

Technical Assistant to Coordinate and Support KEMSA Reforms

1 Background

The Kenya Medical Supplies Authority (KEMSA) is a state corporation under the Ministry of Health (MOH). KEMSA was established under the KEMSA Act 2013 with the mandate to Procure, Warehouse and Distribute drugs and Medical Supplies for prescribed Public Health Programs, the National Strategic Stock reserve, Prescribed Essential Health Packages and National Referral Hospitals. KEMSA manages supply chain of medical commodities from suppliers to health facilities.

As part of its oversight role, the Ministry of Health (MOH), in October 2020, set-up the KEMSA Immediate Action Plan & Medium-Term Reforms Working Committee (KIAPRWC) to identify and recommend immediate/short-term, medium-term and long-term interventions to address challenges highlighted in a number of recent assessment and investigative reports. KIAPRWC completed its assignment and submitted its recommendations to MOH in December 2020. In February 2020, the KEMSA Reforms Implementation Committee (KRIC) was established to support the implementation of priority interventions identified in the KIAPRWC report cutting across the following thematic areas:

1. Finance, Governance & Risk Management
2. Procurement & HPT regulation
3. Warehousing & Logistics Management including Order Processing, Inventory, Distribution and Transport Management
4. Donations & Tax Exemption Management
5. Information Communication, Telecommunication (ICT) and Support Systems

The KRIC has embarked on implementing the recommendations in the KIAPRWC report. Work plans with over 150 activities cutting across the five thematic areas have been developed and are in various stages of implementation. To support the Ministry of Health and the KEMSABoard to deliver on the interventions, the Ministry of Health seeks to engage a full time Technical Assistant to ensure that the initiatives are on track.

2 Scope of Work

The Technical Assistant will have overall responsibility for the work and operations of the KRIC Sub-Committees and teams and report on the overall progress in the institutionalization of reform agenda alongside the other TAs in the implementation of the reforms outlines in the KEMSA Recovery Plan leveraging of the progress made by the KRIC.

The Technical Assistant will undertake the following key tasks to support the Ministry of Health and the KEMSA board in the implementation and institutionalisation of reforms:

- Liaise with the KEMSA board to, oversee strategic business initiatives from development through successful execution in collaboration with KEMSA Senior Management teams, ensuring a connected rhythm of strategy, planning and review processes followed by all directorates.
- Working with the KEMSA board, provide ongoing support on general organization tactical execution issues so as to focus on more strategic challenges and better optimize use of time. Help to develop and ensure an efficient and cost-effective system of procurement, storage and distribution of medical commodities to public health facilities.
- Act as analyst and decision-framer on one hand, and project manager, change agent, and coach on the other.
- Monitor and report specific initiatives to the Cabinet Secretary of Health ensuring consistency with KEMSA strategy, commitments and goals. He/she will have proven experience in a business/program management role, with a special focus on executive-level advising and interdepartmental collaboration to enable leadership success.
- Oversee strategic organisation initiatives from development through successful execution under the guidance of the KEMSA board while ensuring sound commercial principles in the procurement, storage and distribution of pharmaceuticals and other medical supplies, in order to maintain a self-sustaining KEMSA.
- Provide technical and professional advice and procedures relating to, the management and control of Health Products and Technologies.
- Participate as a key support role to the KEMSA Board to help drive strategic planning and other initiatives, monitoring issues and keeping track until resolved.
- Working with the internal staff members, ensure full preparation for meetings/Board committees ensuring input from all internal staff members are prepared to a high standard and reviewed in a timely manner to ensure the meetings are as productive as possible.
- Monitor information flow: Sometimes acting as a gatekeeper, ensuring senior management staff's involvement in a project or decision-making process at the right moment.
- Create and review dashboards for key performance indicators for the whole organisation.
- Assist and communicate with KEMSA Directors in decision-making and initiative implementation.
- Support the ongoing KEMSA Reform processes and coordinate organizational procedures for optimized efficiency and productivity. Lead, track and report

on major organisation-wide change initiatives where required.

- Support the KEMSA strategic planning process - resulting in robust strategic plans that are approved and communicated to key stakeholders and staff effectively.
- Build and develop relationships with KEMSA employees for increased efficiency
- Provide technical input, as and when required, through participation in meetings and review of deliverables developed by the various reforms implementation teams.
- Institutionalize a performance management system and track quarterly progress against agreed KPIs for quarterly reviews with the Board, the Ministry of Health and Development Partners in Health in Kenya.
- Facilitate and participate in key strategic meetings with stakeholders to maintain buy-in and support of the reform initiatives.
- Prepare and present key findings highlighting progress achievements, constraints, and make practical recommendations to decision-makers and stakeholders to mitigate challenges.
- Co-opt any other persons or additional resources as may be required in the implementation of the reforms.
- Undertake any other task(s) as may be assigned

3 Expected outputs

The following are the expected outputs from this assignment:

1. Key performance indicators to track the reforms agreed with key stakeholders
2. Monthly and quarterly dashboards and score cards of key performance indicators
3. Minutes of meetings held with key stakeholders
4. Monthly progress reports

4 Duration

The duration of this contract is one year from xxx 2021 – xxx 2022.

5 Reporting

The Technical Assistant will report to the Cabinet Secretary of Health, with a dotted line to the Chair of the KEMSA Board.

6 Qualification /Experience

- Master's degree in Business, Public Policy, Public Administration, or another relevant field.

- At least 15 years of experience in performance management, results-based management, and institutional reform and development in the public sector.
- Experience in liaison and policy engagement with government entities at the highest levels of national and decentralised (county), governments, development partners, and the private sector.
- At least 5 years of experience in providing technical assistance (especially policy advice, engagement and consultations, planning, design, and implementation,) in government reforms, systems, and processes.
- Experience in leading multi-disciplinary teams to deliver results in high stress, short deadline situations
- Proven experience working in the health sector. Familiarity with the health care supply system will be an added advantage.

7 Specific Knowledge and Experience

- Sound understanding and knowledge of standard project management tools and techniques to schedule, plan and correct project performance
- Capacity to work within tight deadlines
- Ability to work independently, set schedules, and take initiative
- Ability to work as part of a team and think creatively
- Strong analytical, technical, writing and reporting skills
- Strong negotiating and persuasive presentation skills
- Strong facilitation skills
- Excellent organizational skills
- Excellent communications skills