

## **P.O. 7682 Contract Section 3**

### **Terms of Reference**

#### **Management of UK Based Ebola Stocks**

##### **Introduction**

1. There is a requirement to manage the donation or disposal of remaining Ebola stocks currently being warehoused in Liverpool, UK. DFID requires ongoing management of these stocks during the effort to donate to other programmes. If donation is not possible DFID will require a supplier to destroy or sell the stocks.

2. The DFID Sierra Leone Team will advise the supplier of donation recipients and appropriate points of contact. Under the direction of the DFID SL team the supplier will manage the onward movement of stocks from the UK to DFID SL's selected recipient. The supplier will then lead on the liaison and management to distribute the donation.

##### **Background**

3. At the conclusion of the Ebola outbreak in Sierra Leone, a significant quantity of stocks procured for the response were not shipped out of the UK. This was due to the epidemic coming under control earlier than was forecasted by WHO and the stocks were not required.

4. These UK based stocks have since been warehoused and managed by IPA, in partnership with Crown Agents under the 'CAIPA' banner. This ToR aims to formalise responsibility for the Liverpool warehouse until the stocks have been effectively disposed.

##### **Objectives**

5. Our supplier will oversee the inventory management, security, freight, destruction, formulation of export paperwork, management and clearance of stock on DFID's customs bond, ensure compliance with HMRC VAT and import duty requirements and identify any potential tax liability of these stocks during the effort to dispose via either donation to other DFID/ODA programmes, destruction or sale.

##### **Scope**

6. This management service may be required for a period until end November 2016 or until stipulated by DFID, no later than 2 weeks before the end of the contract. The supplier will be expected to:

- a) Work closely with DFID UK and DFID SL.
- b) Liaise with donation recipients as advised by DFID regarding distribution and freight details, contact details and authorised personnel to sign-off commodities donated. Ensure best value for UK funds for freight and verify the delivery to recipients specified by DFID.
- c) Liaise with the disposal agent for the sale of remaining stocks that have not been donated or destroyed.

- d) Destroy expired and close to expired pharmaceutical and medical consumable stocks through UK licenced facility.
- e) Advise DFID and keep DFID informed on logistics and other progress information and requirements to secure an efficient and effective distribution of the supplies.
- f) Deliver the medical consumables securely and in a timely manner to address any shelf life requirements to recipients identified by DFID.
- g) Provide monthly progress updates to DFID and a final narrative report highlighting:
  - Management of risk and security of commodities
  - Liaison reports with key stakeholders
  - Freight updates
  - Destruction of stock updates
  - VAT/Duty liability
- h) Maintain security through all stages of operations.
- i) Transportation assurance and/or alternate means of distribution or contingency plans in case of transportation delays.
- j) Engage freight forwarding sub-contractors for intra / international shipment.
- k) Oversee VAT / Duty payments to HMRC.

### **Methodology**

- 7. Clear communication channels, reporting timelines and/or approval processes will be established between the supplier and DFID.
- 8. A variety of considered solutions to programmatic and management challenges, identifying the advantages and disadvantages of each course, will be presented to DFID for final decision making, as detailed by DFID.
- 9. DFID SL will be kept informed of all relevant issues that are likely to affect the implementation of the programme.
- 10. Initiate regular calls with DFID Team

### **Data Management**

- 11. The agent will provide inventory stock reports per commodity to DFID monthly.

### **Financial Management**

- 12. In its quotation to DFID, the supplier will detail labour rates per individual, the name of each individual and their forecasted time to be spent on the programme. The supplier will also detail their warehousing costs. Logistics and disposal costs will be provided on an ad-hoc basis.

13. The agent will be required to maintain a record of all expenditures incurred in the programme activities and keep original copies for the record for the entire duration of the programme. An electronic copy of all expenditures is to be provided to DFID upon submission of invoices, which will be paid monthly in arrears

### **Reporting**

14. The Sierra Leone DFID office will monitor progress of deliveries and will approve all reports and invoices for payment purposes. The monthly reports will include a brief report on progress, detailing deliverables achieved in the preceding month and any proposed corrective action.

15. Accurate monthly financial reports and forecasts will be submitted, including a breakdown of costs for material, warehousing, destruction, logistics, insurance (if any), and will be incorporated in the agent's monthly reporting.

### **Timeframe**

16. This TOR will become operational on 1 July 2016 and go through to the end of the programme outlined previously.

17. Subject to approval, DFID may extend this arrangement with not less than two weeks' notice.