

National Consultant: Monitoring and Evaluation (M&E) specialist for COVID-19 vaccination



UNICEF Cambodia

1. Background

The unfolding COVID-19 pandemic has caused unprecedented disruptions of international, regional and local supply chains, undermining national response efforts and putting a strain on other critical and routine health services. This multi-faceted crisis has critically exposed the structural and operational limitations of existing health systems and underlying supply chain models and calls for increasing the investments aimed at supporting governments in their efforts to build and manage stronger supply chain systems that are able to leave no child behind, operate at minimum capacity and meet surging needs.

The COVAX Facility (COVID-19 vaccine) forms a key part of the Access to COVID-19 Tools (ACT) Accelerator, a global collaboration established to accelerate the development, production, and equitable access to COVID-19 tests, treatments, and vaccines. COVAX facility aims to accelerate the development and manufacture of COVID-19 vaccines and to guarantee fair and equitable access for every country.

The Government of Cambodia has a national target to vaccinate 10 million people before mid-2022, with at least 4 million vaccine doses coming through COVAX facility. Currently the country is experiencing its first widespread community transmission since Feb 20, 2021, where the Government is prioritizing resources and efforts to contain the outbreak and accelerate the roll-out of COVID-19 vaccination as per the National Deployment and Vaccination Plan (NDVP). Current implementation challenges to the COVID-19 vaccination roll-out includes a constrain on current health systems and health worker capacities as the supplies of vaccines is changing rapidly (volume, timeline of delivery) and the Government is accelerating and expanding vaccination roll-out across the country.

Monitoring of COVID-19 vaccination and vaccine hesitancy, including adequate disaggregated data management and analysis, is critical to ensure equitable coverage and effectiveness of the implementation. Key indicators for COVID-19 vaccination are indicated in the NDVP, and in regional and global monitoring frameworks that are currently being finalized. Regular monitoring vaccine hesitancy, as well as a vaccination coverage study and post vaccination campaign assessment will also be important to determine if national targets were reached and to inform ongoing delivery strategies.

UNICEF is a key technical partner of MOH in the development and implementation of the NDVP, including in the areas of supply chain and cold chain management, risk communication and community engagement, planning and coordination and monitoring.

2. Purpose

The national M&E consultant will support the Government on monitoring and evaluation for COVID-19 vaccination, including support to data management and analysis in line with national, global and donor reporting requirements, as well as partner coordination and assessments.

3. Work Assignments

Under the supervision of the P4 Immunization Specialist who is managing the coordination and implementation of the CO workplan to support COVID-19 vaccination, the consultant will perform the below tasks. Given the nature of some of the tasks that require collaboration with other sections, particularly Communications and Programme Monitoring and Evaluation, a matrix management arrangement will be put in place with these other sections/units for RCCE and C4D related supported tasks.

1. Provide technical support on all aspects related to data management, analysis, monitoring, evaluation and reporting for COVID-19 vaccination
2. Support the development of an M&E strategy for the Covid19 vaccination rollout plan, including detailed M&E workplan, with targets and performance measurements based on national and global requirements and frameworks, including of donors
3. Develop M&E tools, platforms and processes, including collaboration with Technology for Development (T4D) colleagues at CO and RO level on digital tools, for real-time monitoring and monitoring community feedback as per global guidance and relevant national guidelines
4. Support and facilitate relevant M&E trainings at national and sub-national levels with Government and partners
5. Identify and establish partnerships with NGOs and other entities (e.g third party monitoring agents) to support field level monitoring including development of relevant tools and SOPs
6. Support regular data analysis and visualization of key indicators related to equitable COVID-19 vaccination coverage, collaborating with counterparts and partners as needed. This includes support MOH on administrative data and supporting data collection and analysis through other methods in collaboration with partners or contracted agencies (e.g social impact assessment, social listening platforms)
7. Support MOH in competing global reporting requirements on COVID-19 vaccination (e.g through the eJRF) in collaboration with WHO.
8. Collaborate with relevant UNICEF sections (e.g PME, Evaluation) and partners on monitoring and reporting related to COVID-19 vaccination, including Humanitarian Performance Monitoring (HPM) and the development of post campaign assessments, studies or evaluations.

9. Support mid-year and annual program reporting related to COVID-19 vaccination.
10. Support the documentation of lessons learned and best practices that are shared regularly with stakeholders, Regional office and Headquarters.
11. Support secretariat functions for internal CO taskforce to support COVID-19 vaccination.

4. Qualifications or Specialized Knowledge/Experience Required

- An Advanced University Degree in the social sciences, economics, public policy, statistics, or in research methods is required.
- Minimum of one year of progressively responsible relevant work experience in the monitoring and evaluation of large-scale programmes. Experience in M&E of public health programmes or immunization is an advantage.
- Experience working in the UN system agency or organization is an asset.
- Knowledge of the local health system and experience working with and supporting Ministry of Health is an asset.
- Fluency in English and Khmer is required (oral, written)
- Strong communication, written and presentation skills
- Strong data analysis and management skills is an asset
- Ability to work well with others

5. Location

The consultant is expected to work from the premises of UNICEF's office in Phnom Penh and to work closely with the National Immunization Program (NIP), MOH and relevant sub-committees of the Ad Hoc National Committee for COVID-19 vaccination in Cambodia. Travel to provinces, when required, for a total of up to 60 days using the NIP or UNICEF vehicles when NIP vehicle is available during the contract duration.

6. Duration

Full-time consultant for 11 months from July 1, 2021- May 31, 2022 with an estimated of 220 working days.

7. Deliverables

Deliverables	Duration (working days)	Deadline
Deliverable 1: M&E strategy with detailed M&E workplan is developed and updated to align with relevant national, regional and global frameworks and guidance for COVID-19 vaccination	20 days	By July 31, 2021
Deliverable 2: Partnerships with CSOs, NGOs and/or other agencies are established and effectively managed for field level monitoring, including real-time monitoring and monitoring of community feedback in targeted geographical locations	20 days	By August 31, 2021

Deliverable 3: Support the development of tools and processes, including training, for real-time monitoring in targeted geographical locations, including use of digital tools in collaboration with T4D colleagues	40 days	By October 31, 2021
Deliverable 4: Agenda and minutes of relevant internal and external meetings are produced and made available in a timely manner	20 days	By November 30, 2021
Deliverable 5: Required reporting related to COVID-19 vaccination at national, regional and global levels, including donor reports, HPM, PCA monitoring, annual and mid-year reporting is completed on time	40 days	By January 31, 2022
Deliverable 6: Post vaccination campaign assessment (PIE- Post Introduction Evaluation), including on coverage is conducted in collaboration with partners	40 days	By March 31, 2022
Deliverable 7: Lessons learned, and best practices are documented through policy briefs, reports and stories from the field, including in collaboration with Communications	40 days	By May 31, 2022
Total	220 days	

8. Reporting Requirements

Reports and documents to be prepared during the contract duration include:

- ☐ Monthly monitoring and progress reports: A maximum of 5 pages
- ☐ Final report: A maximum of 20 pages.

9. Payment Schedule linked to deliverables

<i>Deliverables</i>	<i>Payment</i>	<i>Reporting Requirements for each deliverable</i>
Deliverable 1: M&E strategy with detailed M&E workplan is developed and updated to align with relevant national, regional and global frameworks and guidance for COVID-19 vaccination	10%	Strategy with detailed workplan
Deliverable 2: Partnerships with CSOs, NGOs and/or other agencies are established and effectively managed for field level monitoring, including real-time monitoring and monitoring of community feedback in targeted geographical locations	10%	Monthly report
Deliverable 3: Support the development of tools and processes, including training, for real-time monitoring in targeted geographical locations, including use of digital tools in collaboration with T4D colleagues	15%	Tools, SOPs, Monthly report

Deliverable 4: Agenda and minutes of relevant internal and external meetings are produced and made available in a timely manner	20%	Partnership agreement documents, Monthly report
Deliverable 5: Required reporting related to COVID-19 vaccination at national, regional and global levels, including donor reports, HPM, annual and mid-year reporting is completed on time	15%	Assessment/study report
Deliverable 6: Post vaccination campaign assessment and study, including on coverage is conducted in collaboration with partners	15%	Monthly report and donor, global reports
Deliverable 7: Lessons learned, and best practices are documented through policy briefs, reports and stories from the field, including in collaboration with Communications	15%	Lessons learned documents and final report

10. Administrative Issues

This assignment is office-based. UNICEF will provide necessary office equipment and laptop for the consultant to perform this role during the contract.

11. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

12. Contract supervisor

P4 Immunization Specialist, Health and Nutrition section

13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the

case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

14. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents:

- ☐ Letter of Interest (cover letter)
- ☐ CV or Resume
- ☐ Performance evaluation reports or references of similar consultancy assignments (if available)
- ☐ Financial proposal: All-inclusive lump-sum cost including accommodation cost (per diem) for this assignment as per work assignment.

15. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, per-diem to cover lodging, meals. No transportation as will travel by UNICEF vehicle to the field.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- ☐ Degree Education in Statistics, Monitoring and Evaluation, Research methods or relevant field (20 points)
- ☐ Knowledge of health systems, public health or immunization programs (20 points)
- ☐ Experience in the specific area of Monitoring and Evaluation (40 points)
- ☐ Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.