

## **CONSULTING SERVICE FOR THE DEVELOPMENT OF SUPPLY CHAIN INVENTORY MANAGEMENT POLICY AND STOCKPILING STRATEGY (ACDC-WB-2025-221)**

### **REQUEST FOR BIDS (INDIVIDUAL CONSULTANT)**

#### **AFRICA CENTRES FOR DISEASE CONTROL SUPPORT PROGRAM TO COMBAT CURRENT AND FUTURE PUBLIC HEALTH THREATS PROJECT**

**REFERENCE NUMBER: ET-AUC-510470-CS-INDV**

#### **1. Background**

Africa Centres for Disease Control and Prevention (Africa CDC) play a crucial role in coordinating the continent's public health response and building resilient health systems. As a leading continental agency, Africa CDC recognizes the importance of having a robust and efficient supply chain system to support its critical functions effectively.

An effective inventory management policy is crucial for organizations like Africa CDC as it ensures the systematic tracking and management of essential health supplies and resources. This policy facilitates timely access to critical items during health emergencies, enabling rapid response to outbreaks and disease threats. By maintaining accurate records of stock levels, usage rates, and expiry dates, the organization can optimize resource allocation, minimize waste, and ensure that medical supplies are available where and when they are needed most. This proactive approach not only enhances operational efficiency but also supports data-driven decision-making, allowing Africa CDC to anticipate future needs and respond effectively to emerging health challenges.

In conjunction with a robust stockpiling strategy, an inventory management policy strengthens the resilience of the health supply chain. By strategically accumulating essential supplies in anticipation of potential health crises, the Africa CDC can mitigate the risks associated with supply chain disruptions caused by unforeseen events such as pandemics or natural disasters. This preparedness not only saves lives but also fosters collaboration with African Union Member States (AU MS), NGOs, and international partners, creating a unified response framework. Ultimately, the combination of a well-defined inventory management policy and a comprehensive stockpiling strategy empowers Africa CDC to safeguard public health across the continent, ensuring that resources are readily available to protect communities during critical times.

#### **2. Purpose**

The purpose of Inventory Management is to lay down procedures and processes for the procurement management and control over inventory (stock) items in accordance with all relevant regulations and legislation and other policies and directives. The envisaged outcome is an efficient and effective control and inventory management tool for the supply chain division.

- To improve the forecasting – the processes of estimating the right vaccines, in the right quantities for a specific procurement period, in a timely and accurate manner.
- To make rational decisions in response to service delivery, budgetary, service providers' competency, institutional capacities, and other attributes.
- To ensure uninterrupted availability of appropriate vaccines at all levels with the option of notification of low stock.
- To decrease stock outs and over stocking and hence minimize wastage.

- To improve cost-effectiveness

### **3. Objectives**

The overall objective is to develop comprehensive frameworks to guide Africa CDC's internal inventory management and stockpiling of health commodities.

Specific objectives are to:

- Assess Africa CDC's current inventory practices, systems, and gaps.
- Develop an Africa CDC-specific Inventory Management Policy.
- Develop an Africa CDC-specific Stockpiling Strategy.
- Recommend operational and technological improvements to support the implementation of the policy and strategy.

### **4. Scope of Work**

The consulting firm shall:

1. Conduct an internal situational assessment of Africa CDC's inventory management processes.
2. Draft an Inventory Management Policy defining governance structures, roles, SOPs, performance indicators, and compliance mechanisms.
3. Draft a Stockpiling Strategy outlining essential commodities, stock levels, replenishment triggers, rotation, and disposal procedures.
4. Facilitate stakeholder consultations with relevant Africa CDC departments.
5. Revise and finalize documents based on stakeholder feedback.
6. Propose a training plan for Africa CDC staff on the new policy and strategy.

### **5. Deliverables**

The consultant is expected to deliver the following outputs:

The firm shall deliver:

1. Inception Report.
2. Internal Assessment Report.
3. Draft Inventory Management Policy.
4. Draft Stockpiling Strategy.
5. Validation Workshop Report.
6. Finalized Inventory Management Policy and Stockpiling Strategy documents.
7. Training Plan for Africa CDC staff including training materials

### **6. Duration**

The assignment shall be completed within six (6) months from contract signing

### **7. Required Qualification and experience of the consultant**

The consultant must meet the following requirements:

- Advanced degree in Supply Chain Management, Business Administration, Public Health, or related fields.
- Demonstrated expertise in developing and implementing inventory management policies and stockpiling strategies, preferably in the health sector.
- Minimum of 7 years of relevant experience in supply chain management, particularly within the health sector.
- Proven experience conducting organizational assessments, policy drafting, and delivering validated final documents in the health sector
- Experience working with regional or continental health organizations, UN agencies, or large international NGOs in Africa.
- Proven ability to prepare high-quality technical documents

- In-depth knowledge of supply chain operations and public health emergency preparedness and response
- Excellent skills in communication, stakeholder engagement, project management, training and capacity building, policy analysis and familiarity with relevant regulations and standards
- Skills such as project management, training and capacity building, policy analysis, and familiarity with relevant regulations and standards
- Strong analytical and stakeholder engagement skills.

## 8. Reporting

The consultant will report to the Head of the Supply Chain Division at Africa CDC and provide regular updates on progress, challenges, and recommendations.

1. **Inception Report:** Submitted within **three (3) weeks** of contract commencement. This report will include the consultant's understanding of the assignment and the following:
  - Detailed understanding of the assignment
  - Methodology and work plan covering all scope elements
  - Stakeholder engagement plan
  - Initial risk assessment framework outline
  - Approach to monitoring and evaluation (M&E)
  - Preliminary outline of deliverables including inventory policy, stockpiling strategy, implementation plan, training, risk management, and M&E
2. **First Technical Draft Report:** Submitted within **six (6) weeks** after inception approval. This report will include:
  - Detailed understanding of the assignment
  - Methodology and work plan covering all scope elements
  - Stakeholder engagement plan
  - Initial risk assessment framework outline
  - Approach to monitoring and evaluation (M&E)
  - Preliminary outline of deliverables including inventory policy, stockpiling strategy, implementation plan, training, risk management, and M&E
3. **Stakeholder Workshop & Second Technical Draft Report:** After approval of the first draft, facilitate workshops with stakeholders and experts to review the draft documents. Within **six (6) weeks** post-workshops, submit the second technical draft incorporating feedback, including:
  - Inventory Management Policy
  - Stockpiling Strategy
  - Implementation Plan
  - Risk Management Framework
  - M&E Framework
  - Draft Training Materials and Capacity Building Plan
4. **Final Consolidated Report & Deliverables:**  
Within **two (2) weeks** after approval of the second draft, submit:
  - Inventory Management Policy

- Stockpiling Strategy
- Implementation Plan
- Risk Management Framework
- M&E Framework
- Draft Training Materials and Capacity Building Plan

## 9. Budget and Payment Terms

The individual consultant will be paid a fixed total amount of USD 75,600. This cost includes all the Consultant's fees, reimbursable expenses, such as air tickets to and from Africa CDC HQ etc as well as any tax obligation that may be imposed on the Consultant. Fees payable does not include costs associated with assignment-related travels, different coordination/organization of project-related activities and events and workshops as these costs will be met by Africa CDC. This is a lump sum contract, and payment will be made after the successful completion of each deliverable as presented below.

Please also include payment terms and schedule

#	Deliverable	%age of payment
1	Inception report	10%
2	Internal Assessment report	10%
3	Draft Inventory Management Policy and Draft stock piling strategy	40%
4	Validation workshop report	10%
5	Finalised inventory management policy and stock piling strategy	20%
6	Training Plan for Africa CDC staff including training materials	10%

## 10. Inputs To be Provided by The Africa CDC

- The Africa CDC will provide all the relevant documents required by the consultant to successfully accomplish the development of the guidelines and;
- The Africa CDC will also provide an office to the consultant during the exercise when they are working from the Africa CDC office in Addis Ababa, Ethiopia.
- Any other services approved and deemed necessary by the Client.

## 11. Application Process

Interested candidates should submit the following:

- A detailed proposal outlining their approach to the consultancy, including timelines
- A CV highlighting relevant experience and qualifications.
- Contact information for at least three professional references.

## 12. Evaluation Criteria

Proposals will be evaluated based on:

- Education qualifications - 20
- Relevance of experience – 80

## 13. Invitation

The African CDC now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised February 2025, (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on 8 October 2025.

Africa Centres for Diseases Control and Prevention,  
Supply Chain Division  
Administration Directorate  
Lafto Square, Haile Garment,  
Africa CDC Office, John Nkengasong Building Tower, 4th floor, Room No. 408

**For clarification and requesting bidding / solicitation documents:**

E-mail: **Tender@afriacdc.org** and  
**Abuj@afriacdc.org**

**(Please submit your request for the bidding document and clarification to both emails)**



Africa CDC is a continental autonomous health agency of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to detect, prevent, control and respond quickly and effectively to disease threats.

## Safeguarding Africa’s Health

**[www.afriacdc.org](http://www.afriacdc.org)**

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