



Country: Timor-Leste
Initiation Plan

Project Title: Support to the Government of Timor-Leste in procurement of COVID-related health supplies, equipment and medicines, phase II”

Expected UNSDC outcome: By 2025, institutions and people throughout Timor-Leste in all their diversity, especially women and youth, benefit from sustainable economic opportunities and decent work to reduce poverty.

Expected CPD Output(s) 1.2.: Vulnerability to multidimensional poverty reduced and livelihood opportunities increased, especially among rural/coastal communities

Initiation Plan Start/End Dates: January 2021-December 2021

Implementing Partner: UNDP Timor-Leste

<p>Programme Period: January 2021 – December 2021</p> <p>Atlas Project Number: _____</p> <p>Atlas Output ID: _____</p> <p>Gender Marker: _____2_____</p>	<p>Total resources required USD 5,470,000</p> <p>Total allocated resources: _____</p> <ul style="list-style-type: none"> • Regular <ul style="list-style-type: none"> UNDP : USD 70,000 • Other: <ul style="list-style-type: none"> ○ Donor _____ ○ Donor _____ ○ Government USD5,400,000
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Brief Description

Timor-Leste continues to face multitude of immediate challenges in the health system and in particular the medical related supply chain, which have been exacerbated by the COVID-19.

In 2020, UNDP Timor-Leste was requested by the Government of Timor-Leste to manage the procurement of essential medical supplies, equipment and medicines to support the Government to effectively response to the Covid-19 and other medical related needs. The request was done due to the volatility of global medical supply chain, triggered by Covid-19 pandemic. Thus given its well-established procurement system and support UNDP was trusted to manage the health procurement during the challenging time on behalf of the Government.

As the global health supply chain continues to be affected by the pandemic and drawing from the positive experience and lessons learnt from the first health procurement project, the second request was received by UNDP to procure more medical supplies, equipment and medicines. It is expected with the well-established health procurement system, UNDP can support the Government of Timor-Leste in supplying high quality of medical supplies, medicines and equipment at reasonable prices and time period.

The duration of the project is 12 months with a possibility for extension in case not all medical items are delivered to the Ministry of Health during the period due to unforeseen circumstances beyond UNDP's control.

I. PURPOSE AND EXPECTED OUTPUT

A short description justifying the need for an Initiation Plan for this project and the expected output.

The Project is established to support the Government of Timor-Leste in particular the Ministry of Health of the Democratic Republic of Timor-Leste to procure high quality of essential medical supplies, equipment and medicines at reasonable prices to strengthen the country medical supply chain in order to respond effectively and efficiently to the overall health related needs, in particular the health facilities in the rural areas which are still weak.

Output : Essential supplies, medicines and equipment procured for the GoTL's response to COVID-19 and other medical needs.

To achieve the target, the following two activities will be carried out:

1. Procurement of medical supplies, medicines, equipment as per the request from the Ministry of Health and as approved by UNDP's Quality Assurance (QA) ;
2. Transportation of supplies, medicines and equipment.

II. Procedures for implementation of the project

UNDP will implement the above mentioned activities under the Direct Implementation Modality (DIM) in close coordination with UNDP Offices in Geneva, Copenhagen and Beijing.

Drawing from the previous health procurement experience, the following steps will be implemented to ensure effective execution of the project:

1. Once the approved procurement lists are received from the Ministry of Health, and 100% pre-payment is received by UNDP, the UNDP Country Office project team will conduct preliminary review of the requests to ensure all necessary information (priority, category, specifications, model, quantity) are available and clear. The project team will reach out to the Ministry of Health's team to obtain any incomplete information and data.
2. When the procurement lists are reviewed and cleared at the country level, UNDP Project team will reach out to UNDP's Procurement Support Unit in Copenhagen to submit the procurement lists for their review to ensure that the medical commodities are included in the Timor-Leste's Essential Medicines List, WHO/UNDP's health procurement (quality assured) lists and are not prohibited for use by the international standards.
3. UNDP will only procure medical commodities which have passed UNDP's quality assurance requirements or other UNDP's procurement standards. Also, it's not guaranteed that UNDP can procure everything on the list, due to distorted market conditions related to COVID-19 and budget availability. When necessary the new approved lists will have to be submitted by the Ministry of Health.
4. For the quality assured items, once the quotes are obtained from the supplier, UNDP will share the model, specifications, shelf-life period, country of manufacturer, Quality Assurance (QA) certificates, delivery time and pricelist with the Ministry of Health, and within 24-48 hours the Ministry of Health need to give 'green light' to UNDP to issue the purchase order or to reject the proposals.
5. For non-quality items, once the quotations have been received from the suppliers, UNDP will reach out to the Government for approval of the model, specifications, shelf-life period, country of manufacturer and the pricelist with the Ministry of Health for its approval or rejection within 24-48 hours. Once, confirmation is received from the Ministry of Health, the Project team will submit the documents to UNDP's quality assurance team in Geneva. The QA process' timeline varies between 1-2 months.
6. The Ministry of Health may be requested to supply supporting documents such as manufacturer code or brand of a medical item, prototype of a medical device and the import permit to facilitate the procurement processes, and for such, the Ministry of Health should provide the required documents or sample of a device within 24-48 hours.
7. The actual price of the medical commodities cannot be pre-determined by both UNDP and the Ministry of Health before procurement processes are initiated.
8. UNDP will strive to deliver the goods based on the schedule of delivery provided by suppliers. Timeline cannot be specified at this stage, but UNDP will expedite the delivery as much as possible. UNDP will organize the shipment of goods through all available transportation channels, including through WFP's humanitarian flight service. UNDP Project team will communicate with the MOH on the arrival of medical commodities which will include indication of date of arrival and sharing of supporting documents of the procured items (bill of lading or airway bill, packing list, invoice, certification of originality or analysis) through e-mail.
9. The Ministry of Health through its focal points will be consulted from time to time during the procurement processes through e-mail and meetings.
10. UNDP will update the Ministry of Health's focal points on the progress of procurement on monthly basis or as when requested by the Ministry of Health.
11. Handover ceremony of the procured commodities will be arranged on monthly basis or as when a large volume of procured commodities have been stored at SAMES warehouse.

III. MANAGEMENT ARRANGEMENTS

A short description of the individuals, organisations, and/or team structure required to conduct the activities of the Initiation Plan. If the size and scope of the Initiation Plan requires the establishment of a project board, describe the structure here and include a diagram if needed, drawing from the standard diagram provided in the full project document template.

This project will be implemented directly by UNDP. The funding will be managed by UNDP through a new Project Initiation Plan set up. The general management of the Project will be overseen by UNDP's Resident Representative while the overall day-to-day supervision and monitoring will be led by the UNDP's Country Office Programme Specialist whom will be supported by a Project Coordinator, a UNV Public Health Officer and a Finance/Administration Associate. The process of procurement will be closely coordinated with the Ministry of Health. When necessary, WHO will also be consulted on the validity and quality of medical supplies.

A project board will be formed comprising of UNDP and the Ministry of Health for this project for the overall governance and oversight.

IV. MONITORING

A description of the monitoring requirements for the Initiation Plan.

Please refer to how the output and associated activity results shall be monitored, reviewed and assessed, depending on the scope and duration of the Initiation Plan (i.e. an Initiation Plan with a 9 months duration to start-up pilot activities shall require the combination of various monitoring tools and mechanisms, as opposed to a short Initiation Plan established to hire a consultant for the finalization of the Project Document).

As minimum requirement, an Initiation Phase Report should be prepared at the end of the Initiation Plan, using the standard format available in the [Executive Snapshot](#) in addition to attaching the full project document if developed or an explanation if initiation failed to produce a full project.

The project team will develop monitoring tools and gather data on a weekly basis to evaluate the project's progress against targets. The monitoring practices will help identify and manage any risks and capture good practices and lessons. Per UNDP's practice, the project progress will be reported every quarter and annually using a standardized template. The CO team conducts the annual assurance of the project results, which are then published in UNDP's transparency portal.

V. WORK PLAN

Period¹:

EXPECTED OUTPUTS	PLANNED ACTIVITIES	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
	<i>List activity results and associated actions</i>							
<p><i>Output: Essential supplies, medicines and equipment procured for the GoTL's preparedness and response to COVID</i></p> <p><i>Indicator: number of medicines, equipment delivered to the Government of Timor-Leste.</i></p> <p><i>Indicator: number of medicines, equipment delivered to the Government of Timor-Leste</i></p>	Activity 1: Procurement of supplies, medicines, equipment as per the request from the Government of Timor-Leste	X	X	X	X	GoTL	Equipment and supplies	4,725,000
	Activity 2: Transportation of supplies		X	X	X	GoTL	Shipment related costs	745,000
	Activity 3: Project Management charges	X	X	X	X	GoTL and UNDP	GMS and operational cost	
	Total UNDP's contribution							70,000
	Total GOTL's contribution							5,400,000
	Total project budget							5,470,000

¹ Maximum 18 months

