically for UNFPA supported commodities, including humanitarian supplies.
- 4) Coordinating for safe disposal of expired and damaged goods and serving as the office point of contact for all cases involving inventory write-offs.
- 5) Monthly update and analyze the Pipeline Database, and provide assistance for reviewing expected arrival of shipment/procurement and develop resupply plan at central and states/regional level.
- 6) Serve as the liaison among MRH-DOPH, UNFPA and other IPs at central level, and support timely implementation of project activities in planned states and regions.
- 7) Support and assist MRH-DOPH for development and revision of work plan, financial request and submission of expenditures through FACE, financial and inventory spot-check activities.
- 8) Coordinate with UNFPA and MRH-DOPH for micro-assessment, IP capacity assessment, warehouse assessment and audit activities.
- 9) Coordinate with MRH-DOPH for joint or UNFPA monitoring to health facilities for promoting last miles' assurance of UNFPA supported commodities.
- 10) Ensure the appropriate documents are promptly completed, signed and properly filed.
- 11) Perform other related duties as required.

Deliverables:

- Quarterly Inventory Report for MRH, Department of Public Health
- Inventory Spot-check for MRH, Department of Public Health
- Inventory Audit for MRH, Department of Public Health
- Completion of actions to be taken for the recommendations from inventory spot-check and audit for the MRH, Department of Public Health
- Supply Chain Capacity Assessment for MRH, Department of Public Health
- Supply Chain Risk Assessment for MRH, Department of Public Health

4. DURATION AND WORKING SCHEDULE

The consultant will be engaged from July up to December 2020. He/She will be working 3 Working Days in MRH (Office No.47) and 2 Working Days in UNFPA Office in a week.

5. MONITORING AND PROGRESS CONTROL

The national consultant as project assistant (LMA) will liaise closely with the Programme Analyst (RHCS) and the Programme Analysts (SRHR). They will seek further guidance, whenever necessary, from the SRHR Programme Specialist and Deputy Representative.

6. EXPECTED TRAVEL

Quarterly to CMSD Yangon and State/Regional Warehouses and Service Delivery Points if necessary.

7. PAYMENT TERMS

Payment will be made based on days worked at the end of each month.

8. QUALIFICATIONS AND EXPERIENCE

Education:

- University degree in health, logistics and supply management, pharmacy or related fields;

Knowledge and Experience

- Demonstrated experience in working with government officials and required at least 4 years of experience in relevant areas
- Dedication and belief in upholding the highest ethical standards and respect for data security and confidentiality;
- Adaptability and ability to work with people from different socio-cultural backgrounds and across different managerial levels;

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application, which includes following documents:

- a written letter of application,
- a copy of curriculum vitae (CV),
- completed UN P11 form (<http://myanmar.unfpa.org/en/vacancies/un-p11-personal-history-form>),
- relevant education certificates and
- the names and contact information of three references.



Applications should be addressed to

Email: hr.myanmar@unfpa.org

Attention: International Operations Manager,
Room A07, UNFPA, No.6, Natmauk Road, Yangon

Application have to be written in English with clear indication for consultancy title to be referred in the email “Subject Line”.

Note:

UNFPA reserves the right to offer comparable positions to those qualified candidates that may not have been selected for the position which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate’s educational backgrounds and work experience.

Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews. UNFPA practice relating to recruitment prohibits hiring of persons currently engaged in Government service or who have left Government service during the past 6 months.

- (i) This vacancy is open to applicants of either sex.**
- (ii) UNFPA provides equal opportunities to all citizens in Myanmar. The conditions governing employment are defined in the Staff Regulations and Staff Rules of UNFPA.**
- (iii) There is no application, processing or other fee at any stage of the application process.**
- (iv) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (v) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**