

TERMS OF REFERENCE

Develop and deliver Training of Trainers in provision of Pharmaceutical Management Services at Christian Health Association of Liberia (CHAL) Central Drugs Warehouse and Member Unit facilities.

- A. Post title** Health products management policies and guidelines Training Consultant
- B. Location:** Gbarnga, Bong County. Liberia
- C. Reference to the project:** CHAL's Drug and Medical Supplies Program.
- D. Duration:** February 21-25, 2018

E. Background:

The Christian Health Association of Liberia (CHAL) is a faith based Non-governmental organization (NGO) registered and operating in Liberia since 1975. CHAL is a network of health facilities run by faith based organizations. It currently comprises sixty (66) member institutions. The goal of CHAL is to advocate, facilitate and promote holistic health care to the people of Liberia.

CHAL is implementing a drug revolving fund program for efficient supply of essential medicines and medical items to its member health facilities around the country to generate core cost for the sustainability of the organization.

The goal of CHAL's drug supply unit (DSU) is to make essential medicines and medical items available, accessible and affordable to faith-based health facilities in Liberia.

Currently, CHAL has a Superintendent Pharmacist and Drugs Supply Chain Officer that are charged with the responsibility of CHAL's Drugs management. In addition, her sixty (60) member health facilities have several categories of health workers whose activities or assignments involve managing and handling medicines. A good number of these staff are dispensing medicines to patients without any pharmaceutical training and with no opportunity at all for continuing their education in pharmacy and professional development. These staff need technical capacity building in pharmaceutical management. With support from the Federal Ministry for Economic Co-operation and Development (BMZ), DIFAEM and the Government of Liberia, a two- week for four separate modules on effective pharmaceutical practice will be conducted, as well as the construction and equipping of a drug depot in Gbarnga.

F. Objective of the training: To develop and deliver a two-week Training of Trainers to twenty (20) participants (20). The participants will be provided with methods, tools and approaches in Pharmaceutical supply chain management from central to facility levels. As a result, ToT will roll out the knowledge and skills gained in pharmaceutical management to other dispensers and other health care workers involved in the management and use of medical supplies at the various member health facilities.

As a result of the ToT, the trainers:

- would be acquainted:
 - To identify the local training needs in provision of pharmaceutical management services by member facilities;
 - To develop and deliver training programs in provision of pharmaceutical management services by member facilities;
 - How to use the follow-up techniques in order to assist trained local staff in development of their own services to be provided;

- would be able:
 - To help facility representatives to identify whatever strong points, weaknesses, opportunities and obstacles in development (implementation) of Pharmaceutical management activities.

- would be aware of the necessity and the importance of promoting the Ministry of Health Policies and Guidelines to ensure the availability of safe and effective health products needed to address the health needs of the Liberian Population.

- **Duties and responsibilities**
- develop the concept of the ToT and teaching aids (including agenda, working methods and Procedures, modules/ handouts and evaluation forms) which will be discussed with the Project Team;
- advise on background materials to be distributed;
- consult the opinion of the Training Coordinator, member representatives and other national experts in Health system development;
- draft the final ToT program;
- develop the list of equipment and materials which is necessary for carrying out training sessions;
- deliver ToT;
- elaborate and submit the final report on the ToT.

G. Key deliverables:

No.	DELIVERABLES	DEADLINE
1	TOT program and background materials in health commodity management developed;	February 1-11, 2018
2	ToT successfully delivered;	February 12-25, 2018
3	Final report submitted.	February 26-28, 2018

Final Report: After the delivery of the ToT, the contractor shall submit to the Training Coordinator and Project Manager the electronic version of the Report on the ToT program in provision of services by CHAL.

The Report shall include the followings:

- Concise presentation of the training sessions content and of applied methods, including the
- most important, attractive ideas of participants on the discussed subjects;
- Conclusions and recommendations based on lessons learned for future interventions;
- Training program evaluation forms filled in by participants;
- Other relevant materials.

H. Methodology:

Participants (two persons): Participants to ToT are persons with advanced experience as Trainers in fields relevant for Pharmaceutical management activity in Liberia and specific knowledge in Drugs and medical supplies management.

- **Selection of participants:** Participants to ToT will be selected by the Project team based on their job function and level of expertise.
- **Logistics and equipment:** The Project (CHAL) will provide all necessary equipment: computer, projector, flipchart, office supplies and other materials at the request of the Consultant in order to ensure efficient completion of the training program.
- **Working language:** Working language of ToT is English.
- **Training materials:** The Project (CHAL) will ensure printing of all training materials.
- **Specific expertise:** The Project will contract National Consultant to provide consultations on
- Medical issues related to national pharmaceutical framework, supply chain management and other issues, if needed, in the process of development and delivery of the ToT.

I. Organizational Setting: The contractor will work under direct supervision of the Project Manager. The contractor/consultant shall consult with the Project Manager/program manager Training Coordinator during the assignment. Meal and transportation will be provided by the program/project.

J. Inputs: The Training Coordinator (Pharmacist) will provide the contractor with the necessary available information and materials for the fulfillment of tasks and will facilitate the necessary meetings

K. Financial arrangements: Payment will be disbursed in one installment upon submission and approval of deliverables and certification by Project Manager, that the services have been satisfactorily performed.

L. Qualification:

- Registered Liberian Pharmacist;
- University degree in Pharmacy;
- At least 5 years of extensive working experience in conducting trainings and consulting in the pharmaceutical sector of Liberia;

- Have good understanding of the Liberian Health Policies and Guidelines;
- Authentic experience in provision of services by NGOs will be taken as an advantage;
- Have the ability to correctly interpret and explain the Liberian Pharmaceutical Guidelines (Supply chain master plan, National Therapeutic Guidelines, Donation Guidelines, and Essential Medicines List);
- Able to develop and present training modules using PowerPoint;
- Working with donors is an asset;
- Skills in developing analytical and informative materials;
- Ability to work in a team;
- Excellent communication skills;
- Initiative and resourcefulness;
- Excellent computer skills;
- Excellent knowledge of health supply management in limited resource countries.