

THE ORDER OF MALTA LEBANON IS LOOKING FOR A CONSULTANT

The Order of Malta Lebanon (OML) has been operating in the health and social welfare sectors since 1957. It manages a network of 40 projects serving the most vulnerable populations, across the Lebanese territory including Community Health Centers (following the MoPH Primary Healthcare Program), Mobile Medical Units, Elderly Day Care Centers, Hosting Centers for the Differently Abled persons and projects for the displaced and refugees.

The Order of Malta Lebanon (OML), with the support of its partner Pierre Fabre Fondation (FPF), has recently developed a comprehensive multi-annual program to strengthen its health services. In this framework, OML is releasing a call for proposal submittals for a:

Consultant for the evaluation of its central drug store and the pharmacies of its network of Primary Health Care Centers, Satellite Center and Mobile Medical Units

I. Order of Malta Lebanon

The Order of Malta Lebanon, an apolitical humanitarian organization, brings together communities, through its network of 40 different projects, amongst which 9 PHCCs are part of the MOPH network, 1 Satellite PHCC and 6 mobile medical units (MMU) across the territory, working with the Lebanese government and citizens of all faiths and confessions to serve the forgotten people all the while respecting their differences. The PHCCs are located in Kobayat, Khaldieh, Barqa, Kefraya, Zouk, Roum, Siddikine, Ain el Remmaneh, Yaroun and the Satellite Bhanes. In order to guarantee access to quality care and to supplement the supply of medicines provided by MOPH, the Order of Malta Lebanon must purchase medicines on the international market and on the local market. In the current crisis context, the volumes bought are increasing and therefore the management of medicines and stocks constitutes a fundamental element of its policy.

In order to cope with the pressure of meeting the growing demand for drugs, the Order of Malta Lebanon would like to conduct an assessment of its central drug store and of the pharmacies of its network of PHCCs.

II. Objective

For the Order of Malta Lebanon, the aim is to ensure that 100% of the medicines on the MOPH's essential medicines list are available in all PHCCs throughout the year and that the products distributed have expiry dates of more than 18 months.

Main Objective:

- Implement an effective drug stock management system within the OML network both at the central warehouse and at the PHCCs, Satellite Center and MMU pharmacies.

Sub Objectives:

- Review the complete supply chain of medicines and medical equipments and devices from demand planning, through customs and clearance, all the way to the delivery to centers and beneficiaries.
- Obtain a complete evaluation of the current drug and stock management system within the OML;
- Obtain a clear picture of the challenges and good practices;
- Develop a sustainable operational system for the management of medicines and stocks in view of the increase in activity, both at the central warehouse and in the PHCCs, Satellite Center and MMU pharmacies;
- Develop the needed standard operating procedures and quality control systems for the new central warehouse, and in the PHCCs, Satellite Center and MMU pharmacies, in line with the OML accreditation plans;
- Get specifications of the technical (WMS) and human resources required for proper operation, including the nature of the training required for the staff already in place;
- Elaborate a list of missing equipment if needed;
- Propose and develop an implementation plan with the required timeline.

III. Scope of Work

Under the supervision of the OML CEO and in cooperation with the Medical department, the Administrative department, the project management team and the procurement department, the consultant is expected to:

1. Draw up a complete review and evaluation of the current drug and stock management system within the OML;
2. Develop a sustainable operational system for the management of medicines and stocks in view of the increase in activity, both at the central warehouse and in the PHCCs, Satellite Center and MMU pharmacies;
3. Develop the needed standard operating procedures and quality control systems for the new central warehouse, and in the PHCCs, Satellite Center and MMU pharmacies;
4. Elaborate on the specifications of the technical (WMS) and human resources required for proper operation, including the nature of the training required for the staff already in place;
5. Elaborate a list of missing equipment if needed
6. Report on implementation plan (and timeline), challenges, good practices, and recommendations in a policy brief.

IV. Expected Outputs and Deliverables

Outputs/ Deliverables	Estimated Duration to Complete
Prepare work plan outlining the activities and time frame for the conducting of the assessment	1 working day
Conduct a complete review of the current drug and stock management system and prepare draft desk review report for the central warehouse, and for all the PHCCs, Satellite Centers and MMU pharmacies	17 working days
Design a sustainable operational system for the management of medicines and stocks including standard operating procedures and quality control systems, specifications of the technical (WMS), HR and training if required, additional missing equipment, and implementation plan (and timeline) both at the central warehouse and in the PHCCs, Satellite Center and MMU pharmacies	10 working days
Delivery of the report presentation and discussion with the CEO and relevant teams within the OML management	2 working days

V. Institutional Arrangement

For the duration of the contract, the consultant will report to and work in close coordination with the OML CEO, the Medical department, the Administrative department and the project management team. All outputs of the consultants will be subjected for review and endorsement of the OML CEO.

VI. Duration of the Work

This TOR should be accomplished in 30 working days spread over two months (April 2022).

VII. Qualifications

The Consultant must possess the following minimum qualifications:

Education: Business Administration with a focus on Supply Chain or Warehouse Management or relevant field.

Qualifications: Strong and relevant experience in the pharmaceutical and stock management in the private sector.

Experiences: At least 10 years of relevant experience in the sector.

VIII. How to Apply

Interested bidders must send their offer by email **no later than February 15th, 2022** to anna-maria.nassour@ordredemalteliban.org and annie.loulou@ordredemalteliban.org . The submitted offer must include the following:

- Proposal Methodology with the related time frame / schedule to cover the above mentioned outputs and deliverables
- Curriculum Vitae (CV) of the consultant
- Satisfaction Letters from previous clients