

**TERMS OF REFERENCE CONSULTANT
International INDIVIDUAL CONSULTANCY**

Consultant Title: Immunization training consultant in Samoa, Tonga, Tuvalu and Vanuatu

Requesting Section: Child Survival and Development

Programme Area and Specific Project involved: Expanded Programme on Immunization (EPI)

1. Background:

To reduce disease burden of pneumonia, diarrhoea and cervical cancer, the Governments of Samoa, Tonga, Tuvalu and Vanuatu recognize the importance of expanding their immunization programs with the addition of three new vaccines: human papillomavirus (HPV) vaccine, pneumococcal conjugate vaccine (PCV) and rotavirus (RV) vaccine and using the introduction of these vaccines to strengthen immunization programs, health systems and regional cooperation. The Asian Development Bank ("ADB") has provided funding to the Governments of Samoa, Tonga, Tuvalu and Vanuatu to increase the cold chain capacity to reduce the disease burden of three vaccine preventable diseases, cervical cancer, rotavirus and pneumococcal disease, and to strengthen immunization programs through its project "Systems Strengthening for Effective Coverage of New Vaccines". UNICEF with partner with the MoHs and ADB to build the capacity of the four MoHs to strengthen health systems in preparation for the successful implementation of three new vaccine introduction.

Samoa comprises 10 islands, of which the largest two are Upolu and Savaii, and is located in the Polynesian part of the Pacific Ocean. Samoa has a population of approximately 195,000 people, of which approximately 46 per cent are 19 years or younger. Samoa is classified as a lower-middle-income country. Overseas development aid funded an estimated 40 per cent of government expenditure as of 2014. Samoa is vulnerable to natural disasters such as cyclones, flooding and earthquakes, all of which climate change exacerbates. A total of 70 per cent of Samoa's population is located in low-lying coastal areas, which are particularly vulnerable to natural disasters.

Tuvalu is in the western Pacific, and is one of the Pacific's smallest States, made up of nine small islands, including the main island and capital, Funafuti. Prior to achieving independence from the United Kingdom in 1978, Tuvalu was known as the Ellice Islands, and separated from the Gilbert Islands after a referendum in 1975. The most recent World Bank data (2016) estimated the total population at 11,000.

Tonga is a Polynesian Kingdom comprised of over 170 islands, 36 of which are inhabited. The total area of the islands amounts to 747km², spread over an area of around 700,000 km² in the Pacific Ocean. Tonga is made up of four main island groups: Tongatapu, Vava'u, Ha'apai, and Niuatoputapu and Niuafo'ou. The capital is Nuku'alofa. The total population is estimated at 107,000. Most of Tonga's population live in rural areas compared to urban areas. There is a significant trend of outward migration from Tonga, particularly to New Zealand, the US and Australia with more Tongans estimated to be living abroad than in the country.

Vanuatu is a republic comprising 83 islands and atolls (63 of which are inhabited) in the Melanesian region of the Pacific. The total land area is 12,281 km². The total population of Vanuatu is estimated at 270,000. The capital, Port Vila, is located on the most populous island (Efate). The geography of Vanuatu creates significant barriers to the realization of children's and women's rights. Children and women living in rural areas and on outer islands generally experience worse outcomes and access to basic services than those in urban areas.

UNICEF will provide technical assistance to Samoa, Tonga, Tuvalu and Vanuatu government to procure vaccines (HPV, PCV and RV) through the Existing VII Agreement. UNICEF will procure and install WHO Performance, Quality and Safety (PQS) pre-qualified cold chain equipment.

UNICEF will build the capacity of the MOH to establish and strengthen the reaching every child approach as part of the introduction of new vaccines and strengthen new vaccine integration into routine immunization services. This will entail microplanning, outreach services, supportive supervision, strengthening production, quality and use of data for decision making, and linking services with communities. As part of this approach effective catch-up campaigns will also be prioritised including the planning of HPV school-based campaigns. UNICEF will provide advisory services upon request to the Government in leveraging existing community structures through partnerships with Ministries of Health and other Ministries, non-government and civil society organizations, community and church leaders and other local community groups on vaccine

awareness and in developing vaccine communication material to address vaccine hesitancy concerns improve public health knowledge, attitude and practice for better overall health seeking behavior and vaccine acceptance.

UNICEF pacific is seeking a qualified and skilled international consultant for Samoa, Tonga, Tuvalu and Vanuatu to provide technical assistance to the MoHs to develop a vaccine, immunization and cold chain training capacity development programme with detailed course materials, timing and target participants in four countries. The consultant will build capacity of health workers through training/workshops on vaccine administrations, new vaccine introduction, vaccine management, immunization planning, microplanning for strengthening routine Immunization, immunization supply chain, data quality and adverse event reporting jointly with MoH staff.

2. Purpose of the Assignment:

UNICEF recently signed an output agreement with the Ministry of Health Samoa, Tonga, Tuvalu and Vanuatu for procurement and installation of cold chain equipment and the provision of technical services for new vaccines introduction, cold chain maintenance, and immunization programme strengthening support over. The output agreement follows funding from the ADB to the Governments of Tonga and Tuvalu to reduce the disease burden of three vaccine preventable diseases, cervical cancer, rotavirus infection and pneumococcal diseases, and to strengthen their immunization programmes through system strengthening for effective coverage of new vaccines.

The deliverables and results from this consultancy will be used by the MoH for the introduction of three new vaccines, to strengthen the routine immunization and to increase the immunization coverage.

The Consultant will guide the MoH on the readiness of the countries' health workforce to introduce the three new vaccines and build the capacity of the MoHs to improve the knowledge and skills of its health workers for the successful introduction of three new vaccines. As a result, the MoH will be able to close the gaps for all components of the routine immunization including vaccine management, planning, monitoring, data management.

3. Objectives

Through the provision of technical assistance and advice, the health workforce readiness for for new vaccine introduction will be assessed against a benchmark of performance standards with the following questions to be answered:

1. What is the status of existing immunization training package for routine immunization and introduction of new vaccines?
2. What are the health workers knowledge and skills gaps for all components of the routine immunization and new vaccine introduction?
3. What additional measures need to be taken by the MoH to improve health workers knowledge and skills for the introduction of three new vaccines and to further improve routine coverage with equity?

4. Scope of Work/ Work Assignments:

The Immunization Training Consultant will work in close collaboration with the MoH in Samoa, Tonga, Tuvalu and Vanuatu and other partners including the integrated project management team (IPM), to design the training package, and plan and conduct the training for the introduction of three new vaccines. The consultant will build the capacity of the Government (MoHs) to:

1. Review the existing immunization and cold chain policies, guidelines, training materials and job aids, standard operating procedures
2. Develop a vaccine, immunization and cold chain training capacity development programme with detailed course materials, timing and target participants for routine immunization and three new vaccines introduction (PCV, HPV and Rota virus vaccine). This is to include training plan for health workers on routine immunization and new vaccines introduction endorsed by UNICEF and MOH
3. Conduct and facilitate jointly with the MoH staff the required trainings:
 - conduct TOT and health workers training/ workshops to build capacity of health workers on vaccine administrations, new vaccine introduction, vaccine management, immunization planning, microplanning for strengthening routine Immunization, immunization supply chain, data quality and adverse event reporting jointly with MoH staff.

- train health workers through training/ workshops on vaccine administration, new vaccine introduction, immunization planning, microplanning and adverse event reporting, inventory management, effective vaccine management, supportive supervision, and supply chain management

5. Work Assignment/Specific Tasks:

Duration of consultancy is 8 months.

6. Work schedule/ workplan

Deliverable	Duration/ Estimated # of month)								Schedule of Payment	Payment timeline
	1	2	3	4	5	6	7	8		
Inception report with detailed workplan with timeline for Samoa, Tonga, Tuvalu and Vanuatu									14%	End of month 1
Develop training course materials and training plan on routine immunization and new vaccines introduction endorsed by UNICEF and MOH									12%	End of Month 2
Training report for Samoa– TOT and health workers training/ workshops on vaccine administration, new vaccine introduction, immunization planning, microplanning and adverse event reporting, inventory management, effective vaccine management, supportive supervision, and supply chain management									12%	End of Month 3
Training report for Tonga									12%	End of Month 4
Training report for Tuvalu									20%	End of Month 5
Training report for Vanuatu and final report									30%	End of Month 8

Total duration: of the consultancy is 8 months.

Tentative timeline attached. Some activities, tasks may take longer than anticipated. If additional time is needed, the contract will be amended accordingly with prior approval.

7. Deliverables and Payment Schedule:

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

Consolidated consultancy fee including living allowance and anticipated travel costs should be included in the financial offer by the applications. Financial offer should provide the detailed breakdown of the cost items.

Payments will be made upon satisfactory delivery of the key deliverables and guided by the principles mentioned above. However, the timeline of deliverables can be negotiated based on competing priorities.

The consultant will deliver monthly progress reports 3 pages maximum to the supervisor, highlighting progress against each planned activity in the work plan, barriers and gaps in implementation, main achievements and challenges suggesting possible solutions for all four countries.

All products should be in electronic and hard copy submission.

8. Supervisor Name and Type of Supervision that will be provided:

The consultant will work under the overall guidance from the Chief, Health & Nutrition Section, Suva, with overall day to day supervision, technical direction, contract management and quality assurance by the Maternal & Child Health Specialist and Health and Nutrition Officer based in Suva, Fiji.

9. Official Travel

- The Consultant will arrange their own travel from place of residence to countries where work is carried out. Air tickets will be purchased in Economy Class for the most direct and most economical itinerary, provided it is not longer than the lowest fare by more than 4 hours.
 - UNICEF will approve quotes prior to purchase of air ticket and reimburse travel costs and subsistence allowances upon submission of receipts.
 - Where applicable living allowance will be paid for field work to cover subsistence and accommodation. Consultant must put this as part of the financial proposal.
 - The consultant should not travel without a signed contract and authorization to travel prior to the commencement of the journey to the duty station.
 - Unless authorized, UNICEF will buy the ticket of the consultant where applicable. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the most economical and direct route, but this must be agreed beforehand. Consultant must put this as part of the financial proposal.
 - The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
 - UNICEF will agree with the consultant the required travel between the countries and within the country of assignment and UNICEF will cover these transport costs. DSA will not be provided in addition as living allowance has already been included.
-

10. Workplace:

The consultant will be based in Samoa, Tonga, Tuvalu and Vanuatu travelling between the countries. Upon the start of assignment, the consultant will come to Suva, Fiji for orientation and developing the training curriculum and materials. Between each country mission, the consultant will plan with Suva team a certain number of days in Suva for discussions, face to face guidance.

The consultant should bring his/her own computer/ laptop. If based in the office a shared office space and temporary internet access within the office will be provided. The Consultant will budget for office supplies to be used during this consultancy and must be included in the proposal.

11. Qualifications or Specialized Knowledge/Experience Required:

Qualifications

- Post-graduate qualifications in medical science and public health, or equivalent

Experience

- 8 years' experience working in low- or middle-income settings
- 8 years relevant experience in implementing vaccines programme in low- or middle-income settings, new vaccine introduction experience, an advantage
- Specific and proven expertise in technical training, routine immunization, new vaccines introduction, logistics, supply chain, cold chain and related areas.

- Minimum of 5 years working in child health, working in child health in low- or middle-income settings, an advantage
- Familiarity with WHO/UNICEF guidelines in child health and immunization
- Experience working in an international development context, particularly PICs, an advantage
- Proficiency with relevant Windows-based technology at a high level, especially Microsoft Office
- Ability to work independently, under pressure, and within deadlines, including strong planning and coordination skills
- High-level communication and cross-cultural skills

Languages

- Fluency in written and spoken English required.

Competencies

- Solid analytical, negotiating, communication and advocacy skills.
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the workplace.
- Versatility, judgment and maturity.