



| <b>TERMS OF REFERENCE FOR NATIONAL CONSULTANCY TO MAP PRIVATE PHARMACIES DISPENSING FAMILY PLANNING COMMODITIES TO CLIENTS IN MONROVIA</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Hiring office</b>                                                                                                                       | UNFPA Liberia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Purpose of Consultancy</b>                                                                                                              | UNFPA is recruiting a National Consultant to conduct a comprehensive mapping of private Pharmacies that are dispensing Family Planning commodities to clients in the Monrovia area, to determine the contribution of private pharmacies to the family planning commodity uptake in the densely populated communities in Monrovia.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Background</b>                                                                                                                          | <p>It is the “RIGHT” of every individual to access and utilize quality reproductive health and rights services including the right to space and time the number of children desired. Reproductive health is a core UNFPA mandate with a vision that “every pregnancy is wanted; every childbirth is safe, every young person is able to achieve their full potential. As the lead United Nations Agency for SRHR supporting the government of Liberia to implement quality family planning services to the population.</p> <p>Family planning services in Liberia are available in private and public health facilities. The 2020 Liberia Demographic Health Survey (LDHS) reported that nearly 40% of family planning users sourced their family planning commodities from private health facilities and pharmacies. This is an indication that private pharmacies play an important role in the provision of primary health services through the sale of over-the-counter medications and medical supplies including contraceptives.</p> <p>About 75% of the total private Pharmacies in Liberia are in Monrovia. Majority of these retail Pharmacies in Monrovia offer short-acting methods, including condoms, oral contraceptive, and emergency contraceptives (ECs) to reproductive women, girls, and young men. According to Liberia Demographic and Health Survey 2019-20 report, private Pharmacies are major source of modern contraceptive methods for clients aged 15-49. The LDHS indicate that 22.5% of injectable contraceptives, 36.1% of oral contraceptives and 67.7% of condoms sourced through private pharmacies.</p> <p>For many community dwellers, these pharmacies have become their first point of contact for rapid access to care due to their proximity.</p> <p>However, there is limited data on range and type of FP commodities available in private pharmacies accessed by clients. Available information is either anecdotal information and insufficiently documented to understand the potential contribution and role of private pharmacies in the family planning landscape in Monrovia.</p> <p>UNFPA is conducting this mapping exercise of private pharmacies to provide more evidence on the role of private pharmacies in Family Planning uptake in Liberia. Beyond the proportional contribution of</p> |

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|                                                                                                                                                                                              | <p>some methods, it will be useful to the availability of products provided by the market, determine what age groups are accessing commodities, what skill set is available among sales agents and how this is affecting choice and uptake among other key indicators.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Objective of the consultancy:</b></p>                                                                                                                                                  | <p>The main purpose of this consultancy is to assess the level of available FP commodities in private pharmacies and its impact on uptake among users in Monrovia.</p> <p>The specific objectives are:</p> <ol style="list-style-type: none"> <li>1. Determine the proportion of private pharmacies that have a range of FP commodities for sale.</li> <li>2. Identify the range of products available in private pharmacies available at the time of the survey and three months prior as well as determine price range per product.</li> <li>3. Assess for basic knowledge and skills of sales agents in the provision of choices to determine gaps and needs.</li> <li>4. Determine the clientele disaggregated by age, sex, location, and other demographic indicators as much as possible.</li> </ol>                                                                                                                                                                                 |
| <p><b>Scope of work</b><br/><b>Description of services, activities or outputs:</b></p>                                                                                                       | <p>The Consultant will develop the study design for approval by the Ministry of health, Pharmacy Board of Liberia and Liberia Medicine and Health Products Regulatory Authority and UNFPA and conduct a comprehensive assessment of the availability of FP commodities and services within the private sector specifically private pharmacies. Key activities for consideration are as follow.</p> <p>Activity 1: Design the study methodology and conduct inception meetings for inputs.</p> <p>Activity 2: Identify a representative sample of approximately 413 private Pharmacies that offer Family Planning Services and conduct a comprehensive assessment of available services.</p> <p>Activity 3: Analyzed and develop a technical report on findings and recommendations for advocacy, partnership and improve quality of care offered.</p> <p>Activity 4: Design Monitoring and supervision tool for consideration</p> <p>Activity 5: Share the final report to management.</p> |
| <p>Activity 1: Design the study methodology and conduct inception meetings for inputs</p>                                                                                                    | <ul style="list-style-type: none"> <li>• Conduct engagement meetings with the Ministry of Health, the pharmacy board, the organization of private pharmacies, and UNFPA to finalize the study design and data collection methodology and tools.</li> <li>• Conduct inception meetings to present the final study methodology.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>Activity 2: Identify a representative sample of approximately 413 private Pharmacies that offer Family Planning Services and conduct a comprehensive assessment of available services</p> | <ul style="list-style-type: none"> <li>• Develop data collection tools.</li> <li>• Conduct training of data collectors.</li> <li>• Identify the sample size for data collection.</li> <li>• Collect relevant data for analyses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Activity 3: Analyzed and develop a technical report on findings and recommendations for advocacy, partnership and improve quality of care offered</p>                                     | <ul style="list-style-type: none"> <li>• Analyse data.</li> <li>• Develop technical report.</li> <li>• Conduct the presentation of findings in a technical workshop for discussion and inputs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| Activity 4: Design Monitoring and supervision tool for consideration                                     | <ul style="list-style-type: none"> <li>Based on findings and recommendations, develop a monitoring and improvement plan that supports advocacy and follow up for improve quality of FP commodities and services offered by private pharmacies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                             |                |
| <i>Activity 5:</i> Share the draft technical report for inputs as well as the final report to management | <ul style="list-style-type: none"> <li>Submit final report to UNFPA and the MoH</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                             |                |
| <b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)</b>                   | <b>Deliverables</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                             |                |
|                                                                                                          | <b>#No</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Deliverables for consideration</b>                                                                       | <b>Date</b>    |
|                                                                                                          | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Plan of Work Submitted to UNFPA and MoH submitted (3 days)                                                  |                |
|                                                                                                          | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Final data collection tools submitted for clearance, conduct data collection and analyze the data (15 days) |                |
|                                                                                                          | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Preliminary technical report submitted for inputs (2 days)                                                  |                |
|                                                                                                          | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Workshop report with stakeholders and integration of inputs (2 days)                                        |                |
|                                                                                                          | 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Submission of Final Report both hard and electronic copies (5 days)                                         |                |
|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Total Days</b>                                                                                           | <b>27 Days</b> |
| <b>Supervisory arrangements</b>                                                                          | The consultant will work under the supervision of UNFPA CO head of the Women Reproductive Health Program and the RHCS Officer. The consultant will also receive technical guidance and support from the Pharmacy Board of Liberia (PBL and the Liberia Medicine and Health Products Regulatory Authority (LMHRA).                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                             |                |
| <b>Expected travels</b>                                                                                  | Consultant is expected to work in the Monrovia area with travels out of town.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                             |                |
| <b>Required expertise, qualifications and competence, including language requirements:</b>               | <b>National Consultant</b> <ul style="list-style-type: none"> <li>Minimum advanced university degree in public health, sociology and demography, pharmacy, and related field</li> <li>At least 5 years of professional experience in surveys, assessments and technical report writing.</li> <li>Proven experience in stakeholder engagement and management is required.</li> <li>Excellent facilitation, presentation, verbal communication skills required and ability to conduct consultative meetings.</li> <li>Fluency in spoken English and excellent writing skills in English required.</li> <li>Ability to work efficiently and effectively both autonomously and in small teams.</li> </ul> |                                                                                                             |                |
| <b>Inputs / services to be provided by UNFPA or implementing partner (e.g</b>                            | <ul style="list-style-type: none"> <li>The Consultant will be provided with needed office space including internet while in office. Other accessories such as extension cords may be provided on demand.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                             |                |

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| <b>support services, office space, equipment), if applicable:</b> | <ul style="list-style-type: none"> <li>• A Laptop will not be provided, as consultant is expected to bring his/her own computer.</li> <li>• Consultant is also expected to bring along their own cell phones for communication.</li> <li>• Once approved, consultant will receive entry passes to the ONE UN house premises during the duration of the consultation.</li> </ul> |
| <b>Other relevant information or special conditions, if any</b>   | All the deliverables must be completed and submitted by 15 <sup>th</sup> June, 2023                                                                                                                                                                                                                                                                                             |
| <b>Other considerations</b>                                       | N/A                                                                                                                                                                                                                                                                                                                                                                             |

***Please note that this post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>***

#### **HOW TO APPLY**

Candidates should submit their applications indicating post, attach an updated **CV**, OR a completed **United Nations Personnel History Form (Form P.11)** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE EMAILED TO:** [ewatkins@unfpa.org](mailto:ewatkins@unfpa.org), with a copy to: [gaye@unfpa.org](mailto:gaye@unfpa.org), [gobeh@unfpa.org](mailto:gobeh@unfpa.org)  
**Deadline for submission of application is 09 May 2023.** UNFPA will only respond to applicants who will meet the stated job requirements.