

Terms of Reference

Position Title: Medical Donations Program Optimization Consultant (6 Months Assignment)

Contract: Consultancy Service Agreement

Assignment Type: Full Time

Period: 6 Months

Assignment Summary

The MD Program Consultant will lead and manage the MD Program system strengthening mission in Lebanon with special focus on integrating an automated MEAL system and rolling it out for smooth implementation by the program Team. S/he will collaborate with and provide technical assistance and guidance to the Medical Donations Program Coordinator and her team towards program optimization. The MD Program Consultant will work closely with the Deputy Country Director to review the harmonize activity implementation; monitor and evaluate performance; and disseminate results and recommendations. S/He will assist the Medical Donations Director in strategic planning, risk mitigation, performance management and coordination of ongoing and prospective MD Program activities. The assignment shall be conducted in a participatory manner involving key stakeholders of the program.

Key responsibilities:

- Assess current program implementation and management practices and identify gaps, bottlenecks and areas for improvement;
- Design relevant inventory and monitoring and evaluation processes and tools to help measure the impact of the program in Lebanon in close coordination with the MD Program Director and other stakeholders as needed, and ensure its smooth implementation;
- Collaborate with HQ and consultant software developers to automate the designed Inventory and MEAL systems;
- Integrate new methods, practices and systems that optimize program management and implementation and reduce turnaround time,
- Integrate tracking processes to monitor donation management phases, key performance indicators and turnaround times;
- Develop a strategy for implementing systems strengthening at the human resource (task distribution), workflow, operations and program impact levels;
- Develop targeted capacity building material, models and implementation plans;
- Collaborate with stakeholders for the development, deployment and implementation of appropriate tools necessary to improve the operations of the MD Program, including, but not limited to: Donors, HQ team, MoPH, HRC and YMCA;
- Support the MD program team as well as other involved staff in the adequate documentation and dissemination of program outputs and outcomes,
- Review storage and distribution setups and schemes including a regulatory review of the setups;
- Adopt a participatory approach in conducting all of the above tasks;

Minimum Requirements:

- A Masters in Health Management or other relevant field, or a Bachelor's degree with 10+ years of relevant work experience;
- 6+ years of relevant experience in supply chain, systems strengthening and related projects,
- Demonstrated experience in developing MEAL systems and tools;
- Knowledge of inventory systems, stock control, and material management.
- Strong knowledge of the Lebanese healthcare system and regulations;
- Demonstrated results-based managerial and supervisory skills;
- Strong interpersonal and communication skills; excellent computer skills in Excel, MS Word, PowerPoint, and stock control/inventory systems.
- Language: Mastery of spoken and written English and Arabic skills.

Additional Requirements (a plus)

- Familiarity with medical donations regulations and policies;
- Familiarity with pharmaceutical and medical supply handling and management best practices;

About Anera

Anera, which has no political or religious affiliation, works on the ground with partners in Palestine (West Bank and Gaza), Lebanon and Jordan. We mobilize resources for immediate emergency relief and for sustainable, long-term health, education, and economic development. Our staff serve in their communities, navigating the politics that constrict progress to get help where it's needed most.

Anera provides humanitarian assistance and sustainable development to advance the well-being of refugees and other vulnerable communities in the Middle East.

About the Medical Donations Program

Over the past 50 years, Anera's Medical Donation Program has consistently channeled quality donations of critically needed items. In 2019 alone, Anera's donations of medicine and medical supplies reached more than 50,000 people in Lebanon . This included - primarily providing medicines for chronic conditions and non-communicable diseases; hospital equipment; over-the-counter drugs; medical supplies, and disability aids. In addition, donations of hygiene kits, winterization supplies, and school kits were provided to communities where they are most needed. Recently, Anera has seen success with obtaining and delivering donated cancer medicines. Anera's deliveries support hospitals, primary healthcare centers, schools, and community centers struggling to meet the needs of vulnerable families throughout the Middle East and Lebanon.

How to Apply

Interested applicants who meet the minimum criteria are invited to apply by **Dec. 6th, 2020** by sending your CV and a Cover Letter to HR@aneralebanon.org . Only shortlisted candidates will be contacted. The recruitment is on rolling basis and the organization reserves the right to recruit the suitable person before the deadline.