



**RECRUITMENT OF ONE (01) INDIVIDUAL CONSULTANT
TO DEVELOP A MANUAL OF PROCEDURES FOR THE
MANAGEMENT AND USE OF THE EXPANDED ECOWAS
REGIONAL BUFFER STOCK**

TERMS OF REFERENCE

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I- BACKGROUND AND RATIONALE

ECOWAS countries are characterised by recurrent outbreaks of epidemic-prone diseases and an increasing frequency of multi-causal health crises. The afore-mentioned situation further exacerbates the already significant burden of major infectious diseases faced by weak national health systems. This situation highlighting the unpreparedness and fragility of existing mechanisms, leads policy makers to focus on strengthening the preparedness capacities of ECOWAS Member States.

Regional strategies for epidemics and other health emergencies preparedness and response include the expanded regional buffer stock. This regional stock addresses the major challenges affecting the optimal functioning of supply chains in ECOWAS countries such as (i) recurrent stock-outs or pre-stock-outs in infectious disease control medicines or inputs; (ii) low efficiency of supply systems; (iii) miscalculation of needs; (iv) non-operational distribution and management of inputs; (v) multiplicity of domestic and non-domestic actors and stakeholders; (vi) financial difficulties and problems of timely fundraising during emergencies and other situations). Beyond these disastrous disruptions to effective response to health threats, the regional buffer stock will have to meet the material and equipment needs for the operation of the ECOWAS Regional Rapid Response Team (ECOWAS -ERRRT).

According to the concept note validated by ECOWAS Member States, the expanded regional buffer stock is actually a single-focal regional stock and physically centralised at the New Public Health Pharmacy of Côte d'Ivoire¹. In addition to appropriate pharmaceutical management by a specialised body, the option for a single-focal regional stock facilitates stock rotation with the host country's stock, thus reducing the risk of stock-outs or expiry and promoting a rapid and flexible response to alerts from ECOWAS Member States.

In order to organise the operation and management of the regional emergency stock of medicines and inputs for disease and epidemics control / health emergencies, it is requisite to have a manual of procedures for stock management that is consensually validated by all stakeholders in the regional mechanism. In addition to providing a single intervention framework for all stakeholders involved, this guide will make it possible to systematize WAHO's actions towards countries in the community space in the event of urgent requests. The benefits of this manual include (i) increased efficiency and regularity in the processing of

¹ Cf : Terms of Reference of the expanded regional buffer stock

transactions; (ii) guaranteed continuity in the smooth running of the process; (iii) existence of a tool for the management and control of the regional buffer stock; (iv) improved collaboration between WAHO and other stakeholders; (v) established system of reliable information on the status of the buffer stock and the status of operations; (vi) promoting cooperation and consultation among the various stakeholders of the regional mechanism.

With the support of the World Bank as part of the REDISSE “Regional Diseases Surveillance Systems Enhancement” project, WAHO has initiated the drafting of a manual of management procedures and the use of the expanded regional buffer stock to strengthen capacity for epidemic and health emergency preparedness and response in West Africa. This initiative follows the recommendations of the regional workshop to validate the terms of reference and roadmap for the establishment of the ECOWAS expanded regional buffer stock.

The procedures manual will be the reference tool for WAHO, the New Public Health Pharmacy, other ECOWAS Purchasing Centres, in the implementation, management, request and emergency mobilisation and monitoring of the regional buffer stock for the coming years.

To achieve this objective, WAHO has decided to use the services of one (1) individual consultant. These Terms of Reference aim to clarify the conditions for the smooth running of the consulting mission.

II- OBJECTIVES:

The objectives of the mission are as follows:

Overarching Objective:

- Develop the procedures manual to facilitate the management and use of the ECOWAS expanded regional buffer stock.

2.2. Specific Objectives

More specifically, the objectives assigned are :

- Analyse the regional context for the establishment² of the expanded regional buffer stock to include disease control and epidemics / health emergencies inputs.

² Implementation includes the establishment, expansion process and operation of the expanded regional buffer stock to include inputs for disease control and epidemics/health emergencies.

- Propose guidelines for a manual of procedures to ensure optimisation in the management of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies.
- Draft the manual of procedures for the management of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies.
- Propose a monitoring and evaluation mechanism for the expanded regional buffer stock to include inputs for disease control and epidemics / health emergencies.
- Finalise the procedures manual taking into account the amendments resulting from the regional validation workshop.

III- EXPECTED OUTCOMES:

The expected outcomes from the consulting mission are as follows:

- Review report on the regional context for the establishment of the expanded regional buffer stock containing the proposed guidance of the procedures manual;
- Draft Manual of procedures for the management and use of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies.
 - This proposal should be prepared with reference to (i) the rules of good practice for the storage and conservation of medicines; (ii) the rules of good practice for the distribution of medicines; (iii) the laws and regulations in force in ECOWAS countries; (iv) the procedures of the West African Health Organisation (WAHO); and (v) the World Health Organization's Model Quality Assurance System for Procurement Agencies (MQAS).
 - The draft manual should include, but not be limited to, procedures related to (i) procurement management and administrative and financial procedures; (ii) the country information management, alert and emergency response system; (iii) the management of the expanded buffer stock itself; and (iv) the monitoring and evaluation mechanism of the buffer stock.
- Report of the regional validation workshop on the manual of procedures for the management of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies.
- Final version of the Manual of Procedures for the management and use of the expanded buffer stock to include inputs for disease control and epidemic/health emergencies, available and validated.

IV- Tasks of the Individual Consultant

To carry out this work, we are looking for a qualified expert with expertise and capacity in the field of procurement and supply management in ECOWAS countries. The summary of the tasks assigned to the expert are as follows:

- Sign the service delivery Contract with WAHO;
- Work closely with the team in charge of disease and epidemic control at the West African Health Organisation under the supervision of technical the relevant managers;
- Conduct a literature review of documents and reports available in the ECOWAS region on the regional buffer stock;
- Complete the literature review with a review of the scientific literature on buffer stock management;
- Develop tools (interview guides/questionnaires and/or assessment sheets) for data collection from key informants/stakeholders of the regional buffer stock mechanism;
- Prepare and organise country visits for the collection of information on the expanded regional buffer stock;
- Hold distance interviews/interactions (Skype/telephone) with key informants and institutions to collect further information;
- Produce a review report on the regional context for the establishment of the expanded regional buffer stock containing the proposed guidance of the procedures manual;
- Draft the manual of procedures for the management and use of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies;
- Propose a monitoring and evaluation mechanism for the expanded regional buffer stock to include inputs for disease control and epidemics / health emergencies.
- Prepare, participate and co-facilitate with WAHO's team the regional workshop to validate the manual of procedures for the management and use of the expanded regional buffer stock to include inputs for disease control and epidemics/emergencies and the monitoring and evaluation mechanism of the system;
- Produce a report of the regional validation workshop on the manual of procedures for the management and use of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies;

- Submit the validated and amended manual of procedures for the management and use of the expanded buffer stock to include inputs for disease control and epidemics / health emergencies as well as a comprehensive report on the consulting mission.

V- METHODOLOGY

The overall methodology of this consultancy requires contracting one (01) individual consultant in accordance with the World Bank's Procurement Procedures.

The expert will conduct a literature review of key documents and reports on the ECOWAS expanded regional buffer stock to include inputs for disease control and epidemics/emergencies.

The consultant will propose a working methodology and data collection tools (interview guides, questionnaires, assessment sheets) to be administered to the various stakeholders of the expanded regional buffer stock mechanism.

Visits to ECOWAS Member States will be organised by the consultant according to a schedule approved by WAHO to complement the information collected.

Finally, the consultant will participate in the preparation and facilitation of the regional workshop to validate the manual of procedures for the management and use of the ECOWAS expanded regional buffer stock to include inputs for the control of diseases and epidemics / health emergencies.

VI- Consultant's Profile

The mission must be conducted by one (01) individual expert with the following qualifications and skills:

- a) A Doctorate in Pharmacy or any other related discipline;
- b) A higher qualification in the field of Public Health and/or stock management or any other related discipline;
- c) At least ten (10) years of hands-on experience in the study of Health Sciences, and/or in the development of manuals of procedure for epidemic control;
- d) Proven experience of at least ten (10) years in the management of input stocks for the control of infectious diseases and/or health emergencies, epidemic and health emergency preparedness and response. Experience in stock management in West Africa would be an added advantage;

- e) Excellent analytical and strategic thinking;
- f) Proven experience in analysing and strengthening supply chains and logistics management of health systems in ECOWAS countries;
- g) Good skills for writing scientific papers and producing health activity reports;
- h) Good command of at least one of the three official languages of ECOWAS (French, English, Portuguese). Good command of a second language would be an asset.
- i) Good computer literacy

VII- Venue for Consultancy: Bobo Dioulasso (Burkina Faso) and ECOWAS Countries

VIII- Consultancy Duration

- The mission will last for 90 days.

IX- Administrative Provisions

The draft and final versions of the consultant's outputs will be submitted to the Senior Management of WAHO for consideration and validation. The consultant's outputs or results shall remain the exclusive property of the West African Health Organisation.

X- Budget

The mission will be financed by the West African Health Organisation (WAHO) from the REDISSE Project funds under the World Bank.