



KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT, HEALTH DEPARTMENT

TERMS OF REFERENCE

**For Individual Consultant Pharmacist on TA basis
To Assist the Health Project Management Unit of
The Khyber Pakhtunkhwa Human Capital Investment Project**

A. BACKGROUND

The Khyber Pakhtunkhwa Human Capital Investment Project (KPHCIP) funded by the World Bank, in collaboration with the Government of Khyber Pakhtunkhwa (GOKP), intends to improve the availability, utilization, and quality of primary healthcare and elementary education services in selected districts of KP. The project targets four original Districts (i.e. Peshawar, Haripur, Nowshera and Swabi) and additional flood hit districts in KP. The Project includes five components:

- Component 1. Improving the Delivery of Quality Primary Health Care Services
- Component 2: Improving Availability and Quality of Education Services
- Component 3: Strengthening Community Engagement and Accountability
- Component 4: Reconstruction/Rehabilitation of Flood affected Healthcare facilities in KP
- Component 5: Contingent Emergency Response Component (CERC)

The project activities include strengthening of infrastructure, equipment, and healthcare commodities (*Component 1*), comprising mainly of primary healthcare facilities (Basic Health Units/Rural Health Centers/Cat-D Hospitals), and rehabilitation of selected primary schools to middle schools (*Component 2*) in selected districts. *Component 3* of the Project is to support community engagement and accountability. *Component 4* of the project is to provide support to the 158 flood affected healthcare facilities in 17 districts of Khyber Pakhtunkhwa. *Component 5* is regarding any future emergency support in Khyber Pakhtunkhwa.

The first two components have sub-components focusing on infrastructure enhancement. Component 1, with its focus on healthcare services, has the following infrastructure requirements: The KPHCIP is seeking the services of an individual consultant to provide assistance to the Project Management Unit – Health (PMU-H) of KPHCIP in matters as per Job description.

B. OBJECTIVE

The objective of hiring a Pharmacist for the project is to ensure safe, efficient, and patient-centered pharmaceutical care. The Pharmacist will facilitate PD and DPD in managing medication distribution, provide clinical expertise, educate patients, and support healthcare professionals, optimizing the quality of care and medication management within the project

C. QUALIFICATION & EXPERIENCE:

- Qualifications:
 - Education: Bachelor's or Doctor of Pharmacy (Pharm-D) degree from a recognized university/institution.
 - License: Valid Pharmacy Council registration (Category A).
- Experience:



KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT, HEALTH DEPARTMENT

- Minimum one (01) year of relevant experience in pharmacy practice, preferably in hospital, supply chain, or public health settings.
- Familiarity with medicine procurement, storage, and distribution procedures.
- Basic understanding of World Bank or donor-funded project processes will be an added advantage.
- Good knowledge of inventory control, record keeping, and quality assurance of medicines.
- Proficiency in MS Office and data management tools.
- Strong interpersonal and communication skills with the ability to work in a team-oriented environment.
- Demonstrated ability to provide technical assistance in documentation, coordination, and reporting related to medicines and pharmacy management.

D. SCOPE OF WORK

Specific Tasks and Responsibilities

The Pharmacist will work under the supervision of the DPD and in close coordination with the Logistics Section, providing technical assistance to the Procurement Section, Finance section and PD in all medicines-related matters. The specific responsibilities shall include:

1. **Supply Chain & Inventory Management:**
Assist the Logistics Section in medicine supply chain management, including forecasting, inventory control, expiry tracking, and documentation.
2. **Quality Management & Compliance:**
Support implementation of quality assurance protocols to ensure compliance with *The Drugs Act, 1976, DRAP Act, 2012, and KP Sales and Distribution of Drugs Rules*.
3. **Audit Support:**
Facilitate internal and external audits of pharmacy and medicine stocks to ensure transparency and accountability.
4. **Technical Review & Reporting:**
Assist in verification of medicine specifications, DTL reports, and inspection notes; prepare technical summaries and reports for PD and DPD.
5. **Patient and Community Awareness:**
Support patient education, health awareness, and community outreach initiatives on rational use of medicines.
6. **Public Health and Emergency Response:**
Contribute to emergency health interventions and ensure timely availability of essential medicines during crises.
7. **Procurement and Budgeting:**
Assist in preparation of technical inputs for procurement plans, bidding documents, and budgeting related to medicines and medical supplies.
8. **Documentation and Information Management:**
Maintain records of procurement, distribution, and utilization of medicines; contribute to data management and periodic reporting.
9. **Innovation and System Improvement:**
Identify and recommend practical innovations for improving medicine management systems, quality control, and traceability.



KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT, HEALTH DEPARTMENT

10. Other Duties:

Perform any other tasks assigned by the Project Director (PD) or Deputy Project Director (DPD) as required for effective implementation of project activities.

E. REPORTING

The TA will report to Project Director and Deputy Project Director of KPHCIP.

F. DURATION OF ASSIGNMENT

The initial contract will be awarded for six (6) months, with the possibility of annual extensions based on satisfactory performance at the end of each term. An initial probation period of three (3) months will be observed; however, this period may be extended subject to performance evaluation by the DPD/PD.

G. CODE OF CONDUCT AND ETHICS

The TA shall adhere to the highest standards of professional conduct and integrity. All activities should be carried out with impartiality, confidentiality, and in compliance with the organization's and project's code of ethics and anti-corruption policies.

H. CONFIDENTIALITY

The TA will be required to maintain strict confidentiality regarding all matters pertaining to the financial and contractual aspects of the project. All information, documents, and reports shall be treated as confidential and shall not be disclosed to any third party without prior written consent of the Client.

I. PERFORMANCE EVALUATION

The performance of the Pharmacist (Technical Assistant) will be assessed based on agreed deliverables, timeliness, accuracy, and quality of technical and documentation support provided in medicine management and procurement processes. Evaluation will also consider the TA's contribution to ensuring compliance with regulatory requirements, maintaining proper inventory records, and supporting the overall efficiency of the project's pharmaceutical and supply chain activities. Continuous feedback and periodic formal evaluations will be conducted by the Deputy Project Director (DPD).