

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| Title: Oxygen consultancy in biomedical engineering, oxygen programming and management | Funding Code: 0690/A0/06/881/001/001 Funding Source: NON-GRANT RR | Type of engagement <input checked="" type="checkbox"/> Consultant | Duty Station: Based in Yaoundé with field missions and any other mission entrusted to him/her |
| Purpose of Activity/Assignment: Support the Ministry of Public Health in programming for the provision of services related to planning, coordination, strategy design, procurement, installation and programmatic use, monitoring, business analysis and documentation for medical oxygen in general and particularly oxygen plants in the country. | | | |
| Scope of Work: <p>Oxygen is an essential medicine, required to save lives of patients. COVID – 19 has exposed a massive oxygen gap in countries with limited oxygen infrastructure and production capacity. Health facilities are still with insufficient oxygen provision, lack or weak trained human resources. Due to that effect, UNICEF is supporting Cameroon Ministry of Public Health to strengthen medical oxygen provision and proper management.</p> <p>As result UNICEF Country Office has acquired medical oxygen supplies for Health facilities to be dispatched within 4 regions (Eastern, Adamawa, North and Far North). Acquired oxygen therapy are temporarily stored in warehouse before organizing delivery to various Health facilities for installation and use.</p> <p>On top of that, oxygen plants (PSA)for two Health Facilities (Meiganga and Guider) respectively in Adamawa and North regions have been acquired. The goal is to increase medical oxygen access to needy in remote areas, thus increasing accessibility to at least 4 regions. In additional, identified Health Facilities will be considered as production sites and hub to facilitate inter-facility oxygen distribution.</p> <p>Therefore, to make sites ready for PSA plants installation, local construction companies have been hired to undertake construction of oxygen plants house and associated work including power supply.</p> <p>To that effect the Country Office is seeking for an individual consultation for a period of 05 months, to coordinate the project: follow up of various interventions and activities around oxygen therapy and related matters to strength health system of the country targeting the following objectives:</p> <p>Objective</p> <p>Recruit an individual international consultant to coordinate oxygen plants installation and houses construction, installation of oxygen equipment, capacity building to strengthen the country's oxygen therapy system with sustainable and long - term solutions leading to improve Mother Newborn Child Health (MNCH) and Healthcare outcomes.</p> <p>Specific objectives</p> <ul style="list-style-type: none"> • Coordinate oxygen plants house construction; • Monitor the construction sites; • Organize the installation of two PSAs; • Ensure distribution and installation of medical equipment and oxygen supplies; • Build capacity of biomedical technicians/Engineers and Healthcare Providers; • Document the process for experience sharing with Partners and other countries; <p>Referring to the above background and objectives, the Consultant biomedical Engineer will undertake the following deliverables linked to activities & tasks under the supervision of Chief Health&HIV section:</p> | | | |

Activities and tasks

- Develop a work plan in collaboration with MoH and key partners for the consultation period;
- Follow up and coordination of two oxygen plants house construction/preparation work in two sites (Meiganga & Guider) Health Facilities.
- Coordinate and organize 2 PSA plants installation and use with MoH and related sectors, UNICEF, and other key partners.
- Supervise oxygen medical supplies/equipment delivery to various Health Facilities.
- Coordinate Biomedical Technicians training on donated medical equipment supplies in 91health Facilities prior to installation.
- Organize PSA plants Operators/Biomedical technicians on-site training.
- Conduct supervision/assistance and provide technical support to Health Facilities implementing oxygen therapy.
- Elaborate summary guide and documentation of the process for experience sharing.

Working Conditions

- Will work under the supervision of the Chief of health and HIV, and will collaborate closely with the MOH Director of Health care organization and health technology
- The consultant will have to possess a PC
- The consultancy will be office based

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:

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](#)

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| Budget Year: 2024 | Requesting Section/Issuing Office: Health & HIV | Reasons why consultancy cannot be done by staff: The oxygen project is specific that need an acute technical skill. That skill does not present within the team and the office. | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: | | | |
| Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval) | | Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment | |
| If Extension, Justification for extension: | | | |
| Supervisor: Chief health and HIV, Dr Leonard Kouadio | | Start Date: 01/08/2024 | End Date: 31/12/2024 |

| Work Assignments Overview | Deliverables/Outputs | Delivery deadline | Estimated Budget |
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| Coordination of two oxygen plants house construction/preparation work in two sites (Meiganga&Guider) Health Facilities. | Report for the Oxygen 2PSA Plants equipped and ready to work. | 30 Sept 2024 | |
| Coordinate and organize 2 PSA plants installation and use. | | | |
| Supervise oxygen medical supplies/equipment delivery to various Health Facilities. | | | |
| Organize PSA plants Operators/Biomedical technicians on-site training | Training report | 15 Oct 2024 | |
| Coordinate Biomedical Technicians training on donated medical equipment supplied in 91health Facilities prior to installation | | | |
| Conduct supervision/assistance and provide technical support to Health Facilities implementing oxygen therapy | Technical support report | 30 Nov 2024 | |
| Summary guide and documentation of the process | Availability of summary guide and documentation of the process | 31 Dec 2024 | |

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| Estimated Consultancy fee | | | |
| Travel International (if applicable) | From home to Yaounde and back | US\$ | |
| Travel Local (please include travel plan) | To be paid by country office, according to planned field trips | Estimated lump sum | |
| DSA (if applicable) | To be paid by country office, according to planned field trips | Estimation lump sum | |
| Total estimated consultancy costsⁱ | | | |
| Minimum Qualifications required*: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Biomedical engineering and/or oxygen programming. Fluency in French and English Five years of work experience | | Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> - Development and implementation of national or subnational oxygen strategies/roadmaps/improvement plans - Need assessments, and analysis to inform decision making preferably in oxygen systems or broader medical devices. - Development of structured country level oxygen procurement plans - PSA, installation, commissioning, supervision, and maintenance including oxygen equipment. - Oxygen distribution and supply chain management. - Guidance and tools for the programmatic implementation and strengthening of oxygen use in the context of maternal, newborn and child health. - Capacity building for oxygen systems and oxygen use engineers/technicians and/or health workers - Adapting training materials to the country context (training relevant to biomedical engineering technicians, biomedical engineers, logistics staff, and others). - Previous experience in working and supporting at policy and strategic level around coordination, partnership, Public-Private Partnership | |
| *Minimum requirements to consider candidates for competitive process | | *Listed requirements will be used for technical evaluation in the competitive process | |
| Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) | | | |
| A) Technical Evaluation (e.g. maximum 75 Points) | | B) Financial Proposal (e.g. maximum of 25 Points) | |
| - 1. Educational background Master's degree in biomedical engineering and/or oxygen programming" (30 points) | | Price Proposal: 25 Points | |
| - 2. Relevant work experience Sound expertise and proven experience in Medical Oxygen with regards to: "Confer to Knowledge / Expertise / Skills required above" *: (45 Points) | | | |

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| Administrative details: Visa assistance required: <input checked="" type="checkbox"/> <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: | If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/> |
| Request Authorised by Section Head <i>Leonard Kouadio, Chief Health & HIV</i> | Request Verified by HR: <i>Mirabelle de Souza</i> |
| Approval of Chief of Operations (if Operations): _____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> | Approval of Deputy Representative (if Programme) _____ |

¹ 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

Text to be added to all TORs:

Individuals engaged under a consultancy 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. Consultants 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.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, 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.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.
