



Term of Reference, Operational Support and Logistics, COVID-19 National Response Republic of Liberia

March 2020

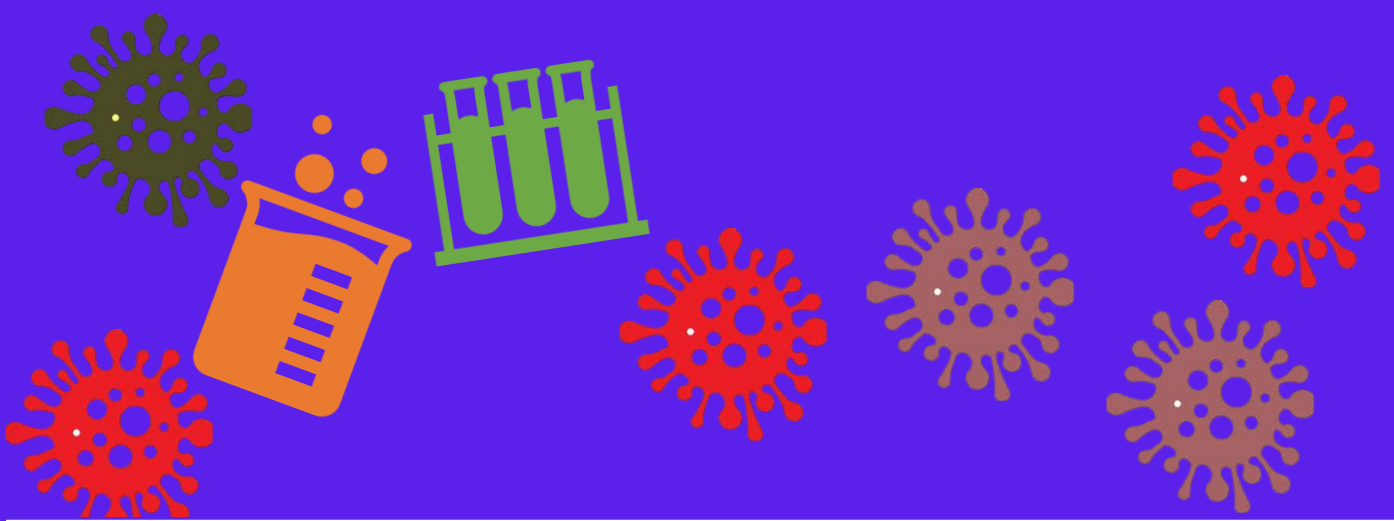


Table of Contents

Introduction and Rationale	2
Objectives of the Logistics	2 – 3
Role and Responsibilities	3 – 4
The Logistics Coordination Group (LCG)	4 – 5
Specific operational cells	5
Information Management	6
Operations	6
Dispatching and Cargo Tracking Cell (DCTC) – Terms of Reference	7
The Dispatching & Cargo Tracking Cell reports to the Logistics Pillar Lead	7 – 8
Transport Cell (TC) – Terms of Reference	8
Shipping & Air transport	8 - 9
Logistics Information Management Cell (LIMC) – Terms of Reference	9 - 10
Logistics	10 – 11
Logistics Flow Chart	12
Service Request Form	13
Delivery Note Form	14
Daily Reporting Form	15
Daily Stock Movement Report Form	16
Organogram	17

Introduction and Rationale

Logistics pillar is essential for a rapid response in all emergencies, logistics provide the capacity to mobilize the resources rapidly and manage the support services during the response. As Logistics may be one of the major concerns during emergency operations, a Logistics Coordination Group (LCG) has been established by the PHECO. This LCG will support the activities of the PHECO regarding Logistics preparedness. It is important to review the national operational support and logistics logistical arrangements to support incident management and operations. Expedited procedures may be required in key areas (e.g. surge staff deployments, procurement of essential supplies, staff payments).

The below have been adopted from the Liberia Epidemic Preparedness and Response Plan (EPR) as well the World Health Organization (WHO) Coronavirus Disease 2019 (COVID-19) Strategic Preparedness and Response Plan (SPRP).

Each county will have an essential medicines and supplies package; regional Forward Logistic Base (FLB) will support this. National levels' function will be to restock county and regional level supplies as required in addition to maintain a comprehensive stock inventory of all essential medical and non-medical supplies across the country. It is the responsibility of the Logistics Pillar to maintain an updated checklist of required materials, medical supplies, and types of equipment.

Pre-positioned supplies to allow for safe isolation and basic care are critical for rapid response; therefore, it is essential that the RRT review the supplies on hand and gap at the time of response and predict additional need and make a request to the national level for additional stock as needed.

All County RRTs should develop an SOP focused on what logistical resources (i.e. vehicles, light heavy-duty, and motorbikes) will be activated for the movement of personnel and materials when a response is necessary. Conduct periodic spot checks to ensure all equipment is in good working condition and that proper petroleum products are on hand to ensure that the capacity for rapid response is essential and adequate.

Objectives of the Logistics

1. Ensure the rapid deployment of personnel and supplies for affected areas.
2. Establish an emergency operations center and isolation areas.
3. Provide regular support to case investigation and management teams.
4. Ministry of Health take delivery of all donations for COVID-19 response.
5. IMS the end user of all the donated logistics and supplies received by MOH for the response. The IMS to alert the MOH on donations received at the PHEOC during the course of the operations.

Role and Responsibilities

1. Identify and mobilize transportation means and provide a coordination mechanism for the management of movements for teams.
2. Mobilize emergency supplies and kits from the warehouse to designated sites.
3. Establish a supply chain for response i.e. procurement, stock management and distribution of medical and non-medical logistics and supplies.
4. Maintain emergency operation center and isolation areas.
5. Map available resources and supply systems in the health system and other sectors as well.
6. Conduct inventory review of supplies based on WHO's a) Disease Commodity Package (DCP) and b) COVID-19 patient kit, and develop a central stock reserve for COVID-19 case management.
7. Review the emergency supply chain control and management system (stockpiling, storage, security, transportation and distribution arrangements) for medical and other essential supplies, including COVID-19 DCP and patient kit reserve in-country.
8. Review procurement processes (including importation and customs) for medical and other essential supplies, and encourage local sourcing to ensure sustainability.
9. Assess the capacity of the local market to meet the increased demand for medical and other essential supplies, and coordinate international request of supplies through regional and global procurement mechanisms.
10. Prepare staff surge capacity and deployment mechanisms; health advisories (guidelines and SOPs); pre- and post-deployment package (briefings, enhanced psychosocial and psychological support, including peer support groups) to ensure staff well-being.
11. Identify and support critical functions that must continue during a widespread outbreak of COVID-19 (e.g. water and sanitation; fuel and energy; food; telecommunications/internet; finance; law and order; education; and transportation), necessary resources, and essential workforce.
12. Provision of logistics services from line ministries – Government ministries must provide adequate logistics to increase the response capacity of the County Health Teams.
13. Food security was important for all previous outbreaks – Food security for affected communities improves the resilience of those suffering from outbreaks and increases cooperation when observation or quarantine are required.
14. Well-coordinated ambulance system with communication facilities that will have two categories of services: those specific for infectious diseases and those that will cater to maternal complications and other conditions.
15. NPHIL/MOH should work in coordination with counties to re-structure ambulance system and emergency medical services to have a well-coordinated ambulance system and specific ambulances for referral of highly infectious disease conditions.
16. Timely distribution of medical and non-medical supplies to health facilities (private and public) during the outbreak raised confidence and enabled rapid response.
17. Medical supplies should be preposition based on the epidemic profile. 4

Key Immediate Tasks:

- Within 6 hours:
 - Organize transportation for investigation teams.
 - Identify the space for EOC and isolation/treatment.
 - Coordinate with warehouse team for preparation of supplies.
- Within 24 hours:
 - Organize transportation for supplies.
 - Mobilize EOC kit, emergency kits and other necessary supplies.
 - Preparation of land/space for EOC and isolation area.

Within 48 hours:

- Establish storage space for supplies.
- Establish isolation/treatment areas.
- Establish an emergency operation center.

• Within 72 hours:

- Equip EOC and isolation areas.
- Establish movement coordination and management system.
- Establish a supply chain management system.

The Logistics Coordination Group (LCG)

The LCG established and coordinates the working group, aiming to support the PHEOC and to ensure that Logistics Preparedness activities (stand-by agreements, compiling of logistics-related databases, logistics contingency plans, training, and simulations) are in place in Liberia.

One representative from the PHIL/MOH
One representative from the Civil Society Forum – the NGOs Umbrella Organization.
One representative from the Liberia National Red Cross Society
One representative from the Ministry of Public Work
One representative from the Arm Forces of Liberia/Defense
One representative from the Liberia National Police
One representative from the UN – from WHO
As an observer, one representative from the Donors community

Among its areas of competencies, let's mention:
Implementation of the Logistics Preparedness plan
Standardization of Logistics Documents 3Ws Civ-Mil coordination
Roles & Responsibilities of actors involved in Logistics
Update of the LCA
Capacity building and training plan for the key logistics actors
Facilitations measures aiming at improving the logistics preparedness, emergency customs
Clearance, stand-by agreements

NEOC Logistics Unit

This unit is made up of the Logistics Pillar Lead (PHEOC Logistics and Operations Officer) and members of the Logistics Coordination Group (LCG). Depending on the size and specificities of the public health threat of this scale, some operational cells (sub-cells from the Logistics Pillar) may be set up to operate specific duties.

Responsibilities

The Logistics Pillar's objectives are:

Provision of resources to response agencies (clearance, storage, dispatching and transport)
Supplies sourcing

The responsibilities are:

Supplies sourcing at national and international level
Liaison with national and international organisations on availability of prepositioned humanitarian stocks + operational arrangements for access, transport (upstream pipeline) ...
Storage, availability and operations, at entry points, intermediate dispatching points and field level
Transport, including land, sea and air (downstream pipeline)

Specific operational cells:

Depending on the size and the specificities of the pandemic, the Supplies Pillar may vary significantly in number and objectives.

If needed, some specific cells may be set up, with precise ToRs, to operate the most challenging parts of the emergency

Logistics operations.

TORs for those thematic cells:

Nevertheless, it has been recommended by WFP Emergency Logistics Preparedness Mission to set up a permanent Logistics Unit in the COUNTRY and a logistics unit in the PHEOC when activated. This PHEOC Logistics Pillar should mainly be composed of the members of the Logistics Coordination Group.

Customs Clearance Facilitation Cell (CCFC) – Terms of Reference

Introduction:

During emergencies, if the size of the events requires international assistance, a Customs Clearance coordination cell, composed by representatives from the Ministry of Finances and the Customs, maybe set up.

Besides, volunteer support from one of the major Freight Forwarding / Shipping / CC brokers companies should be a significant added value.

Responsibilities:

Assessment

Meet with the Liberia Revenue Authority and/or Customs authorities to review existing customs regulations

Information Management

Ensure INGOs and UN agencies' good understanding of local Customs policies and their application.

Document the "application of customs procedures".

Keep the humanitarian agencies informed on standard customs procedures.

Operations:

If required, negotiate facilitation measures with national and local authorities, including the registration process for NGOs/International agencies.

Advise the response teams on main customs issues affecting operations.

Facilitate / support / ensure Customs Clearance procedures for registered humanitarian agencies. Maintain a paper trail for future reference.

Dispatching and Cargo Tracking Cell (DCTC) – Terms of Reference

Introduction:

During Emergency Response operations, Liberia authorities will set up dispatching centers; all the commodities transiting through the dispatching centers before being sent to distribution areas.

During emergencies, the dispatching centers should be operated by/with the support of private companies bringing their professional experience for dispatching operations and commodities tracking. This recommendation will require that prior standby agreement even basic is signed between NEMO and the pre-identified private companies.

As all operations in remote areas will require repackaging and transshipment operations, this need to be considered when designing the initial Concept of Operations (an additional hangar, linked to the dispatching center, need to be specifically designated to this purpose).

During emergencies, the Customs Clearance coordination cell, composed by representatives from the MoF and Customs should be operating from the dispatching center

Reporting line:

The Dispatching & Cargo Tracking Cell reports to the Logistics Pillar Lead

Responsibilities:

Develop mechanisms for capturing data for commodity tracking purpose.

Distribute reporting formats as required.

Compile Agencies' relief commodities information and summarize in pre-determined formats for publication in Sitreps.

Conduct commodity tracking data filtering by agreed parameters for 'pending', 'in stock', and, 'distributed (Delivered)'.

Enforce the tracking of a) filtering, b) entering, c) cross-checking process (third party check) (signatures at each stage).

Work with the Data entry clerk (If deployed) to resolve discrepant data before inputting to the system.

Coordinate reporting procedures and distribute reporting formats as required.

Register all data for statistical evidence, including details of all commodities, handled and transported under the Logistics coordination by establishing a commodity tracking system.

Commodities should be classified by type of food and by type of non-food item. Transport mode should be classified by type (air, road, sea) and by name of the operator.

Transport Cell (TC) – Terms of Reference

Reporting line:

The Transport Cell reports to the Logistics Pillar Lead & the PHEOC

Responsibilities:

The Transport & Shipping Cell is responsible for the downstream pipeline. It includes the following duties:

Land Transport

Define specific transport strategies and procedures and ensure effective integration of transport in Logistics operations.

Manage transport operations including all transport assets to ensure timely and cost-effective delivery of cargoes.

Identify, mobilize resources, implement and report on special transport operations.

Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.

Ensure effective commodity management and quality control.

Coordinate transport operations with the Dispatching and Cargo Tracking Cell.

Supervise staff as required.

Shipping & Air transport

Liaise with appropriate resources to determine the most efficient mode of calling forward commodities, taking into consideration, the type of commodity, quantity, port/airport conditions, weather conditions, freight market condition, etc.

Negotiate and conclude sea/air transportation arrangements with shipping/air operators, including the chartering of vessels, on either a short or long-term basis or conclude ad-hoc individual rate agreements.

Appoint, instruct and supervise a network of Freight Forwarding Agents and provide advice to the appointed agents as required.

Liaise closely with agents and suppliers to ensure that cargo readiness matches vessels arrival.

Prepare and maintain statistical reports on shipping and chartering information.

Logistics Information Management Cell (LIMC) – Terms of Reference

Introduction:

During Emergencies, Information Management is of the utmost importance for Emergency Logistics Operations.

Logistics Information Management will need to provide updated information about Logistics Operations to the Incident Manager and to the PHEOC daily.

Reporting line:

The Logistics Information Management Cell reports to the Logistics Manager, the Incident Manager and the PHEOC

Responsibilities:

The LIMC will act as the focal point for collecting, analyzing and disseminating logistics information.

The LIMC will work closely with the Logistics Manager.

Gather information on the overall logistics situation, including comprehensive data on logistics procedures and bottlenecks from the various Logistics participants and national authorities.

Produce Logistics reports in specific formats as required within the operations. Key products include Sitreps, snapshots, flash news, briefings, road matrix, and area overview.

Liaise with Logistics participants, and national counterparts to gather information for the production of daily Sitreps and weekly bulletins, ensuring that challenges and concerns relating to the logistics operations are represented.

Consolidate and share key logistics information and procedures, such as Concept of Operations and Standard Operating Procedures (SOPs) ensuring they are regularly revised/updated if required.

Inform relevant stakeholders on commodity tracking reporting procedures.

Prepare talking points and agenda for LCG meetings, compile minutes/action points and ensure timely sharing of meetings minutes with all participants.

Prepare operational overview, briefings and snapshots on the logistics operation for donors, UN Country Team, Office of the Humanitarian Coordinator and other stakeholders as requested.

Establish, moderate and maintain Logistics mailing list.

Standardize and execute quality control of logistics assessments and activity reports.

Distribute reporting formats as required, and compile logistics plans/forecasts of other organisations.

Logistics Information Management Cell (LIMC) – Terms of Reference

Introduction:

During Emergencies, Information Management is of the utmost importance for Emergency Logistics Operations.

Logistics Information Management will need to provide updated information about Logistics Operations to the Incident Manager and to the PHEOC daily.

Reporting line:

The Logistics Information Management Cell reports to the Logistics Manager, the Incident Manager and the PHEOC

Responsibilities:

The LIMC will act as the focal point for collecting, analyzing and disseminating logistics information.

The LIMC will work closely with the Logistics Manager.

Gather information on the overall logistics situation, including comprehensive data on logistics procedures and bottlenecks from the various Logistics participants and national authorities.

Produce Logistics reports in specific formats as required within the operations. Key products include Sitreps, snapshots, flash news, briefings, road matrix, and area overview.

Liaise with Logistics participants, and national counterparts to gather information for the production of daily Sitreps and weekly bulletins, ensuring that challenges and concerns relating to the logistics operations are represented.

Consolidate and share key logistics information and procedures, such as Concept of Operations and Standard Operating Procedures (SOPs) ensuring they are regularly revised/updated if required.

Inform relevant stakeholders on commodity tracking reporting procedures.

Prepare talking points and agenda for LCG meetings, compile minutes/action points and ensure timely sharing of meetings minutes with all participants.

Prepare operational overview, briefings and snapshots on the logistics operation for donors, UN Country Team, Office of the Humanitarian Coordinator and other stakeholders as requested.

Establish, moderate and maintain Logistics mailing list.

Standardize and execute quality control of logistics assessments and activity reports.

Distribute reporting formats as required, and compile logistics plans/forecasts of other organisations.

Logistics Lead:

NPHIL Logistics and Supply Chain Coordinator

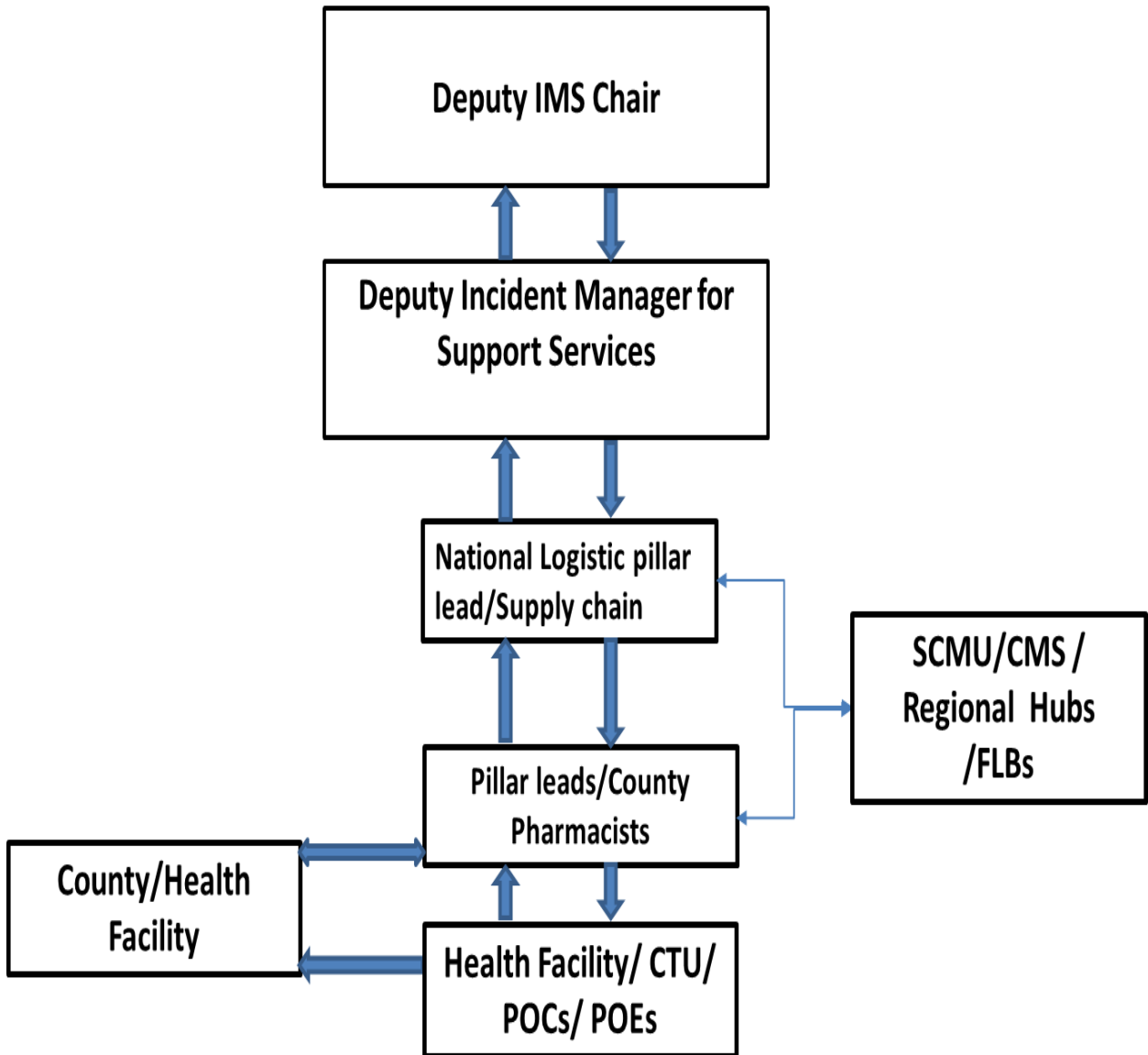
Members: Chief Pharmacists team MOHCDGEC and relevant Government Institutions (GSA, AFL, LMHRA); EOC Focal Persons for Logistics Supply Chain, Focal Person from EPI/Surveillance Supply Chain, Case management focal Person, WASH Supply Chain Focal Person and partners (WHO, CDC, WFP, UNFPA22, UNICEF

Functions

Expected Reports to EOC

- Develop/revise and distribute SOPs for logistics and supplies
- Identifies and quantifies the required resources for the response in collaboration with Regions, Districts, Case management and WASH SCs
- Conducts mapping of available resources
- Build capacity in the supply chain management for Cholera items
- Maintains an up-dated inventory and provides regular feedback.
- Establishes supply chain for response i.e. procurement, stock management and distribution of medical and logistics supplies.
- Mobilizes identified transportation means and provide a coordination mechanism for management and movements for teams
- Supports the establishment of treatment units.
- Provides the required supplies to treatment units and supports stock management.
- SOPs for Logistics
- Inventory of Partners, resources and areas they support
- Inventory of required resources
- Report on transportation systems
- Capacity building of region and district teams on procurement/forecasting, stock management and distribution of medical and logistics supplies and reporting
- Inventory of TOTs and trained staff at central, region and district level
- Report on stock management and stock status of Cholera medicines, supplies and IPC items in MSD, Zonal, district and CTCs
- Weekly updates of movements of drugs and supplies, (and/or IEC materials), their utilization and gaps
- Number of CTCs established which received logistics support.

Public Health Emergency Logistics Flow Chart (COVID -19)





NPHIL

NATIONAL PUBLIC HEALTH
INSTITUTE OF LIBERIA

No.	
COVID-19 PREPAREDNESS AND RESPONSE SPECIFIC REQUESTING TOOLS SERVICE REQUEST FORM	
3. DESTINATION:	4. CONSIGNEE/CANACT# EMAIL:

5. ORIGIN (LOCATION)/ORIGINE:	6. REQUESTING PILLAR:	7. SUPERINTENDENCE INSPECTION REQUIRED:
-------------------------------	-----------------------	--------------------------------------------

REMARKS:

II. COMMODITY DETAILS

NO.	ITEMS	Description	UNIT (pcs, ctn, box)	Qty Requested	Qty Approved	Qty Supplied
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

16. REMARKS:

--	--	--	--	--	--	--

III. APPROVING CERTIFICATION / CERTIFICATE

REQUESTING ORGANIZATION:	THE WAREHOUSE MANAGER FOR LOGISTICS/NPHIL/MOH/GS
ORGANIZATION:	APPROVING OFFICER:
NAME AND TITLE/CONTACT#:	TITLE/CONTACT#:
SIGNATURE AND STAMP:	SIGNATURE AND STAMP:

IV. OBSERVATIONS:

PLEASE USE THIS SECTION TO INDICATE IMPORTANT INFORMATION THAT CAN NOT BE INCLUDED IN THE BOX ABOVE

--	--	--	--	--	--	--

NB: To be done in (3) Copies: one(1) for the Consignee, one(1) for the Warehouse, one(1) for the NPHIL/MOH Logistics SECTION

PLEASE EMAIL (nphil.admi@gmail.com) THE NATIONAL PUBLIC HEALTH OF LIBERIA FOCAL POINT OF YOUR LOCATION



NPHIL

NATIONAL PUBLIC HEALTH INSTITUTE OF LIBERIA

COVID-19 PREPAREDNESS ITEMS CONSUMPTION REPORTING FORM

No	Items	Description	Unit	Qty	Qty	Balance
			(pcs, box, ctn)	received	used	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Received by:

Signature

Delivered by:

Signature

ORGAN O GRAM/ CHART

Deputy IM /
Support Service
Jonathan Enders
0770201710

Logistic Pillar
Lead
Victoria
Mulbah Smith-
NPHIL
0775971524

Advisors from
various agencies
- John T. Harris
MOH 0886737310

Deputy pillar
lead
Ben Kandakai
GSA
0776312714 -
0886312003

Infrastructure
lead / Bennie D.
Tickey
0886565104 MOH

Operation / Col.
Gabriel Tarold
AFL
0777568623

Fleet / GSA
Fransco Dutor
0886542888

Supplies / Alex
Kokolea
0776150865

Procurement
(MOH/NPHIL) Sam
W. Tarty -
0777204941/0886
365138