

Terms of Reference (TOR)

for

Individual Consultant – Supply chain management

Consultant Contract issued by:

Organization	Sunaulo Parivar Nepal (SPN)
Location	Baluwatar
Type of Contract	Individual Consultant
Duty Station	Kathmandu with frequent field visit
Project Funded by	UNFPA
Duration of Contract	9-month period
Start Date	1 April 2026
End Date	30 December 2026

1. Purpose of the Consultancy

The purpose of this consultancy is to support the Government of Nepal in strengthening health-sector procurement and supply chain management systems. Specifically, the consultant will lead the UNFPA supported supply chain related activities such as forecasting and quantification workshops, development of supply chain related guidelines, procurement related training and strengthening of PAMS V2.

2. Scope of Work

The Consultant will be responsible for the following key tasks:

- 1. Forecasting, Quantification, and Annual Procurement Plan Development:**
 - Revise/update Forecasting and Quantification tools and guidance.
 - Support in extraction/collection and analysis of data from multiple sources required for forecasting and quantification.
 - Provide technical and operational assistance in the Forecasting and Quantification workshop in close coordination with the government.
 - Support the development and/or update of the Annual Procurement Plan based on forecasted needs, available budgets, and procurement timelines.
- 2. Development of Supply Chain Management Guideline and Capacity Building:**
 - Develop/update supply chain management guidelines in line with national policies and best international practices.
 - Organize and facilitate the consultation and meetings with relevant stakeholders to finalize the guidelines.
 - Conduct orientation and capacity-building sessions for government staff on SCM guideline.

3. e-LMIS Assessment and Data Quality Improvement

- Prepare concept notes and tools required for the e-LMIS assessment of health facilities.
- Conduct routine data quality assessments of the e-LMIS to identify gaps in data completeness, accuracy, and timeliness at facilities from Madhesh and Sudurpaschim Provinces.
- Support government counterparts in using e-LMIS data for forecasting, procurement planning, and supply chain decision-making by providing practical recommendations on site to improve data use and system performance.
- Support the planning, facilitation, and documentation of SCM Technical Working Group (TWG) meetings at federal level.
- Provide technical inputs and follow-up actions arising from TWG discussions.

4. Coordination and Technical Support

- Assist SPN in other procurement and supply chain management related activities as required.

3. Deliverables and Timeline

The consultant is expected to deliver the following outputs over the consultancy period.

Deliverables

SN	Deliverable	Expected Delivery Date	Remarks
1	Inception report outlining work plan, methodology, and timeline.	March	
2	Provincial level forecasting and quantification workshop report, including finalized quantification results /Annual Procurement Plan	April and May	
3	Federal level forecasting and quantification workshop report, including finalized quantification results/Annual Procurement Plan	June	
4	SCM Guideline Development workshop report	June	
5	TWG Meeting report	June	
6	Consultation Workshop Report	July	

SN	Deliverable	Expected Delivery Date	Remarks
6	Final supply chain management guideline	August	
7	Supply chain management guidelines orientation report	September	
8	Advance Procurement related Training Report	September and November	
9	e-LMIS routine data quality assessment reports with actionable recommendations.	October	
10	Documentation and minutes of Quarterly SCM TWG meetings supported.	June, September, December	
11	Monthly progress reports and a final completion report summarizing activities, achievements, challenges, and recommendations.	March-December	

4. Coordination and Supervision

The consultant will work in close coordination with the project team of Sunaulo Parivar Nepal, Management Division under Ministry of Health and Population and UNFPA and report to the designated focal person of SPN. Regular updates will be provided through virtual meetings and in-person discussions as necessary.

5. Qualifications and Experience

- Advanced university degree (master's level or above) in Public Health, pharmacy or a related discipline.
- At least 5–7 years of professional experience in health-sector supply chain management, preferably in Nepal or similar contexts.
- Demonstrated experience in forecasting, quantification, and preparation of supply plan
- Strong knowledge and practical experience with LMIS/e-LMIS systems and data quality assessments.
- Experience in capacity building, training, and facilitation of workshops with government stakeholders.
- Strong analytical, communication, and report-writing skills in English (knowledge of Nepali is an asset).

6. Logistics and Travel

- The consultant is expected to travel to designated provinces as per the agreed itinerary.
- All travel and accommodation arrangements will be made and funded by SPN in

accordance with their travel policy.

- Unauthorized travel expenses will not be reimbursed.

Note: The consultant needs to adhere with all the policies and regulations of SPN.