



Project  
Last Mile



**Project Coordinators:** District Support, Sierra Leone - Scope of Work

**Level of Effort:** 100 hours monthly

**Contract Type:** Independent Contractor

**Duration:** 1 October 2024 – 31 August 2025 (11 months)

**Location:** Expected to be Pujehun and Bo districts. Candidate should indicate preference for base district in application.

Global Environment & Technology Foundation (GETF) is a non-profit organization with over 30 years' experience building and administering public-private partnerships for social impact at scale. Project Last Mile (PLM) is a public-private partnership administered by GETF, that leverages the supply chain and marketing expertise of The Coca-Cola Company and its network to improve medicine distribution and uptake of health services across Africa. In Sierra Leone, Project Last Mile has worked with USAID, the National Medical Supply Agency (NMSA), and Ministry of Health (MoH) to strengthen last mile delivery and test integrated digital inventory management solutions.

Project Last Mile is seeking three Project Coordinators: District Support to support this program in- country. The Project Coordinators will support the implementation of the project activities, supporting the installation of digital solutions across multiple districts and Selected Hospitals and may serve in a roving capacity.

**District Deployment:** The Project Coordinators will have a key role in the implementation of an eLMIS/LMD deployment using the mSupply mobile platform in 200+ facilities across two districts. Key activities will include assisting chiefdom- and facility-level baseline assessments, training sessions and implementing a structured program of supportive supervision and digital technical support in 200+ last-mile facilities.

**Hospital Deployment:** The Project Coordinators may be called upon to assist in supporting roll out of the digital solutions, on baseline assessments, training and on-site support, in the Freetown area.

Business-related travel expenses will be reimbursed based on actuals. Ahead of any business-related travel, a proposed budget for required travel needs to be submitted and approved by the Project Manager + Delivery Manager prior to invoicing for any business-related travel. Travel will only be reimbursed up to the maximum approved for each trip by the Project Manager and Delivery Manager.

The Project Coordinators: District Support will report directly to the Project Coordinator: National & Stakeholder – Sierra Leone. The positions are expected to be based in either Pujehun or Bo districts.

## **Key Responsibilities:**

- Assist a program of chiefdom-, facility-, and/or hospital baseline assessment, training sessions for pilot users under the two major workstreams. Materials and strategy will be developed collaboratively with the wider PLM and stakeholder teams.
- Support and coordinate capacity building and technical support to District Health Management Teams to ensure assigned project activities are implemented per project requirement.
- Support the Project Coordinator- National in the provision of any logistical and administrative support to project events.
- Maintain good working relationships with project stakeholders in the districts.
- Implement supportive supervision activities for both district/hospital deployments, consisting of regularly scheduled onsite visits, monitoring calls, and digital support and issue triage via WhatsApp and other project support mechanisms. Materials, processes, and advanced technical support will be provided by the wider PLM and partner teams.
- Work closely with wider in-country team to track and manage issue logs, user feedback, and supportive supervision data.
- Appropriately triage and escalate technical or other issues and manage resolution response to users.
- Participate in the interpretation and utilization of the pilot data.
- Participate in project supported events.
- Support other PLM team activities as needed (i.e. assist with Last Mile Delivery activities in the districts or Freetown)
- GETF reserves the right to extend or change the responsibilities and deliverables as appropriate throughout the duration of the project.

## **Deliverables will include:**

- District stakeholder partner/MoH mapping .
- Participation in baseline assessment, trainings and mSupply configuration on procured devices.
- Completed and signed Device Handover Forms for district users.
- Provision of first line technical support to district users.
- Conduct regular calls and onsite visits to health facility users.
- Completion of weekly technical issues and resolution log for hospital pilot users.
- Participation in Monthly/Bimonthly/Quarterly SSVs to provide ongoing coaching and mentoring support.
- Weekly activity update to the Project Coordinator- National.
- Maintenance of project expenditure related receipts, logs and sign in sheets.
- Inputs and contributions to Project Reports, e.g. monthly reports, event reports, SSV reports etc.
- Routine report outs on progress against deliverables to PLM Project Coordinator - National.

**Essential skills and experience:**

- A minimum of 2 years of related experience in project and/or IT/digital support similar roles.
- Proven ability to maintain professional relationships with both government, and stakeholders, implementing partner programs and project team members.
- Background and experience working on health, supply chain challenges, or successful project delivery, across either the public or private sector in Sierra Leone.
- Experience with data collection and data quality assessment.
- Good administrative and organizational skills with the ability to meet deadlines and manage multiple tasks effectively and efficiently.
- Strong interpersonal and communicative skills – fluency in written and oral English is essential - knowledge of the local language is beneficial.
- Familiarity with mSupply, DHIS2, or similar platforms would be considered an asset.
- An undergraduate or Master's Degree or equivalent in a relevant field such as Management, Business Administration, ICT and/or Supply Chain Management is an asset.