

Terms of Reference

Development of Supply chain management system:

Marie Stopes Ladies family planning and reproductive health commodity and supplies

Background

Marie Stopes International Cambodia

Marie Stopes International Cambodia (Marie Stopes) is one of the leading providers of high-quality family planning (FP) and sexual and reproductive health (SRH) services in Cambodia. Since 1998, we have empowered our clients to make decisions on their own SRH destiny. This may mean choosing when to start a family, when to end an unintended pregnancy or when to have the next child. We are here to support our client's needs in order for them to pursue their plans and dreams for themselves and their families.

We ensure that women and men are able to choose safe and quality services that are available in their communities through Marie Stopes clinics, government referral hospitals and health centres, private clinics, pharmacies and factory infirmaries. We collaborate with the Ministry of Health to strengthen the capacity of the public sector health workforce for contraception and safe abortion service delivery. In 2017, Marie Stopes provided high quality FP) and SRH services to over 80,000 women and men nationwide.

Marie Stopes Ladies Overview

In 2009 Marie Stopes International (MSI) launched a new, innovative program to empower nurse midwives as entrepreneurs to deliver high-quality family planning services in their communities. Called Marie Stopes Ladies (MS Ladies), this successful model is now operating in 13 countries globally. We believe that MS Ladies has the potential to transform community health care and help eradicate unsafe abortion and unmet need for contraception. In 2018 Marie Stopes received funding from the Australian Government (DFAT) to start up a sustainable MS Ladies network in Cambodia under their Gender Empowerment Fund. The regional program, concurrently being implemented in Vietnam and Myanmar is called "Empower".

The Marie Stopes Ladies model

MS Ladies are responsible for delivering FP and SRH services across the selected provinces targeted by Marie Stopes. Under this program, well trained, independent midwives are trained to offer choices in modern FP methods - both short-term and long acting and reversible methods - and safe abortion services in accordance with Marie Stopes quality guidelines. MS Ladies are key to help and support women and young girls with unmet need for affordable, quality SRH services. The MS Ladies program will eventually operate across eight provinces; Phnom Penh, Kandal, Kampong Cham, Tbong Khmum, Ratanakiri, Kampong Som, Svay Rieng and Banteay Meanchey and reach over 85,000 women and girls with high-quality SRH and FP information, services and products.

Supply Chain Management

Through the Empower program, each MS Lady will be required to purchase her own suite of quality SRH and FP products from Marie Stopes. She will be responsible for her own stock management, including pricing, forecasting and submitting purchase requests. Each MS Lady will also be responsible for organising the pick up or delivery of her stock.

Commodity pricing needs to ensure that the MS Lady is competitive and able to generate attractive income from her services and product sales. In addition Marie Stopes Cambodia should make a small margin on the sales to MS Ladies that will be used towards ensuring sustainability of the program.

Marie Stopes seeks the services of an experienced consultant to develop the supply chain for the Empower program. In doing so, the consultant will be expected to gain a full understanding of relevant Marie Stopes programs and protocols, including the MS Ladies program plan, Marie Stopes clinical quality and stock control management systems and Marie Stopes procurement and purchase requests systems, and as such will be given access to all relevant documents and Marie Stopes staff for meetings and consultations. Adherence to MSI Global Supply Chain Policies and Procedures will be required.

Products to be assessed include safe medical abortion commodities (Mifepristone + Misoprostol), IUD, implants, condoms, daily contraceptive pill and injectable contraceptives. A full list will be provided. Additionally to generate a greater profit from their services the MS Ladies will also be able to sell a range of complementary goods in their communities, these may include items such as sanitary towels, make-up, vitamin supplements, toiletries etc.

The consultant will also be required to improve the overall capacity of the Marie Stopes Cambodia supply chain team.

Responsibilities

Specifically, there are three main areas the consultant will be responsible for:

Development of supply chain model for MS Ladies:

- Develop tailored recommendations for supply chain protocols, including logistics and transportation in each of the provinces the MS Ladies will operate, taking into consideration the different geographical challenges and the Marie Stopes clinic locations.
- Work with Marie Stopes support services staff to identify and appropriately cost commodities, identify bundling and other pricing options, and identify suppliers, utilising MSI tools and following MSI quality standards
- Present options for supply chain, stock management and data management systems for the MS Ladies to Marie Stopes's senior management team and facilitate discussions to find consensus on the best options for the program to employ.
- Identify popular complementary products for the target group that will produce the best returns for the MS Ladies as appropriate to Cambodia market and Marie Stopes vision.
- Review the current effectiveness of the existing Marie Stopes procurement systems including storage and delivery flow.
- Developing stock and data management protocols for all service delivery products
- With suppliers and MSIC team members, develop a robust logistics system to ensure regular delivery to all eight provinces.
- Finalise clear guidelines for the agreed upon plans and systems in English and Khmer.
- Ensure all commodities adhere to MSI's Quality Standards and processes align with MSI's Supply Chain Toolkit
- Finalise clear guidelines for the agreed upon plans and systems in English and Khmer.

Commodity pricing:

- Explore and identify potential distributors/manufacturers for Marie Stopes to purchase SRH/FP products as well as for the complementary products from sourcing full pricing quotes for products including landing costs.
- Refer and use the MSI Pricing and Affordability framework (to be shared upon submission of interest)
- Develop a pricing strategy and recommended pricing for all services in all eight MS Ladies provinces

Develop capacity of the Marie Stopes Cambodia team in Supply Chain Management:

- Building the capacity of Marie Stopes team members in supply chain management where identified, ensuring seamless handover of systems.
- Work alongside Marie Stopes Cambodia team members to identify gaps in knowledge and capacity with regards to supply chain management
- Make recommendations for additional capacity development requirements
- Produce clear guidance on implementing the model that is developed or Marie Stopes Cambodia team members to follow post-consultancy

Supervision

The Consultant will be supervised by the Director of Finance and Support Services and supported by the Head of Programs, Head of Centre Operations and the Head of Support Services (Procurement).

Requirements for Proposal

For consideration for this work prospective candidates should submit a proposal including:

- A description of the proposed approach
- Credentials, including related work over the past 12 months with references.
- Familiarity with Marie Stopes International supply chain policies and processes desirable
- Overview of the staff/team who will conduct the work and their relevant experience
- Top line workplan and timeline for completing the scope of work mentioned above
- An estimated budget

Timeline

Deadline of submission of proposal is **9am, Monday 18th July, 2018**. Please submit a hard copy of your proposal and budget to our head office at HRD@mariestopes.org.kh

Delivery of the two stages must be completed by **Friday, 26th October 2018**

Contact information

For more details regarding the TOR, please contact:

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