



## MINISTRY OF HEALTH: PHARMACY AND POISONS BOARD

### Recruitment of a consultant to support Kenya Pharmacy and Poisons Board develop SMART Key Performance Indicators.

#### A. Introduction

This procurement will be managed by Supporting Health Initiatives (SHI), a Division of Wits Health Consortium Pty Ltd (WHC) for and on behalf of the Kenya Pharmacy and Poisons Board (PPB) with funding from the Bill & Melinda Gates Foundation.

WHC is a wholly owned company of the University of the Witwatersrand, Johannesburg, established to serve as a legal entity through which the University, and primarily the Faculty of Health Sciences, can conduct research, entrepreneurial and philanthropic funded activities, and services (including clinical services). WHC is set up on a Divisional basis of which SHI is a Division of WHC.

SHI in collaboration with WHC has developed a strong track record of delivering on assignments in Africa. SHI's operations and business teams have demonstrated capacity to quickly align with partners, distribute funds, and oversee implementation. SHI has been intimately involved in the successful backlog clearance of National Regulatory Authorities as well as provision of support to achieve WHO ML3.

#### B. Background Information

The Pharmacy and Poisons Board is the Drug Regulatory Authority established under the Pharmacy and Poisons Act, Chapter 244 of the Laws of Kenya. The Board regulates the Practice of Pharmacy and the Manufacture and Trade in drugs and poisons.

The Board aims to implement the appropriate regulatory measures to achieve the highest standards of safety, efficacy and quality for all drugs, chemical substances and medical devices, locally manufactured, imported, exported, distributed, sold, or used, to ensure the protection of the consumer as envisaged by the laws regulating drugs in force in Kenya.

**Vision:** To be a global leader in promoting and protecting public health

**Mission:** To protect and promote the health of the public by regulating the profession of pharmacy and ensuring access to quality, safe, efficacious, and affordable health products and technologies.

#### Goals – Key Result Areas (KRAs)

- a) Goal 1: Ensure access to safe, quality, efficacious and affordable health products and technologies;



- b) Goal 2: Leverage on research, innovation and technologies in the delivery of products and services;
- c) Goal 3: Promote organisational stewardship, partnership and accountability; and
- d) Goal 4: Promote a pharmacy practice that provides the highest attainable Standards of healthcare.

### Values and Principles

The Board will seek to cultivate a conducive and responsive organisational culture for both internal and external stakeholders and enhance service delivery by embracing the following core values:

- a) Commitment to public health
- b) Professionalism
- c) Accountability and transparency
- d) Integrity and respect
- e) Quality
- f) Diversity and inclusion

### C. Objectives

The consultant will work with PPB to establish SMART Key Performance Indicators for tracking regulatory performance and timelines and enabling information sharing with other agencies.

The consultant will ensure that the Kenya PPB addresses the following recommendations made by WHO following its most recent benchmarking review. Note that the relevant GBT standards are listed.

**RS 04.01:** Leadership ensures that the strategic priorities and objectives are well known and communicated throughout the NRA;

**RI 05.05:** Performance indicators for regulatory inspection activities are established. Improve KPIs for regulatory inspection activities to demonstrate the performance indicators along with the entire regulatory inspection activities;

**LI 05.02:** Performance indicators for licensing activities are established.

### D. Scope and Expected Outputs

#### The consultant will:

1. Develop an in-depth understanding of the PPB Strategic Plan (2020-2025) and implementation framework.



2. Review existing performance indicator results and diverse performance data, reports and documents to determine levels of achievement, effectiveness and efficiency.
3. Interview key staff, board members, and critical stakeholders to obtain expert opinion and insight on relevant issues.
4. Facilitate discussions and harnessing various perspectives during a five-day retreat with PPB staff.
5. Hold a one-day meeting with senior PPB leadership to finalize KPIs, communications, and processes.

**The consultant will provide the following outputs:**

1. Initial and final drafts of clearly defined KPIs aligned with organizational goals, with targets, ownership, and accountability set and assigned; the first draft is expected no later than six weeks from contract start; the final draft is expected within two weeks of receipt of review by top management.
2. Outline of monitoring and progress measurement processes due no later than eight weeks from contract start;
3. Outline of communications and continuous improvement processes due no later than eight weeks from contract start;
4. Conduct five-day workshop with PPB staff to review and refine draft KPIs, monitoring and progress measurement processes, and communication and continuous improvement processes;
5. Conduct a full-day session with PPB top management for review of final drafts of KPIs; and
6. Compilation of the information gathered, final KPIs generated and processes outlined in a final report.

**E. Timelines**

PPB expects the work to be completed within three months from the date of signing the contract with Supporting Health Initiatives.

**F. Consultant(s) Qualifications, Skills, Attributes and Experiences**

The consultant(s) must possess:

1. A Master's degree in Pharmacy, Medicines, Management, Strategy, Social Science, or other related discipline;
2. An additional qualification in Strategic Management will be an added advantage.
3. A minimum of 10 years relevant work experience in Health Sector strategy development.
4. Ability to critically analyse issues, manage conflicts and take informed and considered decisions.
5. Excellent writing, oral communication, and presentation skills.
6. Excellent computer skills (Office packages).



7. Familiarity with international best practices and standards in regulatory oversight; and
8. Willingness to travel within Kenya to regional offices and other locations for stakeholder meetings.
9. Working experience with medicines regulatory authority will be an added advantage.

#### **G. Responsibilities;**

##### **SHI will be responsible for:**

1. Finalizing and releasing the Terms of Reference (ToR); and
2. Screening candidates, contracting with, and managing the selected consultant.

##### **PPB will be responsible for:**

1. Selecting the consultant with input from the Bill & Melinda Gates Foundation.
2. Providing all required information.
3. Data Services, Personnel and Facilities to be provided by the PPB.
4. Managing meeting and retreat spaces and related logistics.
5. Providing a vehicle for consultant travel to regional offices and stakeholder meetings.
6. Actively engaging with the consultant during the assessment.
7. Identifying key stakeholders and providing relevant information as needed.
8. Providing necessary data and documents to the consultant.
9. Collaborating throughout the development process, offering insights and clarifications.
10. Participating in interviews, discussions, or surveys conducted by the consultant.
11. Reviewing draft KPIs and providing timely feedback.
12. Keeping the Bill & Melinda Gates Foundation updated on the progress of the work through regular meetings, including with the consultant when necessary; and
13. Communicating and implementing KPIs.

##### **The Consultant will:**

1. Engage PPB stakeholders throughout the assignment;
2. Deliver professional services as per ToR;
3. Stay in close regular contact with PPB main contact;
4. Attend meetings with PPB contact, Bill & Melinda Gates Foundation and SHI as necessary; and
5. Produce deliverables in accordance with the requirements and timeframes outlined in ToR.

#### **H. Reporting**

Reporting to Chief Executive Officer of the PPB, the consultant will regularly report on progress towards realization of deliverables and as need arises. The Consultant will liaise and consult with stakeholders as consultant and PPB deem necessary.



## **I. Requirements**

### **Application Process**

Terms of Reference can be obtained from:

Supporting Health Initiatives website: [www.supportinghi.co.za](http://www.supportinghi.co.za) under the tab TENDERS.

Kenya Pharmacy Poisons Board website: [www.pharmacyboardkenya.org](http://www.pharmacyboardkenya.org)

### **Technical Proposal**

The Technical proposal shall provide the following information:

1. A detailed and clear approach to the work including a schedule of deliverables;
2. Three references; and
3. Consultants CV and a brief description of any recent experience or assignment of a similar nature. For each assignment, the brief should indicate the profiles of staff involved, contract amount and the individual consultant's involvement.

### **Financial Proposal**

A separate financial proposal should indicate clearly all the cost elements which will be involved. Financial proposals should include a payment schedule against agreed deliverables and time frames. All prices should be quoted in US dollars. Terms of Payment will be agreed during negotiation of the contract with the selected consultant(s).

## **J. Submitting Your Application**

Submissions must be made by email to [SHIproposals@witshealth.co.za](mailto:SHIproposals@witshealth.co.za) no later than midnight,

31 January, 2024.

**Non-compliance with any of the requirements listed above will result in disqualification.**