

STATEMENT OF WORK

Act to End NTD | East Logistic Assistants (2) for MDA in 7 communes

1. Introduction/Background

Haiti joined the global momentum against Lymphatic Filariasis (LF) by creating the Coordination of Malaria and Lymphatic Filariasis Elimination Programs (CPNEMFL). The fight against Filariasis started in 2000 would in a very short time intensify until becoming one of the flagship public health programs in the country. Annual mass drug administration (MDA) campaigns have been implemented in Haiti since 2001 as a standard intervention for the prevention of intestinal worms and filarial parasites in endemic areas. This success is possible thanks to the unfailing support of a group of partners including RTI International, which over the years has proven to be a leading strategic and operational partner. As of November 2021, 122 of the 140 endemic municipalities (87%) no longer need mass distribution activities to stop the transmission of the parasite; there are only eighteen municipalities that still require MDA to reach the goal of eliminating LF as a public health problem by 2030.

Act/ East in the name of MSPP is making preparation for the launch of MDA in 7 targeted municipalities for this year; 4 in the North: Quartier Morin, Milot, Acul du Nord, Plaine du Nord, 1 in the North-West Port-de-Paix, and 2 in West: Cabaret and Arcahaie.

2. Scope of Work

In closed collaboration and under supervision of the Procurement and Logistics Manager, the logistics Assistants take care of the control of stocks as well as the reception and shipment of products (to Departmental, and communal Level), while respecting the delivery times that have been imposed; Upon completion of MDA, Logistic Assistants are required to activate reverse supply chain of drugs to retrieve any unused drugs from the posts and store them in RTI warehouse.

3. Period of Performance

The period of performance for the Logistic Assistants consultancy is 60 days, beginning on April 5; 2022 through June 15; 2022. All work must be scheduled to be completed within this timeframe.

4. Place of Performance

The Logistic Assistants will be working at RTI Office to prepare the kits (pills, Bonbons, Megaphones, batteries) and particularly in the field of the 7 communes. They will work closely with community Leaders and Promoters to assure availability of stock of needed products (Batteries, water, Pills and Bonbon)

5. Work Requirements

In collaboration with the NTD Technical Advisor & Haiti MERLA team, the Logistic Assistants will be responsible to:

- Deliver IEC Materials (Banners, Posters, Megaphones) to the community Leaders in the seven communes of interest
- Prepare the kits (with the help of some daily paid workers (5)).
- Assure the delivery of kits in the communal warehouse down to the jurisdiction of Community Leaders
- Assure management and dispatch of bag of waters with the community Leaders of the 7 communes of interest
- Produce report of distribution of snacks Per Leader
- Assure reverse supply chain of drugs from the field to RTI warehouse

6. Schedule/Milestones/Deliverables

The below list consists of the initial milestones identified for the Logistic Assistants

Delivery of IEC Materials (1 Logistic Assistant)	7 April
Preparation of kits (2nd Logistic Assistant)	7 April – 15 April)
Delivery of kits to the field (Both Logistic Assistants)	19 April
Delivery of bag of waters to the community Leaders	20 April
Reverse supply Chain of drugs	June 12

7. Payment Terms

- Fixed amount at the end of each month

March 2022

8- Logistics Assistant Requirements:

- High school diploma or equivalent.
- Prior experience as a Logistics assistant and Stock Manager for NTD campaign
- Sound knowledge of shipping processes and metrics.
- Ability to handle and maneuver fragile stock with ease.
- Strong communication, and teamwork skills.
- Outstanding organizational and investigative abilities.
- Capacity to perform your duties diligently, particularly during stressful periods.
- Physically fit and mobile.