

**UNICEF PACIFIC**

**TERMS OF REFERENCE FOR**

**IMMUNIZATION COLD CHAIN CONSULTANT**

**Requesting Section: Child Survival and Development**

**Date/updated date: 06 March 2018**

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

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1. **Purpose of Assignment:**

Providing technical guidance to the Solomon Islands Ministry of Health and Medical Services (MHMS) in strengthening the cold chain and immunization supply chain system in the country. The focus will be on implementation of 2017 Effective Vaccine Management Assessment (EVMA) recommendations and initiating the roll-out of the approved Gavi Cold Chain Equipment Optimization Platform (CCEOP) proposal.

**Background:**

The Solomon Islands is a double chain archipelago of more than 900 islands with a landmass of 28,400km2 and over 1.3 million km2 of Territorial Ocean. The country is considered as a fragile and least developing country (UN LDC status), with total population of 599,419[[1]](#footnote-1) . and annual birth cohort to be around 18,500 infants. With the vast expanse of territories inhibited by relatively small and widely dispersed populations, Solomon Islands shows unique characteristics in terms of supply chain management challenges.

UNICEF Pacific supports Solomon Islands in achieving its national immunization goals with an increased focus on strengthening its immunization supply chain systems to ensure that potent vaccines are available and are delivered efficiently. The Solomon Islands is prone to natural disasters and in that regard strengthening national immunization is especially important. Solomon Islands is a Gavi eligible country in accelerated transition phase and recently conducted an EVMA in July 2017 with an improvement plan developed for implementation. In addition, the country got approval from Gavi to expand the cold chain coverage to all health facilities in the country through the CCEOP, in addition to introducing new life saving vaccines to the routine schedule: like rotavirus, HPV and second dose of measles vaccine.

UNICEF Pacific is seeking a consultant to technically assist the MHMS to implement some specialized cold chain activities in the country, to further strengthening the immunization supply chain.

1. **Scope of Work/ Work Assignments:**

Under the supervision of UNICEF, working closely with the MHMS EPI program and the National Medical Stores (NMS), the focus of the assignment will include:

* Facilitate the implementation of the cold chain equipment (CCE) maintenance plan while also conducting a comprehensive assessment of outsourced maintenance being practiced by the NMS for CCEs and document lessons learned.
* Conducting a temperature mapping study in the country for immunization supply chain.
* Adapt and finalize Standard Operating Procedures (SOPs) for monitoring vaccine storage temperatures at fixed storage locations.
* Conduct a training workshop for key MHMS and NMS staff on cold chain equipment maintenance, temperature monitoring and implementation of EVMA recommendations.
* Review and design a database system that will (a) track CCE distribution, installation and commissioning; (b) monitor CCE performance (e.g., monthly DTR alarms); and (c) maintenance/promptness of repairs.
* Redesign the manual temperature recording form to have space for recoding alarm events and actions taken as the result of any event for better efficiency. This should be followed by on-site trainings for health workers on the use of new revised temperature recording forms, use of 30DTR and preventive maintenance as prescribed in the national vaccine cold chain policy
* Work with the NMS and facilitate the installation of the procured cold chain equipment to health facilities based on the agreed deployment plan. Provide guidance to MHMS and NMS to identify and contract service providers for installation of the equipment.
* Provide a progress report and updates on the 2017 EVMA recommendations implementation and suggested next steps.
* Provide a progress report and updates on CCEOP recommendations implementation and suggested next steps.
* Other duties (on immunization supply chain management) deemed relevant by UNICEF Pacific Officials.

1. Work Schedule:

From April 2018 (or sooner if possible) for a total duration of 8 weeks.

1. Deliverables/End Product(s):

* Report of the comprehensive assessment of outsourced maintenance being practiced by the NMS for CCEs and document lessons learned and implementation of the cold chain equipment (CCE) maintenance plan activities
* Finalized Standard Operating Procedures (SOPs) for monitoring vaccine storage temperatures at fixed storage locations and training of key MHMS and NMS staff on the new SOP.
* Training materials for the identified immunization supply chain activities conducted under this consultancy, covering (but not limited to) cold chain equipment maintenance, temperature monitoring and implementation of EVMA recommendations.
* Established data system that will (a) track CCE distribution, installation and commissioning; (b) monitor CCE performance and monthly 30DTR alarms and (c) maintenance/promptness of repairs.
* Redesigned temperature chart based on the latest WHO recommendations with space for recoding alarm events and actions taken
* Report of the installation of CCEs procured using the Gavi HSS1 funds in 2017
* Temperature mapping study report.
* Progress report on the 2017 EVMA recommendations implementation and suggested next steps.
* Progress report on CCEOP recommendations implementation and suggested next steps
* Monthly consultancy progress reports.
* Final report covering all the activities performed during the assignment.
* Presentation to be provided to UNICEF Pacific covering the outcomes and achievements of the assignment.

All products should be in electronic and hard copy submission. Dates could differ depending on availability of documents and data.

1. Payment Schedule:

Consultancy fee, daily 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 delivery of the following key deliverables (as above). However, the timeline of deliverables can be negotiated based on competing priorities.

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| **Deliverables** | **Payments** |
| At the end of 4 weeks:   * Redesigned temperature chart based on the latest WHO recommendations with space for recoding alarm events and actions taken * Finalized Standard Operating Procedures (SOPs) for monitoring vaccine storage temperatures * Training materials * A data system that will (a) track CCE distribution, installation and commissioning; (b) monitor CCE performance and monthly 30DTR alarms and (c) maintenance/promptness of repairs. * Draft report of the comprehensive assessment of outsourced maintenance being practiced by the NMS for CCEs * Temperature mapping study report * Monthly report | **40% of the total agreed amount** |
| At the end of 8 weeks:   * Progress report on the status of EVMA recommendations implementation and suggested next steps. * Progress report on the status of CCEOP recommendations and future steps. * Report of the installation of CCEs procured using the Gavi HSS1 funds in 2017 * Final report covering all the activities performed during the assignment   - Presentation to be provided to UNICEF Pacific covering the outcomes and achievements of the assignment | **60% of the total agreed amount** |

1. **Type of supervision that will be Provided:**

The consultant will work under the supervision of EPI Specialist and Chief of Solomon Islands UNICEF Field Office with technical direction from Maternal and Child Health Specialist at UNICEF Pacific in Suva.

1. **Consultant’s work plan and Official Travel Involved:**

The duration of full-time consultancy is 8 weeks.

The lump sum contract includes fees, living expenses and incidentals, cost of travel to and cost of one trip in economy class on the following route: Place of recruitment-Solomon Islands-place of recruitment. However, the consultant has to make own arrangements for international travel to and from Solomon Islands upon approval of consultancy. The consultant is responsible to organize his/her own visa to Solomon Islands. For travels within Solomon Islands, the consultant will be responsible to organize his/her own travels and be reimbursed upon submission of receipts/invoices

1. **Consultant’s Work Place:**

The consultant will be based in UNICEF Solomon Islands Field Office premises in Honiara.

The consultant is expected provide technical support to Solomon Islands MHMS and the NMS on daily basis. The consultant should bring own computer.

1. **Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* University (preferably advanced) degree is required in supply chain management, industrial engineering, economics, logistics, business, operations management, public health or any other relevant field.

Experience

* At least 5 years of experience, at the national and international levels, on supply chain management, cold chain management, logistics or operations management and at least 3 years of experience on immunization/public health programmes.
* Familiarity with cold chain systems, effective vaccine management, inventory policies, logistics, outsourcing, segmentation strategies, integration of health products, and other system design strategies
* Proven ability to conceptualize, innovate, plan and execute ideas.
* Good writing and communication skills.
* Computer skills, including quantitative analysis and reporting tools.

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 work place.
* Versatility, judgment and maturity.

1. **General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations.  The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946.  The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF.  During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF.  The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor  (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorised by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations.  The Contractor may not use such information without the written authorisation of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract.  At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement.  In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**5. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above.  The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members.  The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**6. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling  with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval.  Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**7. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter.  If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties.  Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel.  The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**8. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**9. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party.  The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor)  in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.  If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor.  Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**10. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract.  Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.



**ETHICS FOR SAFEGARDING THE INTERESTS/RIGHTS OF CHILDREN AND WOMEN IN RESEARCH and COMMUNICATION**

NON-DISCRIMINATION

When consultants conduct interviews, focus group discussions, take photos, videos, consultants shall ensure that selection of participants and the processes and methods used serve to correct, not reinforce, patterns of exclusion. This requires attention to socio-economic barriers including gender, disability and age discrimination as well as the different ways and capacities in which children and women express themselves.

PARTICIPATION

Consultants shall ensure that the purposes and processes of the interviews, photo taking, etc. are fully explained, using alternative forms of communication where necessary and making reference to any implications for participants of time, cost and the possible influence of the outcomes. The way information is conveyed must be appropriate to the context and to the child capabilities when child is involved.

INFORMED CONSENT

Consultant shall ensure that the participants know their right to refuse or to withdraw from the interviews, photos, etc. at any time and obtaining verbal or written consent without coercion. Parental consent is required to use children in communications but there should also be a discussion with the child or children.

IDENTIFICATION OF RISKS

Consultant should be mindful of the risks involving children and women in the research. Consultant should withhold information where that information may place them at risk and take necessary measures to protect them from placing themselves at risk.

CONFIDENTIALITY

Consultants shall offer conditional anonymity and confidentiality to all participants and explain to participants the limitation of confidentiality and possible intervention based on what is in their best interests. Consultant is fully responsible for identifying the follow-up action and referrals to be made in case confidentiality is broken.

MISUSE OF INFORMATION

Consultants are fully responsible for considering the short and long-term consequences of the communication or research from the different perspectives of participants, policy-makers, researchers and UNICEF.

1. [*World Population Prospects: The 2017 Revision"*](https://esa.un.org/unpd/wpp/DataQuery/). ESA.UN.org (custom data acquired via website). [*United Nations Department of Economic and Social Affairs*](https://en.wikipedia.org/wiki/United_Nations_Department_of_Economic_and_Social_Affairs), Population Division*. Retrieved 10 September 2017* [↑](#footnote-ref-1)