

CONSULTANT, SUPPLY CHAIN SPECIALIST, THE PACIFIC REGION

Job Title: Consultant, Supply Chain Specialist

Duty station: Remote (with in country visits)

Duration: Forty working days

THE FEDERATION

The International Planned Parenthood Federation (IPPF) is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. Led by a courageous and determined group of women, IPPF was founded in 1952 at the Third International Planned Parenthood Conference. Today, we are a movement of over 100 autonomous with a presence in over 140 countries.

Since 2017, IPPF's humanitarian program has been providing global assistance to populations in crisis. The role will work with both the humanitarian team and the development team from the Pacific regional offices.

Currently, Pacific MAs receive their commodities and medical supplies through multiple channels. The primary source is the IPPF supply chain, which is supplemented by allocations from the Ministry of Health supply system, as well as additional procurement funded through other support mechanisms and donor funds.

Despite these multiple sourcing channels, supply chain management including forecasting, inventory control, and timely distribution remains a significant operational challenge across most MAs in the Pacific region. Weak forecasting capacity often leads to either stockouts or overstocking of essential commodities, disrupting the continuity of service delivery. Limited warehousing infrastructure, inadequate logistics systems, and gaps in staff capacity further compound these difficulties, making it difficult for MAs to maintain a consistent and reliable supply of reproductive health commodities and medical materials.

Strengthening supply chain systems, building staff competency in quantification and forecasting, and improving coordination between IPPF, Ministries of Health, and other partners are critical priorities to ensure that MAs can deliver uninterrupted, high-quality services to their clients.

JOB PURPOSE

- To develop a comprehensive supply chain management manual encompassing Inventory Control, Procedures and procurement management tools designed to support Member Associations in their operational functions. The manual should be simple to adapt and clear to the Member Associations where they would need to consider their own country contexts and any legalities.

- Develop a simplified, user-friendly commodity forecasting tool accessible to both MA main clinics and all service delivery points, enabling consistent and accurate forecasting of reproductive health commodities at every level of service delivery.
- To facilitate structured training and orientation programs on supply chain management principles and best practices for Member Associations. The end users are non supply chain staff option, so the training needs to be designed to take someone from no supply chain knowledge to a level they can confidently use the tools and follow the manuals in every day supply chain needs for the member association.

KEY TASKS AND RESPONSIBILITIES

1) Development of supply chain management manual and forecasting tool

- Conduct a needs assessment / desk review to identify gaps in existing supply chain and procurement processes across Member Associations.
- Draft, review, and finalize comprehensive Inventory Control Procedures, including stock management, storage, and distribution protocols.
- Develop procurement management tools, templates, and guidelines to standardize purchasing processes across Member Associations.
- Establish standard operating procedures (SOPs) for supply chain operations, ensuring alignment with organizational policies and regulatory requirements.

2) Training and Orientation Programs

- Assess the supply chain knowledge and capacity building needs of the member associations to ensure the training meets the end users needs
- Design and develop structured training package and orientation materials on supply chain management principles and best practices, user friendly.
- Coordinate and facilitate online training workshops, webinars, and orientation sessions for Member Associations.
- Develop training aids, including presentations, handouts, case studies, and assessment tools to enhance participant engagement and knowledge retention.
- Monitor and evaluate the effectiveness of training programs through feedback mechanisms and performance assessments.
- Consider how the training can be used with new staff after the initial training is run.

DELIVERABLES

1. Comprehensive supply chain management manual and forecasting tool

A fully developed, reviewed, and finalized supply chain management manual tailored to the operational context and needs of Pacific MAs, encompassing Inventory Control Procedures,

procurement management tools, standard operating procedures, and relevant templates and guidelines ready for immediate implementation.

2. Supply Chain Training Package

A complete and structured training package comprising professionally developed slide presentations and accompanying participant notes, aligned with the content of the supply chain management manual and designed to support effective knowledge transfer to Pacific MAs.

3. Webinar Delivery

Facilitate four (4) structured webinars drawing on the Supply Chain Management Manual and commodity forecasting tool, designed to strengthen the capacity of Pacific MAs in supply chain management principles, inventory control, and procurement best practices through an interactive and accessible online learning platform.

REQUIREMENTS

Education:

Advanced university degree in supply chain or logistics management or a related field.

Knowledge and Experience:

- Five years of professional work experience in medical and/or humanitarian supply chain management or logistics in the Pacific;
- Managing medical supplies procurement, distribution, storage, and transportation operations in emergency settings (commercial, NGO, or with an international organization);
- Experience in the development manual, implementation and facilitation of adult learning programs/training.
- An understanding of Pacific supply chain operations is preferred

Core Competencies:

- Work effectively under pressure in a low-resource setting
- Adapt to change and deal with ambiguity.
- Demonstrates respect for gender and diversity in humanitarian and/or development contexts.
- Engage respectfully and appropriately with national counterparts
- Ability to establish and maintain productive partnerships.
- Adapt supply chain advice to meet the local context
- Communicate clearly and effectively
- Maintain ethical and professional behaviour in accordance with relevant codes of conduct and policies.
- Works collaboratively with colleagues, partners and others to achieve goals.

Skills:

Fluency with MS Office Suite (Word, Excel, Outlook)

Languages:

Fluency in English is required; knowledge of 1 or more Pacific Islands language is desirable.

Other:

Travel requirement: International travel is required to work and provide direct support to MAs. This will be covered in line with IPPF policy.