

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant for planning and deployment of cold chain equipment funded by DFAT through UNICEF for 02 selected provinces in Viet Nam	SM 210211 (DFAT)	<input checked="" type="checkbox"/> Consultant	Ha Noi; Remote and field visits
<p>Purpose of Activity/Assignment:</p> <p>With support from UNICEF, the cold chain system for vaccine storage and management in the national Expanded Programme on Immunization (EPI) has been strengthened. However, the cold chain system has not yet met the current storage demand at community level (commune health centers) as well as for introduction of new vaccines including HPV and PCV which is planned in 2025 and 2026.</p> <p>UNICEF has been able to support Ministry of Health (MOH) and the National Expanded Programme on Immunization (NEPI) of the National Institute of Hygiene and Epidemiology (NIHE) of MOH with procurement and supply of more than 4,000 units of cold chain equipment (CCE): model HBC80 for commune health centers. This met only 30 per cent of the demand at community level and several provinces are still in need of further support for CCE given the increase in the population and more vaccines will be introduced in EPI (e.g. PCV and HPV).</p> <p>Normally, the planning and distribution of CCEs supported by UNICEF are managed by NIHE at national level. However, with the changes in decentralization of decision making and management of public goods and assets to provincial level authorities, the role and responsibilities for receiving incl. custom clearance and distribution of CCEs are now with the Provincial People's Committees (PPCs) and the designed agencies such as the provincial Department of Health (DOH) and or the Center for Disease Control. UNICEF is planning to support selected provinces to review their needs, and plan and deploy their provincial plan for CCE at commune health centers. To receive UNICEF's support and supplies including CCE, the DoH and or CDC have to develop a non-technical project document in line with the current ODA's regulations issued by the Government and submit to the provincial PPC for approval.</p> <p>In this decentralized context and to support timely development of non-technical project proposals and the approval and effective implementation of CCE deployment plans of 02 selected provinces namely Hung Yen and Quang Binh, UNICEF would like to seek a consultant to provide technical support for provincial partners in planning and implementation of CCE deployment plans in coordination with the vendors, NIHE and UNICEF.</p>			
<p>Scope of Work:</p> <ul style="list-style-type: none"> ● In coordination with provinces and NIHE, MOH to review, validate and ensure the non-technical project documents on acceptance of the CCE (220 units of refrigerator HBC 80) by provinces are developed meeting the current need and in-line with Government regulations and requirements, and approved by Provincial People's Committees (PPCs). ● In coordination with provinces and NIHE, MOH, to provide technical advice and input to provincial Departments of Health of Hung Yen and provincial Center for Disease Control of Quang Binh for preparation of customs clearance documents and development of CCE delivery plans which include a list of identified health facilities receiving the equipment. ● In coordination with provinces, NIHE, MOH and the selected vendors, to assist the implementation of supply delivery plans, and organization of UNICEF and donor's visits on deployment of the CCE including a hand-over event in at least one province. 			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p>			

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](#)

Budget Year:	Requesting Section/Issuing Office:	
2024	CSDE	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: the procurement and delivery of medical equipment is one time intervention which is not included in the UNICEF's annual workplan signed with MOH.		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: N/A		
Supervisor: MCH Specialist	Start Date: 16 Sept 2024	End Date: 31 Dec 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated level of effort (days)
<p>Task 1: to review, validate and ensure the non-technical project documents on acceptance of the CCE (Haier HBC80) by provinces are developed meeting the current needs, in-line with Government regulations and requirements, and approved by Provincial People's Committees (PPCs).</p> <ul style="list-style-type: none"> - To organize at least two weekly on-line meetings with provinces, NIHE, MOH and UNICEF to review implementation progress - Conduct 02 field visits and consultations with 02 provinces on the need and provide guidance and advice on development of non-technical project documents incl. customs clearance on acceptance of CCE in line with the current Govt's regulations, and submission of the documents to relevant provincial Depts and PPCs. - To review and provide advice to 02 provinces to address comments made by relevant provincial Depts and PPCs, revise, finalize and submit non-technical project documents to PPCs for approval. 	<p>02 non-technical project documents on acceptance of CCE are approved by competent provincial authorities</p>	<p>15 Nov 2024</p>	<p>10 days</p>
<p>Task 2: to provide technical advice and input to provincial Departments of Health (DOH) and Center for Disease Control (CDC) of 02 provinces for development of CCE deployment plans which include a list of identified health facilities receiving refrigerators.</p> <ul style="list-style-type: none"> - Discuss with and provide guidance to provinces for development of a detail CCE operational deployment plan (ODP). - Review the provincial ODPs, discuss and agree with provinces and the vendors on deployment planning - Coordinate discussions and agreement between provinces and the selected vendor on detail timeline for implementation of the ODP in 02 provinces. 	<p>02 CCE deployment plans for CCE distribution and installation, and on-site training on use of CCE are developed and agreed between provinces and the selected vendor</p>	<p>7 Oct 2024</p>	<p>8 days</p>
<p>Task 3: to assist the implementation of CCE delivery plans, and organization of UNICEF and donor's visits on deployment of the CCE including a hand-over event in one province.</p> <ul style="list-style-type: none"> - Provide guidance to provinces to put equipment into management and use in accordance with Govt. regulations - Coordinate discussion and agreement amongst provinces, NIHED, vendors and UNICEF on plan for donor visits and organization of a hand-over event in a selected province - Conduct 02 field visits and work with provinces to ensure necessary logistic arrangements are in place for donors visit and a hand-over event of medical equipment and attend one hand-over event in a selected province. 	<p>The supply delivery plans are completed, and all the required documents and CCEs are handed over to 02 provinces.</p>	<p>31 Dec 2024</p>	<p>6 days</p>
<p>Total</p>			<p>24 days</p>

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Payment schedule:

- First payment of 30% of the total contract cost: upon approval by competent provincial authorities of 02 non-technical project documents on acceptance of CCE equipment
- Second payment of 40% of the total contract cost: upon agreement of 02 provincial ODP plans with 02 provinces and the selected vendor.
- Final payment of 30% of the total contract cost: upon completion of the ODP plan and a hand-over event in a selected province.

Minimum Qualifications required*:

- Bachelors Masters PhD Other

Enter Disciplines

- Master degree or equivalent experience in medicine, public health, or related areas.
- Minimum five years of progressively responsible professional work in health sector, specifically with MOH and provincial Department of Health, the Center for Disease Control, and international agencies in development, planning and implementation of ODA health projects. Working experience in administration and financial management of ODA projects especially on immunization, procurement and supply of cold chain equipment and or medical equipment with the UN or any other international development organization in this area is an asset.

Knowledge/Expertise/Skills required *:

- Knowledge on the current Govt. regulations on ODA management, and financial and technical requirements for acceptance and implementation of ODA project including procurement and supply of medical equipment, especially cold chain equipment and customs clearance at national and sub-national level.
- Good experience in procurement and supply of medical equipment and or cold chain equipment.
- Experience in development of project concepts/proposals/documents, coordination and planning and implementation of related health projects.
- Knowledge on the health system overall and the health sector/immunization's management system of medical equipment and cold chain equipment
- Good written and communication skills in both Vietnamese and English.

Evaluation Criteria (This will be used for the [Selection Report](#) (for clarification see [Guidance](#)))

A) Technical Evaluation (e.g., maximum 75 Points)

- Educational background: 20 points
- Relevant work experience (45 points)
- Required language(s) (10 points): Good written and communication skills in both Vietnamese and English.

B) Financial Proposal (e.g., maximum of 25 Points)

- 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 50 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 if needed.

<p>Administrative details: Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>

