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| **National Consultant to Support Central Expanded Programme on Immunization (CEPI) in the Planning, Implementation and Roll-Out of Capacity Building on Immunization Supply and Cold Chain Data Use Initiative**  **Section in Charge**: Young Child Survival and Development  **How does the consultancy relate to work plan:**  Improved Young Child Survival and Development (YCSD) with focus on the most vulnerable age groups -new-born by 2017 through increased coverage and quality of more evidence-based preventive and curative services for under-five children and new-born.  **Outcome reference**: Outcome 102.002 - Increased national and subnational level to provide equitable access and use of quality high impact maternal, new-born and child health (MNCH) services.  **Output reference:** WBS: 102.002.017: Support MOHS in building and sustaining an efficient cold chain and immunization logistics systems (expansion/replacement plan, EVM improvement plan) |
| 1. Background:   UNICEF has been supporting MOHS in building and sustaining an efficient cold chain and immunization supply chain systems support through procurement, distribution and installation of Cold Chain Equipment.  In 2016, UNICEF supported Central EPI program in Myanmar to identify activities to increase use of immunization supply chain data at all supply chain levels through deployment of technical consultants. Increasing the use of data will lead to more effective management of the immunization supply chain and make the health workers understand the benefits to themselves of the data they already collect and report. With this, the overall performance of the supply chain and the availability of potent vaccines is expected to improve. An Immunization Supply Chain Data Use Manual and dashboard templates are being finalized and an implementation plan was already developed and agreed to roll out to all health facilities after conducting pilot project. Therefore, UNICEF is searching for a consultant to support pilot and implementation of the manual and dashboards. |
| 1. Objectives of the consultancy:   The main purpose of this consultancy is to provide technical support to plan coordinate, implement and monitor the pilot project and roll out of improvement plan of the supply chain data use, i.e. implementation of the data use manual and supply chain performance dashboard. This support is essential towards preparations for transforming from paper based immunization supply chain data management in to electronic logistics management information system including cold chain information management systems and the real-time temperature monitoring.  Therefore, before migration in to electronic system, the paper based system need to be user friendly and all staff involved in the immunization supply chain should be adequately oriented on the new changes and improvement made. This will ensure health workers are capable of using the system, carry out data analysis, and make use of data for decision making, by the time the paper based is migrated in to electronic system.  **Specific objectives:**   1. Plan, implement and evaluate the pilot of Immunization Supply Chain Data Use Manual and dashboards (time allocation: 40%)   Before full implementation the manual and dashboards will be piloted in a selected number of townships. The consultant will work closely with CEPI in all phases of the piloting including planning the pilot, implementing the pilot through trainings of staff and continued support to pilot townships, and evaluating the pilot including identifying necessary updates to manual and tool.   1. Finalize Immunization Supply Chain Data Use Manual, reporting tools, dashboard templates and training material based on recent discussions and pilot evaluation (time allocation: 20%)   Based on the findings from the pilot and further discussions with CEPI and UNICEF, the consultant will update the manual, dashboard templates and training material accordingly such that all material is ready for implementation. As needed the consultant will work with translating company and designers to ensure all material is available in local language and tools and templates are available in the right formats as well as in detailed specification for the mass printing.   1. Lead and coordinate the implementation of Immunization Supply Chain Data Use Manual and Dashboards (time allocation: 40%)   The consultant will have the overall responsibility for the coordination of the implementation in collaboration with CEPI focal point for data use activity implementation. This includes developing the detailed implementation plan, provide trainings as required (cascading trainings expected, so the consultant will conduct TOTs), provide support to health facilities and store staff as required. |
| 1. Reasons why the Assignment cannot be done by a UNICEF Staff Member:   The Consultant will take a lead on the implementation of the data use manual and performance dashboard by working closely with the focal person of immunization supply chain from central expanded programme on immunization (cEPI). The consultant will also work closely with State/Regional EPI team leaders to develop planning, conducting the pilot and roll out in the targeted State/Region and Townships in consultation with relevant programme officer in YCSD section. Consultant will travel frequently to field as required for planning, conducting training, monitoring the progress of roll out and get feedbacks from the end users. Regular meetings with UNICEF team and MOHS partners will also be conducted.  The improvement in the supply chain data use by implementing data use manual and dashboard is a time-bond project which need to be in line with the transition plan to migrant the paper based system to electronic information system, therefore a dedicated external consultant is required to support the successful implementation. |
| 1. Geographic Area: Based in Yangon with frequent travel to Nay Pyi Taw and field as required. |
| 1. Duration of Consultancy: 11.5 months (starting 1 December 2017 – 15th November 2018) with the possibility of extension based on the needs and funding availability. |
| 1. Type of Supervision/support required from UNICEF: The consultant will report to immunization specialist, and on day to day matters, he/she will work closely with UNICEF Immunization unit staff responsible for immunization supply Chain as well as e collaboration with the Cold Chain focal person from central Expanded Programme on Immunization (cEPI). |
| 1. Description of Assignment:  |  |  |  | | --- | --- | --- | | Tasks | Deliverable | Duration/Timeline | | Develop and finalize detailed pilot implementation plan | Detailed pilot implementation plan | December 2017 | | Implement pilot project and document the key findings from the pilot project | Draft initial document after 2 months of pilot (one reporting cycle)  Short document with key findings from the pilot | February 2018 | | Continue pilot project and document the key findings from the pilot project | Progress report after 4 months of pilot  Short document with key findings from the pilot | April 2018 | | Complete the pilot project and document the key findings from the project | Final Pilot project report with key findings and recommendations from pilot | June 2018 | | Based on the pilot project key findings, update the immunization supply chain data use manual, data tools dashboard, and training materials | Updated Immunization Supply Chain Data Use Manual (ready for implementation quality) | July 2018 | | Conduct TOT and cascade training at Central and State/Regional levels | TOT training and cascade training at Central and State/regional level conducted | August 2018 | | Roll out the immunization supply chain data use manual and dashboard in the prioritized townships | Facilitated and completed roll out of Immunization Supply Chain Data Use Manual and dashboards in 20 townships | November 2018 | |
| 1. Payment Terms   Payments will be processed upon submission of report of work completed against the major deliverables as indicated below:   |  |  |  | | --- | --- | --- | | Sr. No | **Description of Payment Terms/Deliverables** | **Expected payment date** | |  | First payment (5%) upon submission of detailed pilot implementation plan | December 2017 | |  | Second Payment (15%)upon submission of short document with key findings from the pilot | February 2018 | |  | Third payment (15%) upon submission of progress report after 4 months of pilot | April 2018 | |  | Forth payment (15%) upon submission of final pilot project report with key findings and recommendations from pilot | June 2018 | |  | Fifth payment upon (10%) submission of TOT training and cascade training at Central and State/regional level conducted | August 2018 | |  | Sixth payment (10%) upon submission of first progress report on Immunization Supply Chain Data Use Manual and dashboards implementation in selected townships | September 2018 | |  | Seventh payment (10%) upon submission of second progress report on Immunization Supply Chain Data Use Manual and dashboards implementation in selected townships | October 2018 | |  | Eighth payment upon (20%) upon submission of completion report on Immunization Supply Chain Data Use Manual and dashboards implementation in selected townships | November 2018 | |
| 1. Advertisement / Invitation / Request for Expression of Interest   Consultancy will be advertised through HR network and on UNICEF websites as well as head hunting of potential candidates. |
| 1. Selection process (EOI to be attached to TOR)   The consultant will be identified by UNICEF based on a competitive selection process, considering the candidate’s experience, the quality of the answers produced, and the lump-sum requested. If deemed opportune, UNICEF will require a telephone interview with shortlisted candidates. |
| **11. Qualification and specialized knowledge/experience required for the assignment:**  ***Education:*** Master Degree in Public Health, Supply Chain Management, Statistics, Pharmacy, Medicine or another relevant discipline for health supply chain data use or first university degree with relevant experience in supply chain, data management or visualization.  ***Work Experience:*** Minimum five years relevant and progressive professional work experience including work experience in immunization supply chain data use, immunization, supply chain and/or data use. Myanmar work experience required.  ***Language:*** Full professional proficiency in English (written and oral) is required. Full professional proficiency in Myanmar language is required.  ***Competencies:*** The successful candidate is expected to demonstrate the following competencies that are necessary to this consultancy:  **Core Competencies**   * Excellent communicator of concepts both verbally and in writing to a developing country government and international audience. * Able to quickly understand instructions, to proactively seek clarification when needed. * Able to work well in a team environment and with good leadership skills.   **Functional Competencies**   * Works independently and is problem-solving oriented. * Works well in a multi-cultural environment and establishes harmonious and effective working relationships. * **Demonstrates communication and relationship-building skills.** * Proven capacity to work across different locations utilizing technical skills within supply chain management and data visualization, management and/or monitoring. |
| **13. Other conditions:**  The consultant will be working closely with the Immunization Supply Chain focal person of central expanded programme on immunization in the Department of Public Health of the Ministry of Health & Sports as well as frequently travel to the project sites. UNICE will provide the office laptop for use in the data management purposes. All required travel in the field, will be arranged and covered by UNICEF, along with DSA.  **Life and health insurance**  UNICEF does not provide or arrange life or health insurance coverage for consultants and individual contractors, and consultants and individual contractors are not eligible to participate in the life or health insurance schemes available to United Nations staff members. Consultants and individual contractors are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. The responsibility of UNICEF is limited solely to the payment of compensation for service-incurred death, injury or illness as per the provisions detailed below.  **Insurance for service-incurred death, injury or illness**  Consultants and individual contractors who are authorized to travel at UNICEF expense or who are required under their contract to perform services in a UNICEF or United Nations office shall be provided with insurance coverage, through a UNICEF-retained third party insurance provider, covering death, injury and illness attributable to the performance of official UNICEF duties. Compensation in the event of service-incurred death, injury or illness shall be equivalent to amounts stipulated in the agreement between UNICEF and the insurance provider.  **Ethical principles:**  Research methods used should be consistent with UNICEF Ethical And Principle Guidelines for the reporting on children and young people under 18 years old. <http://childethics.com>  **Payment schedule:**  Payments will be made based on reception of the deliverables as mentioned in detail under section 8.  **Confidentiality:**  The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/ or publication will reside solely with UNICEF.  The contract signed with the consultant will include the other general terms defined by UNICEF. |
| **15. Nature of Penalty Clause to be stipulated in the contract:**  UNICEF Myanmar reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment is not met or deadline set for the accomplishment of the tasks is missed. |