

Project Technical Support Consultancy in Liberia – Medical Product Quality Assurance

Scope of Work

The **U.S. Pharmacopeial Convention (USP)** is a scientific nonprofit organization that sets standards for the identity, strength, quality, and purity of medicines, food ingredients, and dietary supplements manufactured, distributed and consumed worldwide. USP's drug standards are enforceable in the United States by the Food and Drug Administration, and these standards are used in more than 140 countries. USP's focus on global public health extends to lower and middle-income countries with work in over 20 countries through donor-funded programs. Our programs are focused on building the capacity of regulatory authorities and manufacturers in ensuring patient access to quality-assured essential medicines by providing: 1) technical assistance to manufacturers to increase the supply of quality-assured priority medicines for malaria, HIV/AIDS, tuberculosis (TB), neglected tropical diseases (NTDs), and maternal, newborn, and child health (MNCH) products; and 2) capacity-building activities to regulatory authorities to fulfill their function in ensuring the supply of quality-assured medical products.

USP was awarded the Promoting the Quality of Medicines Plus (PQM+), a USAID-funded global program designed to sustainably strengthen medical product quality assurance systems in low-and-middle income countries. PQM+ is currently seeking a Monrovia-based technical consultant to facilitate the implementation of medicines quality assurance systems interventions. S/he will work under the guidance of and in coordination with technical staff at the USP Ghana office and USP headquarters in Rockville, MD, and the Project Management Consultant to support implementation and ensure the timely delivery of in-country, technical activities, and provide progress reports contributing to high quality results and the overall success and integrity of the program. The period of performance for this consultancy will be March and run through September 31, 2021, with the option to renew every year.

Key Responsibilities

- Work with the PQM+ technical team to support in-country technical activities, under the guidance of the PQM+ in-country Management Consultant.
- Meet regularly with the PQM+ technical team and program management team to review progress.
- Provide inputs to quarterly reports and other ad hoc reports as requested.
- Follow up on PQM+ technical assistance to the Liberia Medicines and Health Products Regulatory Authority (LMHRA) and its laboratory. Specifically, the consultant will facilitate the processes for developing the Laboratory's Quality Management System
- Support the planning and implementation of post marketing surveillance activities.
- Co-facilitate seminars, workshops and capacity building activities aimed at improving the technical competence of the LMHRA staff as well as that of other stakeholders in the medicines supply chain.

- Under the guidance of the in-country PQM+ Management Consultant implement relevant USP policies, processes, and procedures to ensure compliance to USAID requirements and quality work products.
- Manage information exchange and maintain good relationships and regular communication with technical assistance recipients, WHO and technical partners, donors, and stakeholders in the pharmaceutical sector.
- Other duties as assigned.

Deliverables

- Monthly submission of detailed activity report and other relevant work products as applicable including meeting minutes, and briefing/debriefing reports.

Qualifications

- Master's Degree or equivalent professional qualification in Pharmaceutical Sciences, Chemistry, Public Health, or related field
- Experience with medicine quality assurance in Liberia
- Demonstrated ability to work independently and manage multiple workflows, while effectively managing project timelines and deliverable schedules.
- Proven skills in group facilitation, team building, and partner coordination.
- Ability to build relationships and interact effectively with technical experts, other partners and donor agencies.
- Prior experience and success working in complex environments, with teams whose members are physically located in different time zones and geographic areas.
- Fluency in English, and excellent written and verbal communication skills.
- Professional and able to communicate effectively with colleagues and key external stakeholders.
- Excellent interpersonal and organizational skills with strong attention to detail.
- Ability to demonstrate the highest degree of ethics and integrity.
- Ability to work in cross-cultural settings.

Period of Performance

May 1, 2021 –September 31, 2021

Please send CVs and hourly rate to Pascal Echeverri, at GPH_Procurement@usp.org by the closing date of April 20, 2021.

When submitting your application, write "Liberia – Project Technical Support Consultancy" in the email Subject Line