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| **Purpose of Activity/Assignment:**  UNICEF supports countries in achieving their national immunization goals. The achievement of these goals depends on having strong Immunization Supply Chains Management (ISCM) systems in place that are routinely assessed and improved through the comprehensive Effective Vaccine Management (EVM) Assessment. The objectives for ISCM are to achieve adequate supply for every immunization session without temperature damage and at the lowest possible cost per fully immunized child and make sure that vaccines are available thanks to strengthened stock management systems established in places at all supply chain levels. To implement this activity at country level, UNICEF HQ has allocated grant for UNICEF CO and planned activities are expected to be in line with EVM recommendations. In September 2022, EVM assessment has been conducted in Kyrgyzstan jointly by WHO and UNICEF under WHO leadership and set of recommendations are related with the strengthening of stock management in immunization programme at all levels of supply chain (National and sub-national) in line with the latest UNICEF/WHO guidelines. Key summary of findings shows that improvements need to be done in the area of documentation, registration and reporting including reconsidering national guidelines regulating stock management as well as capacity building of health workers in more accurate calculation of vaccine needs to avoid overstock or understock. In this regard, UNICEF is ready to provide technical assistance to the the Ministry of Health (MoH)/Republican Center for immuneprophylaxis (RCI) to address these recommendations as a first initial implementation of Country Action Plan (CAP). |
| **Scope of Work:**The scope of work is to be implemented in close cooperation with RCI and UNICEF in the area of stock management based on the latest WHO/UNICEF guidelines and recommendations, and in the area of digitalization of stock management. **Objective/purpose of the services**Within the technical area the consultant will provide support in the following:* Review of national regulatory and reporting documents (Orders, SOPs, registration journals, etc.) related with stock management;
* Review of MoH Roadmap on digitalization of immunization information system and ensure discussion is held between relevant offices in order to use an agreed format for e-stock management;
* Technical support in determining contingency (buffer) stock levels to reduce fluctuations in demand and supply risks, and to maintain contingency stock at all levels of the immunization supply chain;
* Review of stock and temperature registration procedures and provide technical support to update documentation to ensure batch traceability at all levels of the immunization supply chain as well as including the records of diluents along with the stocks of vaccines;
* Technical support in calculating the annual vaccine requirement using actual data on vaccine wastage, which can be obtained from Form 5 of regional reports and other sources;
* Support in preparing calculations for establishing maximum and minimum stock levels for vaccines and related supplies at each level of the supply chain (National, oblast and rayon);
* Provide training on key principles and procedures for vaccine management, ie policy on stock levels of vaccines and related supplies, diluent management and devices;
* Review of the distribution plan and methods to ensure evidence-based documentation that defines the needs of health care organizations considering available vaccine stocks in the field.
* Development of the draft of Product arrival report (PAR) for vaccines and other supplies for review by RCI and UNICEF and its finalization as per received comments;
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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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 **Child data role**[ ]  YES    [x]   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):

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| **Supervisor:** Procurement Services Officer, CSD | **Start Date:** April 15, 2024 | **End Date:** May 25, 2024 | **Number of Days (working):** 1 month (31 working days). |
| **Work Assignment Overview** |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| Review and introduction with EVM assessment report and other guiding documents. Review procedures and all related documentations used for the records of the stock management | * EVM report and recommendations are reviewed;
* Review of national regulatory and reporting documents (Orders, SOPs, registration journals, etc.) related with stock management;
* Provide recommendations on stock management digitalization aligned with a National Roadmap;
* Draft of the working plan is developed and finalized with partners and UNICEF;
* Priorities are identified and agreed;
* Technical support to update documentation with reflection of batch traceability at all levels of the immunization supply chain is provided along with including the the records of diluents corresponding to the stocks of vaccines;
* Stock and temperature registration procedures are reviewed and recommendations on its updating are provided and updated if necessary;
* Calculation of the annual vaccine requirement based on actual data on vaccine wastage obtained from Form 5 of regional reports is done;
* Maximum and minimum stock levels for vaccines and related supplies at each level of the supply chain (National, oblast, rayon and service delivery points (PHC, maternity)) is established together with RCI based on WHO/UNICEF guidelines for further documentation;
* Visit to the sites of immunization supply chain (Oblast, rayon and service delivery) to get more information and review of the records, calculation and forecasting;
* Provide recommended format for estock management based on agreement with relevant offices on digital solutions and its functionality and provide other relevant recommendations ;
* Interim activity report is submitted
 | May 01, 2024 | 40% |
| Under close cooperation with RCI to submit report on vaccine stocks | * 1,5 day Central training (ToT) on key principles&procedures and WHO/UNICEF guidelines for vaccine management, ie policy on stock levels of vaccines and related supplies, diluent management;
* Technical report with recommendations for Distribution plan and methods to ensure evidence-based documentation that defines the needs of health care organizations is reviewed and corrected if necessary based on the available vaccine stocks in the field;
* Development of the draft of Product arrival report (PAR) for vaccines and other supplies for review by RCI and UNICEF and its finalization as per received comments;
* Final report is submitted along with further recommendations;
 | May 25, 2024 | 60% |

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |
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| **Estimated Consultancy fee** | **31 days** |  |  |
| Travel Local (please include travel plan). The consultant is expected to work in Bishkek, therefore travel days are included. Overall 36 days. | Kyrgyzstan, Bishkek |  |  |
| DSA (if applicable) |  |  |  |