



SOLICITATION NUMBER	72036722R00004
ISSUING DATE	02/15/2022
CLOSING DATE	03/14/2022, 5:00 P.M Kathmandu Time.
POSITION TITLE	Supply Chain Management (SCM) Advisor
NUMBER OF POSITION(S)	One
MARKET VALUE	GS-14 (\$95,973.00-\$124,764.00) - Salaries over and above the top of the GS-14 pay range will not be entertained or negotiated.
ORGANIZATIONAL LOCATION OF POSITION	Kathmandu, Nepal
DIRECT SUPERVISOR	Family Planning, HIV/AIDS, Social Marketing Team Leader
SUPERVISORY CONTROL	Minimal. After an initial period, the incumbent is expected to act independently with minimal day-to-day direction.
PERIOD OF PERFORMANCE	Initial Two years beginning o/a May 2022 thru May 2024, with possibility of three one-year extensions, pending review and further approval.
SECURITY ACCESS	Must be able to obtain/revalidate security clearance at HSPD-12 (Facility/USAID Computer Access Only) and medical clearance from the State MED within a reasonable period of time.
AREA OF CONSIDERATION	Open to U.S. Citizens (including lawful Permanent legal residents)

POSITION DESCRIPTION: Supply Chain Management (SCM) Advisor

Country Background

Supporting progress toward a democratic, resilient and prosperous Nepal is a priority for U.S. development efforts. Across all sectors, USAID focuses on key cross-cutting issues, such as gender equality and disaster risk reduction, as well as on improving the Government of Nepal's (GON's) capacity to effectively and accountably deliver services to traditionally marginalized groups. USAID programs in Nepal seek to reinforce recent gains in peace and security, stabilize democratic processes and practices, strengthen the delivery of essential social services, expand proven health interventions, and address the global challenges of food insecurity and climate change.

USAID's support in the health sector reflects one of the longest standing and most successful development assistance programs in Nepal. Despite a 10-year civil insurgency and catastrophic earthquake, Nepal has experienced more than two decades of steady improvement in health and has emerged as one of the few countries to meet the Millennium Development Goals related to reducing maternal and child mortality. Nepal is also making progress towards the eradication of extreme poverty and hunger and combating HIV/AIDS and other diseases. However, challenges remain, including significant equity gaps based on geography, caste, wealth quintile, and other factors. Additionally, the ongoing decentralization process related to federalism has disrupted every major health system.

As one of the largest health sector donors, USAID has a strong and collaborative partnership with the GON to improve the survival and quality of life of all Nepalis through equitable and well-governed health systems. Aligned with the GON's health strategy, USAID builds on existing efforts to address the needs of women, girls, and other vulnerable groups, promoting research for policymaking and engaging other donors and civil society in health.

USAID/Nepal's Health Office (HO) manages programming in maternal and child health; nutrition; water, sanitation, hygiene, and water resources management; HIV/AIDS; disability/rehabilitation; infectious diseases; and family planning/reproductive health. In addition, USAID/Nepal invests in cross-cutting areas of systems strengthening support, including: strengthening the decentralized health system through improved health governance, financing and data for decision-making; improving human resource capacity; and strengthening supply

chain and pharmaceutical management systems to support sustainable access to and appropriate use of safe, effective, quality-assured, and affordable essential medicines and related pharmaceutical equipment.

In supply chain management, USAID works to improve the effectiveness of supply chain governance; strategic planning and coordination; warehousing and distribution; supply chain workforce development; and the electronic Logistics Management Information System (eLMIS) to improve stock management for essential medicines. In pharmaceutical management, USAID strengthens pharmaceutical sector governance; enhances the Ministry of Health and Population (MOHP), Department of Drug Administration's (DDA's) drug registration/evaluation and regulatory systems; increases the availability and use of information for decision-making; and promotes patient-centered pharmaceutical services for easy access to and appropriate use of medicines to help assure therapeutic efficacy, patient safety, and the achievement of desired health outcomes.

The HO has 19 staff organized into two technical teams: 1) Maternal, Neonatal, Child Health and Nutrition, 2) Family Planning, HIV/AIDS, and Social Marketing.

Basic Function of the Position

Under the supervision of the Family Planning, HIV/AIDS, and Social Marketing Team Leader, the Supply Chain Management (SCM) Advisor is responsible for leading efforts to expand access to and improve the quality of health commodities, medicines and family planning methods in Nepal. Serving as a senior strategic and technical advisor to USAID/Nepal, the Supply Chain Management (SCM) Advisor will be responsible for providing strategic direction, management, and technical, programmatic and administrative oversight of health logistics and supply chain strengthening activities. The SCM Advisor offers technical expertise to ensure well-coordinated and effective implementation of USAID/Nepal's supply chain portfolio. This will require establishing effective collaboration with the Maternal, Neonatal, Child Health and Nutrition team and other technical and support offices within USAID/Nepal.

The SCM Advisor will provide evidence-based technical advice to the Mission, develop strategic approaches to supply chain health systems strengthening, and design and oversee projects and programs related to commodity procurement and supply chain systems strengthening. The incumbent represents the USAID at official national government events, donor fora, and leads national technical working groups for health logistics and supply chain systems. The SCM Advisor builds alliances and coordinates with other bilateral/multilateral agencies, the GON and civil society entities in developing and implementing policies and programs based on best practices and innovations in health logistics and supply chain management.

A. MAJOR DUTIES AND RESPONSIBILITIES

Strategic Leadership and Technical Guidance -- 40%

The SCM Advisor serves as a high-level advisor to USAID/Nepal's HO and Mission leadership on supply chain management issues including warehousing and storage, inventory management and distribution systems, and supply chain system performance,

The SCM Advisor carries out a full range of consultative, advisory, strategic, coordinating, planning and evaluation responsibilities related to the assigned portfolio.

The SCM Advisor provides technical expertise and advice for supply chain systems strengthening, for example, on policy development, harmonization of supply chain systems, drug quality assurance, integrated supply chain services for all health program components, sustainable supply chain financing and commodity security, and product approvals, importation and clearances.

The Advisor keeps abreast of current information on supply chain systems and services and advises the Office and Mission on implementation options to maximize programmatic opportunities within Nepal's integrated programming environment. The SCM Advisor establishes and leads integrated project/activity management groups for health logistics and supply chain management.

The SCM Advisor guides and crafts USAID policy and programs in Nepal in the area of supply chain systems, services, infrastructure, and quality improvement.

Program Management, Evaluation and Reporting -- 30%

The SCM Advisor provides technical, programmatic, and administrative management of USAID's supply chain management activities. The SCM Advisor manages a \$20 million portfolio, serving as the Activity Manager and/or A/COR for supply chain management activities. The incumbent reviews implementing partner annual work plans, monitoring and evaluation plans, and semi-annual and annual progress reports, ensuring the partner adopts the appropriate technical approach and content. The SCM Advisor ensures supply chain management partners and supply chain portfolio activities are carried out in accordance with USAID directives and Office of the Global AIDS Coordinator (OGAC) guidelines, policies, regulations and procedures, global changes in best practices and national quality standards on health logistics and supply chain management. The SCM Advisor ensures timely contraceptive procurement and delivery by USAID partners.. The SCM Advisor provides financial oversight of activities

to ensure that obligations, expenditures and pipelines conform to work plans.

In coordination with the M&E Advisor, the incumbent manages health logistics and supply chain research activities ensuring that suitable management information and impact monitoring and reporting systems are in place. The incumbent documents and reports program performance, conducts regular site visits to monitor availability and quality of commodities, reviews all written reports and furnishes feedback to partners, verifies asset use, assists with and conducts commodity demand forecasting, and recommends and pursues measures to improve supply chain implementing partner performance.

The SCM Advisor prepares resource requests, strategy documents and reports for Washington and coordinates, writes and edits technical and scientific materials and reports related to health logistics and supply chain for USAID/Nepal briefings and presentations. The incumbent provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the GON. The SCM Advisor provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Quarterly, Semi-Annual and Annual Progress Reports

Representation and Coordination -- 30%

The SCM Advisor represents USAID and serves as a key liaison in coordinating supply chain management efforts with GON officials, implementing partners, other donor agencies, and private sector organizations. The incumbent ensures technical and programmatic synergy between USAID supply chain management activities and the other governmental and non-governmental health logistics activities by facilitating exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.

The SCM Advisor coordinates and organizes consultation meetings with GON and relevant donors regarding the planning, implementation and evaluation of health logistics and supply chain management programs. The incumbent represents USAID in technical, programmatic and policy development meetings with the MOHP, donors, other USAID implementing partners, and non-governmental organizations.

The SCM Advisor liaises and works closely with the MOHP, Department of Health Services (DOHS) and in particular with the Management Division (MD), the Family Welfare Division (FWD), Epidemiology and Disease control Division (EDCD), the National Center for AIDS/Sexually Transmitted Disease Control (NCASC) and provincial level governments. The Advisor provides expert-level advice to the MOHP and donor partners regarding health logistics-related activities and investments. The SCM Advisor

uses diplomatic skills and technical acumen to provide senior policy, strategic, and technical advice and guidance to influence MOHP strategic decisions and policy formulation to strengthen supply chain management, including transparency and accountability, and encourage Nepal to take concrete steps in their overall journey to self-reliance.

The SCM Advisor ensures coordination and synergy of supply chain management activities with other USAID/Nepal health activities and other related activities supported by donor partners, providing technical and programmatic input for the implementation of drug quality control and pharmaceutical system strengthening activities. The incumbent serves as key USAID interlocutor with other USG agencies on supply service requirements, performance standards/objectives, and related funding.

Other Significant Facts

Responsibility for Decision Making: It is expected that the Supply Chain Management Advisor will exercise independence and decision-making authority in carrying out duties. The contractor has responsibility for independently planning, designing, and carrying out his/her work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of the program.

Knowledge Level Required: The position serves as a subject matter expert on supply chain management programs, requiring 10 years of professional experience in designing, implementing and managing supply chain activities for public health commodities. The work requires superior technical leadership, program management skills, extensive experience in strategic planning, policy experience, and problem solving for complex projects in a highly sensitive environment. The position requires a mastery of a broad area of skills in generating and developing new approaches and concepts and in planning, evaluating, and providing leadership to major long-range programs designed to spur significant advances in the field of supply chain management.

Level of Complexity for Work Assignments: The work involves providing advisory or oversight services to GON, implementing partner, Mission personnel, host-country representatives, and others on supply chain-related programs, strategic planning, criteria (e.g., developing guidance or procedures) for major activities, program effectiveness, and unusual conditions. Assignments typically involve problems that are particularly difficult or that are systemic in nature. The work directly influences the effectiveness and acceptability of total health development programs/projects, and/or other programs and projects affecting significant Mission activities, or the cooperation of other USG agencies or GON institutions.

Guidelines: The SCM Advisor is required to understand and analyze Mission and Agency-specific policies and procedures which govern implementation of supply chain and health development activities, as well as USAID/Nepal's established administrative operating procedures, policies and formats. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall support in the area of supply chain systems, services and infrastructure, and quality improvement. General guidelines include but are not limited to Agency procurement and program development regulations, Automated Directives System (ADS), USAID/USG strategy and policy documents, Mission Orders, the Foreign Affairs Handbook, OGAC guidelines, and other USAID or USG policies.

Complexity of the work environment or its potential effect on the position's responsibilities: Nepal is among the world's least developed countries where significant challenges threaten the country's stability. These challenges include stagnant economic growth, high malnutrition among children, acute food shortages, substantial vulnerability to natural disasters, natural resource degradation exacerbated by climate change, and global a crisis brought about by the COVID-19 pandemic. The caste system and historically regressive gender norms have contributed to poor development outcomes for women and marginalized groups. Linked to all these challenges is the issue of governance, one of Nepal's most pressing challenges. Nepal transitioned to a federal system of government in 2018, which included the transfer of most responsibilities for health care provision from the national government to over 700 municipalities. This has disrupted all major health systems, and the Mission engages regularly with national, provincial, and municipal governments to support this transition. Achieving health development objectives in a complex operating environment such as Nepal is marked with significant difficulty.

Scope and Effect: The SCM Advisor carries out a full range of consultative, advisory, strategic planning, coordination, evaluation, and management oversight responsibilities related to USAID's country-wide investments in supply chain management activities. Work affects, on a long-term basis, the well-being of the citizens of Nepal, a population of approximately 30 million, with a specific focus on securing and providing access to anti-retroviral therapy, family planning methods, vaccinations, etc. for the general population and specific at-risk groups. The incumbent's work will advance the quality of health services in Nepal.

Nature, Level and Purpose of Contacts: Contacts are with senior officials within and outside USAID, which may include U.S. congressional staff or other U.S. government officials, ministers and other GON officials in the Ministry of Health and Population (MOHP), Department of Health Services (DOHS) and in particular the Management Division (MD), the Family Welfare Division (FWD), Epidemiology and Disease control Division

(EDCD), the National Center for AIDS/Sexually Transmitted Disease Control (NCASC) and provincial level governments, other donors and development partners, and representatives from the private sector, non-governmental and civil society organizations. The purpose is to support and develop the highest technical quality supply chain program. The Supply Chain Management Advisor will engage frequently with internal mid to high-level contacts at USAID/Washington Global Health and Asia Regional Bureaus, and the Office of the Global AIDS Coordinator (OGAC), and other agencies in complementing health-sector assistance programs to coordinate and standardize supply chain efforts that achieve results specified in strategic objectives.

Supervisory Controls: The SCM Advisor will work under the general supervision of the Family Planning, HIV/AIDS, Social Marketing Team Leader, who sets the overall assignment objectives, program emphasis, and resources available. The Advisor, having developed expertise in the health field, has continuing responsibility for independently planning and carrying out important programs or projects, determining the approach to be taken and the methods to be used, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy in terms of established objectives. The incumbent keeps the Supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Supervision Oversight over Others: Continuous supervision over others is not anticipated.

MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION:

Education: A Master's Degree in Supply Chain Management, Health Systems Management, Public Health, Pharmacology, Logistics Management, Business Administration or similar field.

Professional Experience: Minimum of 10 years of professional-level job-related experience in designing, implementing and managing supply chain activities for public health commodities, supply chain capacity building and management, health commodity logistics, or pharmaceuticals management in a developing country context is required. Experience with successfully leading systems strengthening actions for large international health programs. Demonstrated successful experience coordinating complex programs with multiple partners as well as working closely with high-level host government officials, the private sector and multilaterals in resource-poor settings is required.

Language: Must be fluent in English language.

KNOWLEDGE, SKILLS AND ABILITIES (TO BE USED AS EVALUATION CRITERIA)

a) Advanced technical expertise in supply chain management: 30 points

Technical and programmatic knowledge of the key concepts and practices in the public health supply chain sector as it relates to and interacts with health systems strengthening, procurement and supply management, and pharmaceutical management.

Demonstrated knowledge and understanding of international rules and regulations regarding procurement and supply chain management.

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing health activities (e.g., HIV, TB, maternal and child health, family planning).

A general understanding of the social, economic and cultural determinants that influence supply chain outcomes in Nepal and the problems and policies of the host country from the business, political, civil society, and social perspectives.

Demonstrated knowledge of quantification, forecasting, warehousing, distribution, information management, district capacity-building, and commodity procurement practice.

b) Analytical skills: 20 points

Expertise in analysis of supply chain management strategies, policies and reforms.

Analytical ability to interpret public policies and assist in the development of revised policies as required improving the policy environment related to supply chain management in Nepal.

Ability to make independent judgments and evidence-based decisions to achieve improvements in supply chain management and systems strengthening.

c) Program management skills: 20 points

Ability to develop supply chain management strategies and work plans.

Skills in conceptualizing programs, policies, and plans and developing strategies for their management and implementation.

Ability to coordinate, supervise, monitor and report on project outcomes related to supply chain management quality.

d) Communication and representation skills: 15 points

Ability to diplomatically navigate complex discussions amongst government ministries, donors, international experts, implementing organizations, and public sector organizations.

Strong presentation skills and the ability to write high-quality reports, analysis, and other papers.

Ability to develop and summarize technical information in policy briefs and documents that inform high level decision making.

e) **Cross-cultural knowledge and interpersonal skills: 15 points**

Cross-cultural knowledge and experience, including aligning programs to host country environments.

Ability to navigate cultural differences, excellent interpersonal skills and working collaboratively in teams and across the inter-agency to achieve results.

Demonstrated understanding of and the ability to explain the concepts of diversity, inclusion, and equity and relate them to their work. Ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

PERIOD OF SERVICE

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three one-year extensions for the dates estimated as follows:

Base Period: o/a 05/2022 to o/a 05/2024

Option Period 1: o/a 05/2024 to o/a 05/2025

Option Period 2: o/a 05/2025 to o/a 05/2026

Option Period 3: o/a 05/2026 to o/a 05/2027

As a matter of policy and as appropriate, a USPSC is normally authorized the following benefits and allowances: If applicable

1. Benefits

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Eligibility for Worker's Compensation
- e. Annual & Sick Leave
- f. Access to Embassy medical facilities, commissary and pouch mail service

2. Allowances (as applicable)

- a. Temporary Lodging Allowance (Section 120)
- b. Living Quarters Allowance (Section 130)
- c. Post Allowance (Section 220)
- d. Supplemental Post Allowance (Section 230)
- e. Post Differential (Chapter 500)
- f. Payments during Evacuation Authorized Departure (Section 600)
- g. Danger Pay (Section 650)
- h. Educational Allowance (Section 270)
- i. Separate Maintenance Allowance (Section 260)
- j. Educational Travel (Section 280)

USPSCs are not exempt from payment of Federal Income Tax.

Application Submission Instructions:

Send your application by e-mail to: usaidnepalhr@usaid.gov

The application must include following:

1. Resume
2. Form AID 309-2
3. Names and contact details for three references.
4. A brief narrative demonstrating how education, experience, and skills address the requirements listed in the solicitation

Hard copies may be sent to the following address:

Executive Officer
USAID/Nepal
U.S. Embassy
G.P.O. Box 295 Maharajgunj Kathmandu,
Nepal