

## United Nations Children's Fund

<b>Title: National Consultant to Support the Immunisation Supply and Cold Chain</b>	<b>Funding Code</b>  N/A	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *Maximum end date <b>30 June 2023</b>	<b>Duty Station:</b>  Phnom Penh, Cambodia
<p><b>Purpose of Activity/Assignment:</b></p> <p>UNICEF is seeking a national consultant for 105 working days over a period of 8 months, with expertise in CCVLM with excellent understanding of the immunization supply chain system in the Cambodia's health system at national and sub-national levels. The consultant will be based mainly in the MOH/NIP office, to provide day to day technical support in the development and updating of new tools for immunization supply chain (ISC) monitoring and processes, planning the introduction of new vaccines (e.g., HPV), as well as CCVM capacity building and skills transferring of the newly recruited staff at NIP.</p> <p>The assignment's overall purpose is to provide technical support to the National Immunization Programme (NIP) in strengthening ISC system and staff capacity via skills transferring to new Government staff that have been recruited to NIP. The focus will be to support NIP in continuing the implementation of recommendations from the 2020 EVMA.</p> <p>The deliverables should be able to assist the NIP with the following:</p> <ol style="list-style-type: none"> <li>1. Skills transferred and capacity developed for the new cohort of ISC staff at NIP</li> <li>2. Facilitate robust and systematic implementation of the CCEOP by developing deployment plan and delivery.</li> <li>3. Updated national Standard Operating Procedure (SoP) to ensure vaccines are stored, transported, and administered in a safe and effective manner.</li> <li>4. Improved vaccine stock visibility and management at all levels to reduce vaccine wastage rate and effective use of data in vaccine need forecasting and allocation.</li> </ol> <p>The consultant will be home-based and expected to spend substantial time in NIP, UNICEF premises when required, and in the field.</p>			
<p><b>Scope of Work:</b></p> <p><b>A. Improve stock management tools and processes to minimize vaccine wastage via national and subnational vaccine stock monitoring and needs assessments</b></p> <ul style="list-style-type: none"> <li>▪ Support NIP to analyze quarterly vaccine request versus vaccine need using the Vaccine Request Analysis Tool (VRAT) and based on the monthly vaccine stock reports for optimal allocation and distribution plans to subnational levels (PHD/OD) as per updated NDVP &amp; national SoP of CCVM</li> <li>▪ In collaboration with NIP, assess provinces and health facilities with higher vaccine wastage than accepted threshold and provide hands-on guidance to reduce vaccine wastages</li> <li>▪ Support in updating ISC training materials on when there is an updated guideline</li> <li>▪ Support in preparing ISC training materials in Khmer for its adaptation into E-training modules</li> <li>▪ Support NIP in the monitoring of the CCVM's SoP at all levels to ensure good practices of vaccine storage and transportation to reduce vaccine wastage rate</li> <li>▪ Support NIP in tracking and reporting on the 2020 EVMA recommendations implementation status</li> </ul> <p><b>B. Implementation and monitoring of the status of last Effective Vaccine Management Assessment (EVMA) recommendations and Cold Chain Equipment Optimization Platform (CCEOP) for optimal cold chain equipment management</b></p> <ul style="list-style-type: none"> <li>▪ Support NIP, PHD/ODs to conduct ISC KPIs' data collection and analysis from sub-national level and present key findings during the Logistic Working Group (LWG) meetings</li> <li>▪ Provide technical support to NIP to coordinate multi-stakeholder meetings of the Logistic Working Group (LWG) and its sub-committees including preparing logistical arrangement such as agenda setting, participant</li> </ul>			

inviting, preparation of presentational materials, and documenting the discussion/decisions from the meetings

- Support PHDs/ODs/HCs to monitor and ensure CCE at all levels are updated in the NIP's web-based LMIS system via tracking recent CCE distributed, installed, and commissioned and providing technical to sub-national to regularly updating/ using the web-based LMIS system
- Support NIP in reviewing the CCEOP year 3 Operational Deployment Plan (ODP) and updating the plan based on the gap analysis and assessment of current CCE status and need
- Support NIP in ensuring proper deployment and installation of the CCE per the OPD by supporting NIP in coordinating with the service providers and providing performance evaluation reports of services after installation and commissioning to UNICEF
- Provide specialized support to NIP to for technical review of CCE's specifications and evaluation for the planned procurement under the new GAVI-HSS procurement including reviewing the specifications, designing deployment plans and implementation of the deployment plan
- Liaise with internal and external stakeholders to support the vaccine supply chain monitoring to avoid stock out especially in remote and hard to reach areas
- Review the drafted CCE disposal guideline and support for its finalization, translation and approval seeking from MoH for implementing at all levels, as part of the EVMA's recommendations and CCEOP
- Provide technical support for HPV vaccine introduction via the analysis of storage capacity analysis, logistics management for safe vaccine storage and transportation, and prepare a waste management mechanism for the multi-age cohort (MAC) campaign
- Conduct a review on the current temperature monitoring system (Including the RTMS and 30DTR) such as templates, tools for data collection, data analysis, and feedback system) and develop the updated templates, reporting procedure, data analysis and training materials on this updated RTMS to train NIP's ISCL staff Provide on the job training in reading and recording of temperatures from the fridge

**C. Build Capacity of iSC personnel at all levels in overall CCVM**

- Support NIP to conduct an initial orientation for newly recruited iSC staff at NIP for a week and refresher training after three months, with interval on-the-job training with pre and post-tests will be conducted to review the progress.
- Support NIP in facilitating training of new national iSC personnel in national SoP of CCVM which includes vaccine need forecasting, gap analysis, and monitoring of vaccine and cold chain equipment's temperature data
- Conduct interval monitoring visits to sub-national level with the newly recruited iSC staff of NIP to provide on-the-job training and skills transferring on CCVM

**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](#)

<b>Consultant sourcing:</b> <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>Supervisor:</b> Health Specialist		<b>Start Date:</b> 15 May 2023	<b>End Date:</b> 31 December 2023
Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Support NIP to analyze quarterly vaccine request versus vaccine need using the Vaccine Request Analysis Tool (VRAT) and based on the monthly vaccine stock reports for optimal allocation and distribution plans to subnational levels (PHD/OD) as per updated NDVP & national SoP of CCVM and provide feedback to all provinces using Vaccine Request Analysis Tool for analysis and feedback	<b>Deliverable 1:</b> Quarterly Vaccine and injection materials' Distribution Plans submitted to NIP	By end Jun 2023	25%
Support NIP to conduct an initial orientation for newly recruited iSC staff at NIP for a week and refresher training after three months, with interval on-the-job training with pre and post-tests will be conducted to review the progress. Support NIP in facilitating training of new national iSC personnel in national SoP of CCVM which includes vaccine need forecasting, gap analysis, and monitoring of vaccine and cold chain equipment's temperature data Conduct interval monitoring visits to sub-national level with the newly recruited iSC staff of NIP to provide on-the-job training and skills transferring on CCVM	<b>Deliverable 2:</b> Report on capacity building and skill transferring to newly recruited iSCL staff at the national level on CCVM by conducting the induction and on-the-job trainings by providing hands-on support to use data for planning, forecasting and analysis	By end Oct 2023	20%
Conduct a review on the current temperature monitoring system (Including the RTMS and 30DTR) such as templates, tools for data collection, data analysis, and feedback system) and develop the updated templates, reporting procedure, data analysis and training materials on this updated RTMS to train NIP's iSCL staff Provide on the job training in reading and recording of temperatures from the fridge	<b>Deliverable 3:</b> Submission of updated RTMD templates, reporting procedure, data analysis and training materials.	By end of August 2023	20%
Support NIP, PHD/ODs to conduct iSC KPIs' data collection and analysis from sub-national level and present key findings during the Logistic Working Group (LWG) meetings. Provide technical support to NIP to coordinate multi-stakeholder meetings of the Logistic Working Group (LWG) and its sub-committees including preparing logistical	<b>Deliverable 4:</b> Status of iSC KPIs presented in at least 3 Logistic Working Group (LWG)	By end of Dec 2023	15%

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
arrangement such as agenda setting, participant inviting, preparation of presentational materials, and documenting the discussion/decisions from the meetings			
<p>Support PHDs/ODs/HCs to monitor and ensure CCE at all levels are updated in the NIP's web-based LMIS system via tracking recent CCE distributed, installed, and commissioned and providing technical to sub-national to regularly updating/ using the web-based LMIS system</p> <p>Support NIP in reviewing the CCEOP year 3 Operational Deployment Plan (ODP) and updating the plan based on the gap analysis and assessment of current CCE status and need</p> <p>Support NIP in ensuring proper deployment and installation of the CCE per the OPD by supporting NIP in coordinating with the service providers and providing performance evaluation reports of services after installation and commissioning to UNICEF</p> <p>Provide specialized support to NIP to for technical review of CCE's specifications and evaluation for the planned procurement under the new GAVI-HSS procurement including reviewing the specifications, designing deployment plans and implementation of the deployment plan</p>	<p><b>Deliverable 5:</b></p> <p>a) Submission of a revised ODP</p> <p>Updated CCE inventory in the Web-based LMIS system</p>	By end of Dec 2023	20%

<p><b>Minimum Qualifications required*:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>Bachelor's degree in supply chain management, Engineering, public health, medical/health related sciences, or any other related field.</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <p>The national consultant should have the following qualifications:</p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in supply chain management, Engineering, public health, medical/health related sciences, or any other related field.</li> <li>▪ At least eight years experiences in managing immunization supply chain system in Cambodia.</li> <li>▪ Excellent knowledge about Cambodia's health system</li> <li>▪ Ability to work independently and within set timeframes.</li> <li>▪ Previous experience working with or supporting MOH on immunisation supply and cold chain management an asset.</li> <li>▪ Training or experience in partnership management is an asset.</li> <li>▪ Strong communication and writing skills</li> </ul> <p><b>Technical Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>▪ Have a very good knowledge of network infrastructures, databases, cloud technologies, systems integration, and other technologies</li> <li>▪ Have expertise in building the capacity of agents in the use of a logistics information management system</li> <li>▪ Have very strong immunization supply chain data analytical skills</li> <li>▪ Have skills in vaccine forecasting, and distribution planning</li> <li>▪ Has very good knowledge of RTMDs and the interpretation of temperature data.</li> </ul> <p><b>Languages</b></p> <ul style="list-style-type: none"> <li>▪ Fluent in the local language Khmer, oral and written</li> <li>▪ Fluent verbal communication in English is required</li> </ul> <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (maximum 75 Points)      B) Financial Proposal (maximum of 25 Points)</p> <p><b>A) Technical Evaluation (maximum 75 Points)</b></p> <p><b>1.1. Educational Qualification (30%)</b></p> <ul style="list-style-type: none"> <li>- A University degree in Supply Chain Management, Engineering, public health, medical/health related sciences, or any other related field. 20%</li> <li>- Additional training in immunization supply chain management, vaccine management, cold chain management, or related training 10%</li> </ul> <p><b>1.2 Relevant Experience: (45%)</b></p> <ul style="list-style-type: none"> <li>- Relevant work experience or exposure within immunization supply chain (min 8 year) 8%</li> <li>- Relevant work experience in vaccine forecasting, distribution planning, cold chain monitoring, temperature monitoring, capacity building in iSC. Able to handle data and information on computer software (min 8 years) 20%</li> <li>- Experience coordinating and implementing EVMA and cIP. 7%</li> </ul>	

- Excellent communication skills in Khmer and English (written and verbal). Facilitation skills is an asset. 5%
- Proven ability to work in teams and work independently work – based on CV / work experience (roles and responsibilities in position) 5%-

**B) Financial Proposal (maximum of 25 Points)**

As a national consultant, a lump-sum offer shall be based on the cost breakdown: consultancy fee, travel costs, per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Phnom Penh, including transportation inside the city and other costs. The field travel (if involved) shall be based on the most direct and economy fare. No international travel shall be required during the period of this consultancy. No financial information should be contained in the technical proposal.

For evaluation: An assessment matrix will be completed to assess the candidates' experience and qualifications against the minimum qualifications indicated in the ToR.

**Administrative details:**

Visa assistance required: ☐

☒ Home Based ☐ Office Based:

**If office based**, seating arrangement identified: ☐

IT and Communication equipment are not required: ☒

Internet access is not required: ☒

<sup>1</sup> 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 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.

The selected candidate is solely responsible for ensuring 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 candidates 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. 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.

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.