

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	District Health Emergency Coordinator (4)	
Requesting Section	Health HIV/AIDS	
Location	Place of assignment: Blantyre with frequent travel to flood-affected districts (Nsanje, Chikwawa, Blantyre, Phalombe)	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based-Field Work (Blantyre)	
Contract Duration	4.5 Months	
Number of working days	Monthly across 4 months	
Planned Start and End Date	From: 1st June 2023	To: 19th October 2023

BACKGROUND

On 13 March 2023, a state of disaster was declared in the 14 districts severely affected by Tropical Cyclone Freddy. Search and rescue of people are continuing in the Nsanje and Phalombe districts where people are still believed to be trapped. As of 22 March 2023, displaced households have increased from 114,637 to 126,215, 511 people have died, and 533 are missing. The road infrastructure is the worst affected public infrastructure, followed by schools and health facilities. Using helicopters from Tanzania, Zambia and Malawi Defense Force, people in the hard to reach areas and only accessible by air, are now receiving relief supplies and services.

The most critical needs are search and rescue for those trapped by flood waters and killed by the mudslide; and the distribution of food and non-food items to the 563,602 Internally Displaced Persons (IDPs) who are currently residing in 576 camps set up for those who have lost their homes and belongings.

The flood-affected districts have affected eighty health facilities and 107 vaccines cold chain equipment. Access to some of the affected areas is still challenging and may need aircraft support to ferry healthcare workers and products (drugs and supplies) for service provision. The affected population, specifically the IDPs at the makeshift shelters, lack essential health services (routine vaccinations, anti-retroviral treatment, Ante Natal Care, Sexual and Reproductive Health services and other non-communicable diseases to the beneficiaries etc.).

Due to factors such as living conditions in the congested IDP sites/camps, weak surveillance system, porous international borders, poor compliance in the implementation of control measures by the general public, limited access to WASH facilities and poor practices, and low vaccination coverage, there is a high risk of an outbreak of communicable disease (cholera, measles, polio). Notably, Malawi is experiencing the deadliest cholera outbreak in its recorded history while the country is also responding to the polio outbreak and ongoing COVID-19 cases across the nation, and Tanzania has confirmed a case of Marburg Virus. Resources are limited, the health system is overburdened, and health workers are stretched to their limits.

JUSTIFICATION

Currently, Malawi is facing multiple emergencies amidst the response to floods, with ongoing intensive and country-wide Cholera, Polio, and COVID-19 campaigns.. The floods due to Cyclone Freddy adds strain on an already fragile system.

To intensify and adequately respond to the flood and cholera emergencies, additional human resources are required to support and provide technical assistance in the various affected districts. Therefore, four District Health Emergency Coordinators services are needed to coordinate UNICEF response and facilitate support for districts to respond to the flood and the cholera emergency.

UNICEF Malawi Office is seeking to engage four District Health Emergency Consultants consultants to coordinate UNICEF planning, operation and management of UNICEF's response in the selected districts.

PURPOSE OF THE ASSIGNMENT

In line with UNICEF's flood and cholera response at country level, the District Health Emergency Consultants will support the district response, coordinate and implement technical activities directed towards the flood and cholera readiness and response, and scaling-up of the implementation of evidence-based interventions.

The consultants are expected to provide technical support in all the affected cholera districts in their assigned zones as follows:-

- Support the national level Ministry of Health (MoH) and affected districts with planning, implementation, monitoring and reporting of the flood and cholera response.
- Monitor the utilization of response and containment supplies in targeted districts.

SCOPE OF WORK/OBJECTIVE(S)

Support national and district efforts towards the flood and cholera response through technical assistance at the national or sub-national level. Under the direct supervision of UNICEF's Health Emergency Specialist, the consultants will perform, within the framework of UNICEF and policy documents, the following, but not limited to:

1. Conduct joint project monitoring and supportive supervision to the assigned flood affected districts as per the Project Monitoring Visit (PMV) Plan and as needed.
2. During PMVs, participate in district coordination meetings for health emergency preparedness and response; actively coordinate UNICEF-supported activities with districts, WHO and other partners engaged in the flood and cholera preparedness and response activities.
3. Participate in health coordination and working group meetings and engage with key partners to promptly deploy in those districts newly affected, increase the effectiveness and efficiency of response activities, and share relevant updates to ensure the effective application of relevant Health in Emergency programming and tools.
4. In collaboration with other partners (WHO, UNHCR, MRCS, MSF), support districts with effective planning, implementation, monitoring and reporting on Infection Prevention and Control (clinical, community and prevention activities).
5. Support districts with planning, pre-positioning, distribution and monitoring of health and WASH emergency supplies in the target districts.
6. Conduct user monitoring of cholera supplies and check availability/stocking levels at the district and facility levels.
7. Support disseminating technical and operational guidance for emergency preparedness and response activities.

8. Support districts to prepare the necessary supporting documentation to access UNICEF support; ensure the appropriate use of UNICEF resources and timely reporting.
9. Prepare weekly progress updates on emerging issues on the preparedness and response activities in the prescribed format.
10. Provide inputs to rapid needs assessments, humanitarian performance planning, immediate needs and other Malawi Country Office documents relating to the cholera response.
11. Provide inputs to the weekly Situation Analysis Reports and other related regular and ad-hoc surveillance reports.
12. Undertake regular field supervision visits to assess and evaluate the affected districts' cholera response and surveillance activities, identify gaps and recommend corrective actions based on Key Performance indicators KPIs.
13. Conduct infection control training for health workers at cholera treatment centres.
14. Perform any other incident-specific related consultancy services as the contract supervisor requires.

REPORTING REQUIREMENTS

To whom will the consultants report (supervisory and any other reporting /communication lines):

The District Health Emergency Consultants will report to UNICEF's Health Emergency Specialist and regularly consult with MOH Director for Health Technical Support Services (HTSS) on supply needs.

What type of reporting will be expected from the consultants, and in what format/ style will the submissions of reports/outputs be done:

Weekly summaries and monthly consolidated reports based on the required deliverables and scope of work.

How will the consultants consult and deliver work, and when will reporting be done:

The District Health Emergency Consultants will be based in Blantyre with frequent travel to fields and provide monthly deliverables based on an agreed workplan and delivery schedule.

The consultants will regularly, preferably the first week of the month, produce a workplan outlining the key deliverables in consultation with the contract supervisor.. Where amendments arise during the month, a formal email will be shared and attached to the monthly report.

EXPECTED DELIVERABLES

In alignment with the scope of work described above, the District Health Emergency Consultants will be expected to perform the following activities and deliverables per the schedule and estimated dates below. Due to the emergency response nature of this assignment, the consultants will carry out response activities which are mostly similar in output across the months, for which monthly payments will be based on satisfactory performance-service delivery.

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of the total fee payable
Participate in established flood and cholera coordination mechanism at:	Minutes of National/district Monthly Flood and Cholera meetings attended at National and or district with MOH and/or with WHO.	10	15-Jun-23	11%
1. National level (flood response and cholera coordination meeting platforms)				
2. Districts coordination meetings (District Flood EOCs and District Cholera Incidence Management meeting)				
Follow up on action points from coordination meetings, document progress on action points by each partner, and share with relevant partners, including the UNICEF Health Emergency Task Team.	Minutes of Coordination Meetings (with key highlights of UNICEFs contribution)	10	30-Jun-23	11%
Monitor the application of Infection Prevention and Control (IPC) at camps, health facility level and hygiene activities at the community and school level	Field Assessment Report	10	17-Jul-23	11%
Facilitate the provision of essential supplies and their effective use				
Conduct user monitoring of flood and cholera supplies and check availability/stocking levels of cholera supplies at district and facility level (chlorine, Hand washing facility (HWF), or soap cholera beds and drugs, Intra Venous fluids (IV)	User Monitoring report/ supplies stocks list	10	31-Jul-23	11%
Support in requisitioning supplies				

Support in the distribution of relevant technical guidelines to frontline workers and their applications	SOPs and guidelines circulated or shared	10	14-Aug-23	11%
Monitor the effective use of health supplies and logistics on flood and cholera preparation and response at the district level.	Field Reports/distribution of supplies	10	28-Aug-23	11%
Undertake regular field supervision visits to assess and evaluate the flood and cholera response and surveillance activities in the affected districts.	A report outlining the gap and corresponding corrective actions	10	11-Sep-23	11%
Draft/input to progress reports on cholera and flood response weekly/monthly activities	Input in Weekly/Monthly flood and Cholera SitAn report	10	25-Sep-23	11%
Final consultancy report		7	5-Oct-23	8%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts
- Submission of reports

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the contract supervisor of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice. Once the supervisor approves and signs monthly reports, the consultants will issue a receipt for payment against the approved monthly report.

The consultancy cost will be based on an all-inclusive fee basis which will include all cost related to this assignment including, professional fee, living cost during approved field travel, transportation cost (fuel, car hire, etc), stationary, communications etc.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

Essential:

- Advanced University Degree in one of the following fields is required:
 - Medicine, public health, paediatric health, family health, global/international health, epidemiology, or another relevant technical field.

Desirable:

- Certification in public health, tropical medicine, health system strengthening or health-related training in communicable diseases.
- Certification in Emergency Preparedness and Response.

Work experience:

Essential:

- At least five (5) years of related experience at the national or international level in implementing communicable disease outbreak or health emergency response.
- Experience working with government agencies, local authorities, international organisations, NGOs and communities in the disease and disaster emergency response environment.
- A minimum of 2 years of experience working or collaborating with either UNICEF or other UN and NGOs.
- Experience working within the health sector and other sectors, especially the WASH and Nutrition sectors.
- Technical experience and health knowledge in emergency response, including monitoring and evaluation, supply management and partnership coordination.

Desirable

- Prior working experience at the field level with MoH, other UN agencies, health cluster partners, NGOs, or recognised humanitarian organizations with expertise in disaster and outbreak response.

Technical skills and knowledge, and Competencies:

- Demonstrated knowledge and experience in public health fieldwork, controlling outbreaks of communicable diseases with a focus on cholera and other diarrheal diseases.
- Good knowledge of case management, Infection prevention and control of communicable diseases.
- Familiarity with Health programmes in Malawi or similar countries in the region is an advantage.
- Strong coordination and collaborative abilities within the health sector and other sectors, especially the WASH sector and ability to review and structure standard operating procedures (SOPs) under WASH/Infection Prevention and Control.
- Good interpersonal skills, ability to build and maintain partnerships across government and NGOs, ability to work in multi-cultural settings and culturally sensitive communities.
- An innovative and resourceful mindset to make solutions work in adverse conditions and the ability to perform under stressful conditions and have a flexible approach in undertaking assignments, maintaining a sense of professionalism.
- Essential knowledge of Microsoft Office applications, working knowledge of online data collection applications, and statistical analysis packages (SPSS, Stata etc.)
- Commitment to UNICEF's values and guiding principles.

Languages:

- Fluency in English – both excellent written and verbal skills are required
- Chichewa-An asset

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback, guidance, and necessary support to achieve the work's objectives, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants, the individual will be expected to complete a list of mandatory training, including guidelines on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer.

Before the issuance of the official contract, the individual consultant is requested to:

- complete the applicable mandatory trainings
- self-certify that they are fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

The District Health Emergency Consultants will be based in Blantyre with frequent travel to the affected districts. There will be frequent travels to affected districts. The consultants will visit the Ministry of Health and relevant governmental bodies on a needs basis.

The consultants will be using their own computers, data and will communicate using direct calls, WhatsApp, and any other approved electronic communication. For convenience, the consultants will be provided with a UNICEF email address and ID for accessing the Blantyre working space only during the contract period.

CONDITIONS

- The consultancy will be over a period of four and half months.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for consultants.
- No contract may commence unless both UNICEF and the consultants have signed the contract.
- The consultants will be based in Blantyre with field travel.
- The consultants will be paid an all-inclusive fee (stationary, communication, travel and other miscellaneous expenses) per the stipulated deliverable and payment schedule.
- Under the consultancy agreements, a month is defined as 21.75 working days, and fees are prorated accordingly for actual days worked.
- The consultants are not entitled to payment for overtime, weekends, or public holidays.
- Transport will be provided to the consultant during in-country field travel if planned and approved.
- No travel should occur without email authorization from the section before the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.

- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The consultant will not have supervisory responsibilities or authority on the UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures. They will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and paying any taxes and/or duties per local or other applicable laws.
- The assignment is off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living costs, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details of three recent supervisors.