

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title:	Funding Code:	Type of engagement	Duty Station:
Individual Contractor Vaccine and Cold Chain Equipment Project Consultant	SM 210251	<input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Kingston
<p>Purpose of Activity/Assignment:</p> <p>Background:</p> <p>The COVID-19 pandemic is a global health crisis that has become the greatest challenge to countries in a short period of time. Since its emergence late last year the virus has spread to every continent. The pandemic is more than a health crisis that created an unprecedented socio-economic crisis stressing every country it touched.</p> <p>Jamaica recorded its first confirmed case of COVID-19 in March 2020. Since then, the Government has implemented a series of prevention and mitigation measures to control its spread. In January 2021, the Government of Jamaica approved the Ministry of Health and Wellness's National COVID-19 Deployment and Vaccination Interim Plan. The plan proposes a phased approach to the effort, intending to cover 65% of the island's population, 1.9 million people, by March 31, 2022. It outlines activities for effective planning and coordination of vaccine introduction; gaps in the legal and regulatory framework; a phased approach of COVID-19 vaccination introduction in Jamaica; target populations and vaccination delivery strategies; details on human resources management and training needs; supply chain management; risk assessment and mitigation strategies; vaccine programme communication; vaccine safety monitoring; and COVID-19 vaccine programme monitoring and evaluation.</p> <p>On 15 March 2021, Jamaica became the first country in the Caribbean to receive a shipment from the COVAX Facility as part of the first phase of a series of COVID 19 vaccine deliveries for Jamaica. The government has also benefitted from donations of vaccines from other countries, however, capacity for storage and safe transportation of vaccines is critical to an effectively bring the pandemic under control. UNICEF has received funds from the Government of Japan to support the procurement, installation of cold chain equipment (CCE) as well as improving technical knowledge regarding the use of the equipment. Improved capacity for rapid deployment and quick access to vaccines which are stored in accordance with standards is a principal goal as the MOHW intensifies its vaccine promotion and communication machinery.</p> <p>In this regard the importance of effective supply chain in general and cold chain management in particular remains vital. In view of such important and time-bound priorities in the context of rapidly emerging demands as the country continues to be heavily impacted by the pandemic, UNICEF, on behalf of the Ministry of Health and Wellness, is seeking to contract a Cold Chain Consultant to support the MOHW's vaccination programme.</p> <p>Objective</p> <p>The overall objective of this consultancy is to support the Ministry of Health and Wellness to deploy, monitor and maintain Cold Chain Equipment (CCE) to receive, store and successfully deploy COVID 19 vaccines and immunization supplies.</p>			

Key Functions, Accountabilities & Tasks

Under the supervision of the Director of Family Health Services at the Ministry of Health and Wellness and UNICEF’s HIV Specialist and in close cooperation with UNICEF cold chain specialist , the four Regional Health Authorities and the National Health Fund, the consultant is expected to perform the following:

- To support the MOHW to deploy and monitor the use of cold chain equipment across the health system.
- To provide support at Regional and Parish levels for the effective rollout of the vaccination programme including the management and monitoring of cold chain equipment
- To support the coordination of training sessions (virtual or in-person) with relevant health care staff on operation, monitoring and maintenance of cold chain equipment as required.
- To monitor use and application of standard operating procedures for CCE as part of the COVID-19 vaccination programme.
- Performs any other duties and responsibilities assigned by MoHW / UNICEF as appropriate to the purpose of this post, and delivers the results as required.

Key Deliverables:

- The Ministry of Health and Wellness is supported in the implementation of its COVID Vaccine programme through the effective distribution, installation, use and monitoring of cold chain equipment
- Documented assessment of cold chain capacity before and after receipt of the CCE procured with support from UNICEF and the Government of Japan.
- Training plan developed and executed
- Support in coordination of activities among the MOHW, UNICEF and Government of Japan where necessary
- Monthly reports outlining progress, achievements, challenges and recommendations.

Reporting line:

The consultant will report directly to the Ministry of Health’s Director of Family Health Services and indirectly to UNICEF’s HIV Specialist.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

N/A

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021	Requesting Section/Issuing Office: Programme/Kingston Jamaica	Reasons why consultancy cannot be done by staff: UNICEF, through a donation from the Government of Japan, is in the process of procuring cold chain equipment to support the roll out of the Government of Jamaica's COVID 19 vaccination programme. Jamaica's Ministry of Health and Wellness requires technical support for the successful deployment, installation and maintenance of the equipment and this capacity does not exist among current staff.			
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: Support to the MOHW's COVID 19 response is document in the HPP work plan.					
Work Assignment Overview Tasks/Milestone: Deliverables/Outputs: Timeline Estimate Budget Tasks are not chronological and will require simultaneous management. The individual contractor will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToRs or any other activities assigned to her/him. The report will be based on the outputs agreed with the supervisor monthly.				Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection	
(Advertisement/Desk Review/Interview)					
If Extension, Justification for extension:					
Supervisor: Novia Condell	Start Date: November 1, 2021	End Date: September 30 th 2022	Number of Days (working)		

Estimated Consultancy fee		
Travel International (if applicable)	N/A	
Travel Local (please include travel plan) The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Individual contractor as per UNICEF travel rules and regulations	As necessary	
DSA (if applicable)	As necessary	
Total estimated consultancy costs¹	N/A	
<p>Minimum Qualifications required:</p> <ul style="list-style-type: none"> At least a first university degree from a recognized academic institution in one or more of the following areas is preferred: Public Health, Environmental Health, Supply Chain Management or Project Management Minimum three years progressively responsible professional work experience in public health, environmental health, engineering or supply management. <p><input checked="" type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Work experience in project management is an asset. Previous work experience within the Health sector will be an advantage. 	
<p>Administrative details:</p> <p>Visa assistance required: N/A</p> <p>Transportation arranged by the office: N/A <input type="checkbox"/></p> <p>The successful candidate must have access to a motor vehicle as the consultancy requires travel within country <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based with flexibility to work from home:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>	
Request Authorised by Section Head	Request Verified by HR:	
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p> <p>_____</p>	<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

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, and 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 for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

HOW TO APPLY

To apply, [click](#) on the Apply link found either at the beginning or at the end. Submit a cover letter, a CV that includes 3 relevant references and the fee requested for this consultancy (monthly rate). In case of doubts please send your comments to Charlene [Buckley cbuckley@unicef.org](mailto:cbuckley@unicef.org) at least 3 working days before the deadline.