

Scope of Work for Consultant – Coordinator

1. Background:

The National List of Essential Medicines (NLEM) is one of the key instruments ensuring a balanced healthcare delivery system in Nepal by including accessible, affordable, and quality-assured medicines across primary, secondary, and tertiary healthcare levels. In alignment with the WHO Model List of Essential Medicines, Nepal has maintained its NLEM since 1986, with periodic revisions in 1992, 1997, 2002, 2011, 2016, and 2021. These revisions identify cost-effective medicines for priority conditions, underpinned by evidence-based clinical guidelines, with a strong focus on public health relevance and value for money.

Given evolving disease prevalence and healthcare needs, timely revision of the NLEM is essential. The upcoming revision for 2025 aims to align with the Basic Health Care Service package and various national vertical programs.

2. Objective:

The consultant will **lead and coordinate** the full revision process of the NEML, ensuring effective planning, stakeholder engagement, and timely delivery of all expected outputs within the designated timeline.

3. Key Responsibilities

- Review key reference documents (WHO Model List, national guidelines, Basic Health Care Service package) to ensure alignment.
- Develop a comprehensive **action plan** and timeline in collaboration with the Department of Drug Administration (DDA).
- Identify and outline all necessary revisions for the NLEM 2025 and coordinate mobilization of resources.
- Coordinate stakeholder consultations involving national programs, Essential and Emergency Services, and therapeutic experts.
- Facilitate the EML expert review committee meetings, ensuring structured discussions and clear outcomes.
- Lead consultative workshops and oversee feedback collection.
- Prepare and submit the final draft of the revised NLEM with a detailed summary report.

4. Deliverables:

- Action plan with a detailed timeline.

- Documentation of stakeholder consultations and workshops.
- Reports from expert committee meetings.
- Lead consultative workshops and compile feedback.

5. Duration and Timeline

The consultancy will span 20 working days, commencing in May and concluded by the end of June 2025, with phased deliverables as agreed upon in the action plan.

6. Reporting Requirements

- Biweekly progress meeting.
- Documentation of all stakeholder consultations, workshops, and expert committee meetings.
- Submission of a final report alongside the revised NLEM draft.

7. Qualifications:

- University degree in any health-related fields; additional training in public health or pharmacy or health management is an advantage.
- At least 10 years of experience in public health program management, particularly in essential medicines list revision or related pharmaceutical policy work.

8. Performance Standards

All deliverables must meet Helen Keller International's quality standards and adhere to the established timeline.

9. Payment Terms

Payments will be made in two installments, tied to the successful completion and approval of agreed deliverables.

- Payment 1 (50%) – Report from expert committee meeting
- Payment 2 (50%) – Report from the consultative workshops

10. Confidentiality & Ethics

The consultant must comply with Helen Keller International's confidentiality, ethical, and safeguarding policies throughout the consultancy period.

