

Drug Procurement for Tuberculosis Training Course in Vietnam

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Thomas Moore

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Rational Pharmaceutical Management Plus Program
Center for Pharmaceutical Management
Management Sciences for Health
4301 North Fairfax Drive, Suite 400
Arlington, VA 22203 USA
Phone: 703-524-6575
Fax: 703-524-7898
E-mail: rpmpplus@msh.org

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Contents

Acronyms	iv
Background	1
Purpose of Trip	1
Scope of Work	1
Collaborators and Partners	2
Next Steps	2
Immediate Follow-up Activities	2
Recommendations	3
Agreement or Understandings with Counterparts	3
Annex 1: Proceedings of Drug Procurement Training Workshop—Vietnam	4

Acronyms

HPN	Health, Population and Nutrition
ICB	International Competitive Bidding
ID	Infectious disease
KNCV	Royal Netherlands Tuberculosis Association
MOH	Ministry of Health
NITRD	National Institute of Tuberculosis and Respiratory Diseases
NTP	National Tuberculosis Program
PMU	Procurement Management Unit
RPM Plus	Rational Pharmaceutical Management Plus Program
TB	Tuberculosis
USAID	United States Agency for International Development

Background

As part of its contribution to USAID's SO5—*reduce the threat of infectious diseases of major public health importance*, the Rational Pharmaceutical Management (RPM) Plus program is providing technical support to the national Tuberculosis (TB) program in Vietnam through the *SO5 ID/TB Activity 3: Conduct TB drug procurement training in Vietnam*. The RPM Plus assistance will facilitate Vietnam's procurement of TB drugs under a secured World Bank project.

Purpose of Trip

Thomas Moore of RPM Plus and Hugo Vrakking of Royal Netherlands Tuberculosis Association (KNCV) traveled to Vietnam to conduct the training course. The Ministry of Health (MOH) has recently reorganized its procurement department, devolving procurement activities to respective vertical programs such as Tuberculosis, Malaria, and Hematology. Course participants (listed in Annex 1: Proceedings of the Training Workshop—Vietnam) are members of the management committee of the national TB program (NTP). All are expected to play some part in the procurement of TB drugs.

Scope of Work

Below each planned activity is a brief description of the accomplishments.

1. In collaboration with KNCV, RPM Plus will conduct the training course, "Drug Procurement for Tuberculosis." The course materials were developed under the former RPM Project and peer reviewed by KNCV.

The training course was held on July 16-20, 2001 in Hanoi with the venue located at the NTP compound. Ms. Nguyen Mai, Health, Population, and Nutrition (HPN) officer of the local World Bank office, and Drs. Co and Duong (Director and Vice-Director respectively) of the National Institute of Tuberculosis and Respiratory Diseases (NITRD) attended the opening and closing ceremonies. The officials emphasized to participants the importance of this training for the next and subsequent TB drug procurements.

RPM Plus funded the participation of Thomas Moore and the course materials. KNCV funded the participation of Hugo Vrakking, and the MOH supported local costs including those of the participants. See Annex 1.

2. Fifteen NTP and MOH procurement office personnel from various regions of the country are expected to participate in the course.

Fifteen participants from the NTP attended the five-day course (see list in Annex 1). Three additional persons from the Malaria and Hematology procurement departments attended selected sessions according to their needs. Facilitators conducted the course in English using an interpreter from the Hanoi University language department. All participants rated the course materials relevant and understandable and suggested that future courses be extended

to seven or ten days to allow more time to grasp the concepts and skills needed to procure TB drugs.

3. RPM Plus and KNCV have formatted the practical exercises as technical assistance for quantifying TB drugs/supplies needs, which will form the basis for a national tender for Tuberculosis drugs to be funded by the Vietnam World Bank project.

The practical exercises for each training session were conducted using local NTP data and information. Practical exercises consisted of tools that the participants used for writing bid documents and contracts, monitoring progress of their tendering activities, and monitoring the quality of their suppliers. One of the outputs of the course was a quantification of drug needs and time line for the next procurement.

4. RPM Plus and KNCV will capacitate local national TB personnel to repeat the training in future courses.

The course trainer's guide was provided to the Chief of the NTP Central Division who was a participant of the course, and another copy to the MOH procurement unit head who facilitated one session of the course. The procurement unit plans to translate the training materials and use them for subsequent training sessions within all MOH departments responsible for procurement of drugs.

5. Brief and/or debrief USAID officials, if requested.

The local USAID office has recently opened in Hanoi and RPM Plus was unable to debrief local officials. However, RPM Plus and KNCV did debrief Ms. Mai of the World Bank.

Collaborators and Partners

1. Hugo A. Vrakking, Technical Officer, Royal Netherlands Tuberculosis Association
2. Bui Duc Duong, MD, Ph.D., Vice Director of the National Institute of Tuberculosis and Respiratory Diseases
3. Nguyen Thi Mai, Operation Officer, Health, Population and Nutrition, The World Bank, Hanoi

Next Steps

Immediate Follow-up Activities

The procurement time line for drugs in Vietnam is estimated to be 20-24 months. The quantities of drugs currently in stock will last approximately 22 months, except for Streptomycin 1 gm. which is estimated to last until July 2002. Therefore the next procurement should begin right away for all drugs, with an accelerated tendering for Streptomycin. This will be monitored by

The World Bank and KNCV since they were involved in a recent emergency tender for the national TB program of Vietnam.

Recommendations

RPM Plus discussed with KNCV how to best monitor improvement in the procurement process of the NTP in Vietnam. Two indicators were suggested: (1) contract prices of individual drugs, and (2) reduction in lead-time. RPM Plus plans to monitor these two indicators with the assistance of KNCV.

Agreement or Understandings with Counterparts

Course participants and officials were given contact information for both Thomas Moore and Hugo Vrakking and encouraged to communicate via email as they continue to develop their tender documents and complete the tendering process.

Annex 1.

Proceedings of Drug Procurement Training Workshop—Vietnam

The *Drug Procurement for Tuberculosis* training workshop took place in Hanoi, Vietnam on July 16-20, 2001. The training was a planned activity of the RPM Plus Program funded by USAID. Thomas Moore of RPM Plus and Hugo Vrakking of KNCV were course facilitators. The Royal Netherlands Association (KNCV) funded the participation of Mr. Vrakking. The MOH funded local costs including that of the interpreter.

The course venue was the National Institute of Tuberculosis and Respiratory Diseases (NITRD). Fifteen participants, all members of the NITRD planning committee, participated in the course. At the facilitators' request, The World Bank also invited participants from other MOH departments to attend. Two employees from the national Malaria program and one employee of the national Hematology program attended the last two days. Future procurement of drugs for the vertical health programs will be funded through a World Bank project.

Course materials were developed under the RPM project with peer review by KNCV. In addition to the course materials the facilitators used The World Bank's *Standard Bidding Documents and Technical Note, Procurement of Health Sector Goods* as a guide. The latter document was also used as the basis of practical exercises for participants' bidding document preparation.

This course was of extreme importance since drug procurement activities have recently been devolved by the MOH from the central procurement management unit (PMU) to the vertical health programs. Most persons now responsible for procurement in these programs have little or no procurement experience.

The course program was as follows:

		Programme
July		
Monday 16th		
	08:00-10:00 2 hrs	Official Opening Ceremony --Prof Co, Head NITRD --Bui Duc Duong, Vice Director NITRD --Do Duy Hien Dir. PMU --Nguyen Mai, HPN officer, The World Bank
	10:00-10:20	Tea break
	10:20-11:00 40 min	- Introduction facilitators - Introduction participants - Course house rules, appointment day evaluators,
	11:00-12:30 1.30 hrs	Module: Introduction
	12.30-13-30	Lunch
	13:30-14:15 45 min	- Positioning of participants: "Work environment, tasks and responsibilities"

	14:15-15:00 45 min	- Formation of working groups, Module: Procurement Strategies
	15:00-15:20	Tea break
	15:20-16:00	Module: Procurement Strategies
	17:00+	Informal gathering
Tuesday 17th		
	08:00-10:00 2 hrs	Module: Quantifying drug requirements
	10:00-10:20	Tea break
	10:20-12:30 2 hrs	Module: Quantifying drug requirements
	12.30-13-30	Lunch
	13:30-15:00 1.30 hrs	Module: Supplier Selection
	15:00-15:20	Tea break
	15:20-16:00	Module: Supplier Selection, continuation + Determine short list questionnaire for TB drugs suppliers
Wednesday 18th		
	08:00-10:00 2 hrs	PMU: Vietnam Drug Regulations
	10:00-10:20	Tea break
	10:20-12:30 2 hrs	PMU: Vietnam Drug Regulations
	12.30-13-30	Lunch
	13:30-15:00 1.30 hrs	Module: Quality Assurance
	15:00-15:20	Tea break
	15:20-16:00	Module: Quality Assurance
Thursday 19th		
	08:00-10:00 2 hrs	Module: Managing the tender process
	10:00-10:20	Tea break
	10:20-12:30 2 hrs	Module: Managing the tender process
	12.30-13-30	Lunch
	13:30-15:00 1.30 hrs	Writing tender document
	15:00-15:20	Tea break
	15:20-16:00	Writing tender document
Friday 20 th		
	08:00-10:00 2 hrs	Revision tender document, Module: Principles of contracting
	10:00-10:20	Tea break
	10:20-12:30 2 hrs	Module: Principles of contracting
	12.30-13-30	Lunch
	13:30-15:00 1.30 hrs	Writing of contract document
	15:00-15:20	Tea break
	15:20-16:00	Module: Monitoring & Evaluating Supplier performance
	16:00-16:45	Official closing ceremony --Prof Co, Head NITRD --Bui Duc Duong, Vice Director NITRD --Nguyen Mai, HPN officer, The World Bank

Dr. Nguyen Thien Huong, Chief of the National Tuberculosis Program (NTP) Central Division of the NITRD was a participant in the course and will be responsible for overall coordination of the drug procurement activities of the NTP. Through use of the *Drug Procurement for Tuberculosis* trainer's guide which RPM Plus left with her, Dr. Huong plans to provide on-going training to other procurement staff as needed. The director of the PMU also received a copy of the trainer's guide, which he will use in training staff in the other national programs.

The course was of a participatory nature involving regular feedback from participants. The numerous practical exercises at the end of each module were designed so that participants could develop skills relative to the procurement concepts and to simultaneously utilize this time to begin actual tender document preparation. Participants commented in the closing ceremony that this was the first time they had been exposed to such a participatory course and found it very useful. The World Bank HPN officer also stated that this is the first time a course in the MOH was conducted by outsiders.

Participants were given evaluation forms at the beginning and asked to rate each module's didactic materials and associated activities. Participants were asked to rate all categories that apply which accounts for the varying number of participant responses.

At the end of the course, participants were also asked to evaluate the overall course for outcome, design, and facilitators. Synopses of both evaluations follow.

Module Evaluations

Module	Rating Categories	Number Participants
Introduction	Relevant	12
	Understandable	13
	Too much detail	0
	Too little detail	0
	Just right	5
Quantifying Drug Requirements, and Activities	Relevant	13
	Understandable	13
	Too much detail	0
	Too little detail	1
	Just right	11
Procurement Strategies, and Activities	Relevant	11
	Understandable	13
	Too much detail	0
	Too little detail	1
	Just right	3
Supplier Selection, and activities	Relevant	11
	Understandable	10
	Too much detail	0
	Too little detail	0
	Just right	1

Principles of Contracting, and Activities	Relevant	13
	Understandable	11
	Too much detail	0
	Too little detail	0
	Just right	2
Managing the Tender Process, and activities	Relevant	12
	Understandable	13
	Too much detail	0
	Too little detail	0
	Just right	2
Quality Assurance, Activities	Relevant	8
	Understandable	10
	Too much detail	0
	Too little detail	0
	Just right	3
Monitoring and Evaluating Suppliers, and Activities	Relevant	9
	Understandable	8
	Too much detail	0
	Too little detail	0
	Just right	0

Ratings indicate that the materials were relevant to their TB programs and also understandable. Only two participants thought that certain modules had too little detail.

End-of-Course Evaluations

Participants were asked to rate each statement using a 1-5 scale, where 5 is the best rating.

Course Outcome	<u>Number of Participants</u>				
	<u>Ratings:</u> 1	2	3	4	5
1. The course objectives were relevant to my performance needs	0	0	1	0	15
2. I was able to understand the content of the materials presented	0	0	0	12	4
3. Overall the course was useful and will help me do my job	0	0	1	1	14
Course Design					
4. There were enough practical exercises to facilitate understanding of the course content	0	0	2	5	9
5. The pacing of the various sessions was appropriate for my understanding of the course materials	0	0	0	5	11
6. The sequence in which the sessions were presented was appropriate for my understanding	0	0	0	4	12

Facilitators/Instructors						
7.	The instructor was knowledgeable on the subject	0	0	0	2	14
8.	The instructor allowed an appropriate level of participation in the class	0	0	0	2	14
Comments and Suggestions						
9.	Which aspects of the course should not be included in future workshops: "All sessions are useful" (1 participant) "Nothing is irrelevant, but some information is not sufficiently detailed" (1 participant)					
10.	What are your recommendations to improve the course: "Need for time for the course" (4 participants) "Would like more specific scenarios, preparing bid documents, evaluating some bid documents, signing contracts, settling common disputes relating to contracts (1 participant) " Would like more exercises and activities" (2 participants) "Provide more training later, after we've got some first-hand experience from signing and performing 1 or 2 contracts (1 participant)					

Of the 16 participants completing the end-of-course evaluations, 16 rated the course very useful in doing their jobs. For course design, 14-16 participants consistently gave a very high rating. Finally, all course participants rated very high the facilitators' knowledge of the subject and allowance of participation by class members.

The participant evaluations and experience of the facilitators during the course will be used to update the training materials at a later date.

The outputs of the course were the following:

1. A quantification of drugs and supplies needs for the NTP
2. A time line for the current stock of TB drugs
3. Determination that Streptomycin 1 gm will need to be tendered first
4. A stepwise plan including persons responsible and time line for the next tender
5. Decision to use International Competitive Bidding (ICB) with pre-qualification of suppliers

The expected outcomes are:

1. Capacity building in drug and supplies procurement for the NTP
2. Capacity building for the NTP staff in World Bank procedures for health sector goods procurement
3. Spill-over of knowledge and skills to other vertical health programs
4. A timely tender to avoid stockouts

**Vietnam NTP - KNCV - MSH
Training course on Procurement
16-20 July 2001**

List of participants

	Name	Title
1	Nguyen Quynh Oanh	Deputy chief, Supply and Equipment Department
2	Dao Uyen	Chief, Pharmaceutical Department
3	Nguyen Thanh Thuy	Staff, Financial Department
4	Wong Bich Thoa	Deputy chief, Supply and Equipment Department
5	Nguyen Viet Cuong	Deputy Chief, Administrative Department
6	To Anh Toan	Head, ARI program secretariat
7	Nguyen Thanh Van	Staff, ARI program
8	Nguyen Dinh Tuan	Head, Management unit, NTP central Division
9	Nguyen Binh Hoa	Staff, Management unit, NTP central Division
10	Nguyen Kim Phuong	Staff, Management unit, NTP central Division
11	Nguyen Tuan Phuong	Staff, Management unit, NTP central Division
12	Hoan Tran Ai Trinh	Staff, Management unit, NTP central Division
13	Nguyen Phuon Hoa	Staff, Research unit, NTP central Division
14	Nguyen Thi Mai	Staff, NTP Network unit, NTP central Division
15	Nguyen Thien Huong	Chief, NTP Central Division