



Terms of Reference

Appointment of a suitably qualified and experienced individual to support the Global Fund SCM unit within the SCM department on a consultancy basis for a period of six months.

1. PURPOSE

The purpose of these terms of reference is to source the services of a suitably qualified and experienced individual to support the (Global Fund) SCM unit within the SCM department on a consultancy basis for a period of six months.

2. ORGANIZATION BACKGROUND

- a. Beyond Zero is one of four Principal Recipients (PRs) of funding support by the Global Fund for AIDS, TB, and Malaria (GFATM)) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the GF grant for the period April 2019 until March 2022. Beyond Zero is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following modules: • Prevention programs for adolescents and youth, in and out of school (AGYW); • Comprehensive prevention programs for Men who have sex with other Men (MSM); • Comprehensive prevention programs for Transgender (TG) people and • Community response systems (CRS).
- b. The Supply Chain Management unit plays a pivotal role in the procurement of goods and services procured by the donor funds; therefore, a need to have an experienced SCM Consultant who is mostly experienced in the procurement of health products would assist the Global Fund in ensuring that all the resources are optimally utilized and accounted for in line with Global Fund Guidelines. Currently, the SCM unit is managed by the Procurement Manager and a temporary Procurement Officer even though some administrators are tasked to assist on certain procurement activities until the unit is fully resourced with personnel.

3. EXPECTED KEY DELIVERABLES AND SCOPE OF WORK

- a) Operationalize (Global Fund focused) SCM unit (customized policies/SOPs, people, and processes) within the BZ SCM department by 30 November 2021. Develop a Global Fund focused SOP that guides the process of procuring health products. This process must incorporate the process flow from the initiation of the request to the awarding and contracting of service provider.
- b) Advise Beyond Zero pharmacist or medically qualified professionals and SCM on the best practices relating to the Global Fund guidelines for the procurement of health products.
- c) Assess the SCM unit in terms of capacity to do its function.
- d) Assist in ensuring development of a functional organogram, policy, and SOPs to ensure functionality and effectiveness to address the shortfalls raised by the LFA.

- e) The consultant is expected to liaise with Senior Management and the LFA in monitoring and reporting compliance with all Global Fund requirements in the procurement of goods and services above \$70 000 as required by the LFA.

4. APPROACH AND METHODOLOGY

- (a) The consultant is expected to work with the Procurement Manager as well as the procurement team to familiarize himself with the processes within Beyond Zero.
- (b) The consultant is also expected to observe the proceedings of the Procurement Review Committee and advise where necessary.
- (c) The consultant is expected to prepare the reports on the Beyond Zero compliance status with LFA requirements prior any recommendation for award being made.

5. EXPECTED SERVICE PROVIDER EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

Applications from individuals will be assessed on their ability to demonstrate the following qualifications and competencies:

Minimum Qualifications

- a. Master's degree or equivalent qualification preferably in Procurement Management, Logistics, or Finance
- b. Registered member of the professional body Chartered Institute of Procurement & Supply (CIPS) or similar accredited institution.

Minimum Experience

- c. A minimum of 10 years' experience in Finance and Supply Chain Management environment.
- d. Sound knowledge of the international donor funded organization procurement processes including procurement of health products.
- e. Vast experience of the NGO Management environment or compliance driven environment i.e., government etc.
- f. Experience in developing SCM related policies, operational tools, and guidelines.
- g. Knowledge of major international donors' procurement requirements.

- h. Advanced proficiency in Sage advanced system and MS Office tools.
- i. Excellent communication skills, both verbal and written.
- j. Problem solving and negotiating skills.
- k. Valid driver's license and ability to travel extensively.
- l. Team player who is self-motivated. Ability to work under pressure and meet deadlines.
- m. Knowledge of at least one other South African language is an added advantage.

6. DURATION

The service provider will work for a fulltime equivalent of 6 full months.

7. PROPOSED WORKPLAN AND TIMELINES

The service provider working with management will develop detailed workplans and timelines. This workplan will be submitted to the CEO within 2 weeks of commencement.

8. PAYMENT SCHEDULE

BZ payment terms will be applicable.

9. SUBMISSION & DEADLINE

- i. Proposals are to be electronically submitted at procurement@beyondzero.org.za not later than the closing date, which is the 10th of September 2021 at 16:00.
- ii. No late submissions will be accepted and considered for evaluation.