

## Section II: Schedule of Requirements

### 1. General Background

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS provides project management, procurement and infrastructure services to governments, donors and UN organizations.

The UNOPS Geneva office is hosting the Stop TB Partnership Secretariat (STBP) as of 1 January 2015 providing a range of financial and administrative support services to various units of the STBP secretariat. The STBP, under the direction of the Executive Secretary, is leading the way to a world without tuberculosis (TB), a disease that is curable but still kills three people every minute. Founded in 2001, the Partnership's mission is to serve every person who is vulnerable to TB and ensure that high-quality treatment is available to all who need it.

As a key initiative of the Stop TB Partnership, the goal of the Global Drug Facility (GDF) is to facilitate worldwide, equitable access to TB medicines and diagnostics across both public and private sectors. This goal is achieved through management and coordination of market activities for the full portfolio of TB medicines and diagnostics, strategic procurement and innovative logistics solutions, technical assistance and capacity building for TB programs in better pharmaceutical management practices, and accelerated uptake of new TB medicines, regimens, and diagnostics using the GDF "launch pad".

### 2. Context and Justification of consultancy

GDF is seeking consultancy services of qualified providers to develop and implement a unified STBP/GDF work plan and budgeting tool(s), conduct training on project management, lead and manage a STBP/GDF retreat, and create materials to support new business acquisition for STBP/GDF.

The vision of STBP is to realize the goal of elimination of Tuberculosis (TB) as a public health problem and, ultimately, to obtain a world free of TB by ensuring that every TB patient has access to effective diagnosis, treatment and cure; stopping transmission of TB; reducing the inequitable social and economic toll of TB; and developing and implementing new preventive, diagnostic and therapeutic tools and strategies. The Stop TB Partnership is uniquely positioned to support the development and further implementation by partners of the current and future Global Plan, acting as a coordinator and catalyst for the range of partners engaged in the fight against TB.

As a key initiative of the Stop TB Partnership, the goal of the Global Drug Facility (GDF), a ISO:9001 certified entity, is to ensure access to quality-assured anti-TB drugs, diagnostics and other supplies by employing innovative business approaches, efficient knowledge management for evidence-driven leadership in market management, strategic procurement, and high quality procurement and supply services to client countries. GDF's strategic vision of success is that all people requiring TB diagnostics and medicines are able to access them from global markets optimized to meet public health needs.

The STBP/GDF has undergone considerable positive change and growth over the past few years. At the end of 2014, the STBP moved from being hosted by the World Health Organization to being hosted by UNOPS. The entire STBP/GDF senior management team changed in 2015 and STBP/GDF expanded to include several new teams and positions. STBP's GDF now includes a talented team of 35 staff from more than 15 countries.

A new STBP Operational Strategy and STBP/GDF Strategy was developed for the 2015-2020 period. These strategy documents were created with a top-down approach. Not all staff can articulate the STBP/GDF Strategy, measures of success, or how their work and the work of others contribute to STBP/GDF success.

Workplans at the individual, team, and unit levels have been slowly and incrementally introduced in STBP/GDF; however there is still no single, unified, STBP/GDF workplan that supports results-based planning, collaboration, or monitoring and evaluation of the Strategy. Workplans are currently managed at individual and/or team levels in various formats and use of workplans for individual staff are inconsistent. Similarly, tracking expenditures against budgets is a challenge with the current tools.

#### Development objective

The global health environment is rapidly changing in a manner that requires STBP/GDF to rethink its business model and more proactively pursue new and different business opportunities. Business materials to market STBP/GDF's value add and services are critically needed to support new business acquisition.

#### Immediate objective(s)

The consultancy should achieve the following aspects in a holistic manner and with a view to strengthen the marketing of GDF's business model and its operations:

1. Assessment of the current GDF systems
2. Development of the best set of tools and systems and marketing materials
3. Implementation of the tools and training of GDF staff on the use of them

### **3. Purpose, Scope of Assignment, and Deliverables**

#### **3.1 Purpose**

The purpose of this consultancy is to support the STBP/GDF staff members to better understand and articulate goals and objectives; develop and implement workplan tools to allow monitoring and evaluation of results based activities for all staff and teams; and produce business materials that can be used in new business acquisition for STBP/GDF.

#### **3.2 Scope of work**

The scope of work includes the following four work areas:

##### **A. GDF Assessment:**

- a) Review STBP Operational Strategy, STBP/GDF Strategy, and STBP/GDF 2018 workplan
- b) Assess STBP/GDF workflow and workload
- c) Identify and recommend most appropriate workplan tool for STBP/GDF, including a budget monitoring control tool.

##### **B. Based on the results of the assessment development of new management tools as well as business acquisition materials**

- a) Develop workplan template for STBP/GDF that supports STBP/GDF Strategy, links to outcomes and deliverables, and allows for progress tracking. Monitoring and evaluation, and reporting at management and staff levels
- b) Populate new workplan tool with existing STB/GDF team workplans. New, unified workplan should include expected outcomes, outputs, budget, level of effort, and priority level(s)
- c) Develop a monitoring and evaluation system to track and report progress of STBP/GDF strategy and workplan
- d) Develop STBP/GDF promotional materials including content development and graphic design (excl. printing services to support new business acquisition targeting different audiences:
  - i) Brochures
  - ii) Pamphlets
  - iii) Audiovisuals:
    - (1) At least 2 promotional short videos (1-3min)
    - (2) A mid-length video (3-6min)
  - iv) Any other material suggested by the consultant in coordination with and subject to approval by GDF Management
- e) Develop high impact power point slides for STBP/GDF in a manner that allows staff to easily revise slides; and provide training to improve staff skills in developing PowerPoint slide deck should convey STBP/GDF's added values, past results, and strategy.

- f) Develop downloadable STBP/GDF catalogs for medicines and diagnostics in a manner that STBP/GDF can easily update content

### **C. Training of staff on new tools at Stop TB Partnership offices**

Provide training to staff on new tools and systems as required and in the following areas:

- a) Assessment and new STBP/GDF operational strategy
- b) Training on work plan and budget control tool; develop training material for future GDF staff (online/offline)
- c) Developed monitoring and evaluation system
- d) Development of high impact power point slides
- e) Any other relevant training proposed by the consultant and in coordination with GDF.

### **D. Facilitation of GDF retreat**

- a) Draft an agenda for the STBP/GDF retreat (dates and place TBD)
- b) Develop retreat activities for the STBP/GDF that combine team-building activities with increasing knowledge of and contribution to STBP/GDF Strategy.
- c) Facilitate and lead STBP/GDF retreat. Desired retreat outcomes may inter alia include:
  - i) Improving the quality of STBP/GDF service and client relations;
  - ii) Deepening integration across STBP/GDF teams and across STBP;
  - iii) Improving STBP/GDF staff understanding of colleagues' work and roles;
  - iv) Improving staff knowledge, awareness and contribution towards STBP/GDF Strategy and KPIs; and advancing project management skills.

The consultant is required to furnish all necessary materials and resources and cost the work accordingly in order to deliver the requested services.

## **3.3 Expected deliverables and Outputs**

This work shall result to the below but not limited outputs and deliverables:

### **A. GDF Assessment:**

- ✓ Preliminary Assessment Report for review by GDF Management and Final Assessment Report incl. introduction to planned work tools

### **B. Based on the results of the assessment development of new management tools as well as business acquisition materials:**

- ✓ Implementation of a unified and functional STBP/GDF workplan, budget monitoring control tool and monitoring and evaluation system.
- ✓ Pamphlets, brochures, and other relevant products to support new business acquisition for STBP/GDF.
  - i) Brochures
  - ii) Pamphlets
  - iii) Audiovisuals:
    - At least 2 promotional short videos (1-3min)
    - A mid length video (3-6min)
  - iv) Any other material suggested by the consultant in coordination with and subject to approval by GDF Management.
- ✓ One or more PowerPoint Presentations and slide decks for STBP/GDF to effectively communicate added value, results, and strategy
- ✓ Downloadable and web-based STBP/GDF catalogues for medicines and diagnostics. (*This deliverable should be finalized within the first month of the consultancy*)

### **C. Training of staff on new tools at Stop TB Partnership offices**

- ✓ Training delivered to all GDF staff on developed management tools (work plan tool, budget control tool, Monitoring and Evaluation tool).
- ✓ High impact power point slides developed for future training on above tools
- ✓ Any other relevant training delivered by the consultant and in coordination with GDF

### **D. Facilitation of GDF retreat**

- ✓ Customized retreat and team-building plan clearly articulating the objectives of the team-building exercise
- ✓ Interactive and flexible facilitation tools and material aids for brainstorming prepared prior to the workshop
- ✓ Agenda for STBP/GDF Retreat
- ✓ The retreat been successfully delivered and facilitated by the consultant according to the agreed plan and objectives.
- ✓ Report on the STBP/GDF retreat that summarizes proceedings and key, concrete outcomes, as well as strategic and operational recommendations and next steps.
- ✓ Training materials for future GDF staff on developed tools (online/offline).

#### **4. Key Personnel**

The team proposed for this consultancy should cover at least the following combination of education, experience and skills:

- 1 Senior Manager holding a Master's degree\* in a relevant field and with 10+ years experience in Programme and Project Management, including at least 5+ years in the field of Public Procurement and Supply Chain Management of health products.
- Senior Business Analyst holding a Master's degree\* in a relevant field and with 5+ years experience working in business analysis and marketing.
- Training Specialist holding a Master's degree\* in a relevant field and with 5+ years of experience in designing and facilitating trainings/retreats/team-building exercises.
- Other needed staff as reflected in the proposal.

*(\* to be noted that an additional 2 years of experience shall be accepted in lieu of Master degree)*

#### **5. Company requirements**

##### **Previous Experience:**

- Minimum 5 years of continuous business and experience in consultancy of business processes, programme and project management at the international level.
- Experience in consultancy of international organisations working on public health issues.
- Experience in the field of Public Procurement and Supply Chain Management.
- Experience in designing and facilitating trainings/retreats/team-building exercises of similar nature.
- Experience in developing business acquisition and marketing material for international organisations.

#### **6. Timeframe**

Estimated start of the consultancy is early January with a planned contract period of 7 months. Tentative dates for some of the deliverables are as follows:

- GDF Assessment in month 1 and 2 of the consultancy
- Draft workplan, budgeting tool and monitoring and evaluation tool to be developed and populated in month 3 of the consultancy
- Final workplan and budgeting tool to be developed and implemented in months 4 and 5 of the consultancy
- Products to support STBP/GDF business acquisition to be developed in a staggered approach within month 6 of the consultancy.
- All training to GDF staff delivered in a staggered approach during the consultancy.
- GDF Retreat to be held towards the end of the consultancy

#### **7. Reporting**

The consultant is requested to produce the following reports during the assignment:

- Monthly progress reports on main activities carried out and update of overall project plan and timelines during the consultancy

- Preliminary Assessment Report for review and discussion with GDF Management
- Final Assessment and Tools Development Report for review and acceptance by GDF Management
- Training plan for review and acceptance by GDF Management
- Preliminary retreat agenda for review and discussion with GDF Management
- Report on the STBP/GDF retreat that summarizes proceedings and key, concrete outcomes, as well as strategic and operational recommendations and next steps.
- Final consultancy summary report compiling activities achieved based on strategy and work plan, successes, challenges, results and etc.

## **8. Budget**

An itemized budget should be prepared by the consultant. The budget will usually include the following costs:

- Consultants' fees (international and national), listed as number of man-months/weeks/days x fee per man-month/week/day
- Daily Subsistence Allowance (DSA) x number of days
- International transportation costs (number of round trips between destination x price)
- Local transportation costs (if any – minor costs are included in the DSA, but if the consultants are to do major travelling within the country, this should be budgeted)
- Other relevant costs associated with the bidder's technical proposal

## **9. Payment Schedule**

- a) 20% on submission and acceptance of Final Assessment and Tools Development Report.
- b) 30% upon completion of tools development, and training
- c) 20% upon completion of the marketing and business acquisition material
- d) 10% on completion of GDF retreat, and submission and acceptance of report on GDF retreat
- e) 20% Final Consultancy Summary Report compiling activities achieved based on strategy and work plan, successes, challenges, results and etc.