

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	COVID 19 Vaccination Delivery Partnership (CoVDP) Coordinator	
Requesting Section	Health Section	
Location	Place of assignment: Lilongwe, Malawi with travel to the field	
	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:	
Contract Duration	11.5 months	
Number of working days	Monthly basis	
Planned Start and End Date	From: 15 August 2022	From: 30 July 2023

BACKGROUND

As part of the COVID-19 containment measures, Malawi officially started the nationwide rollout of COVID-19 vaccine on 11 March 2021. With less than 6 percent of eligible adults fully vaccinated to date and the recent increase of vaccine availability in the country, the country is now significantly accelerating the vaccination efforts to ensure equitable access to all eligible population across the country. Due to simultaneous rollout of multiple vaccines (AstraZeneca, J&J and Pfizer) often donated / shipped in a short notice and typically with short shelf-life, COVID-19 vaccine management has been a complex exercise in Malawi. Given that the vaccine supply volumes has improved dramatically in Q4 2021 onward and the country is expected to receive an increasing number/type of vaccines in the coming months, there is an urgent need to improve vaccine absorption rates through intensified deployment efforts.

A number of partners / donors have stepped in to offer financial, technical, and operational support to scale up such efforts, which requires high level of leadership and coordination from the national EPI programme, a lead agency for COVID-19 vaccine deployment to date in Malawi. Similarly, stronger coordination between vaccine service delivery and demand creation is critical, as two main strategies for scaling up absorption capacity are: i) addressing misinformation and rumours; and ii) bringing vaccinations close to the communities via outreach, mobile vaccinations and mass vaccination sites.

However, currently the national Immunization programme is severely over-stretched as COVID-19 vaccination (along with Cholera vaccination and polio campaign as outbreak response) is an additional workload to its core business of child health and routine immunization activities. The human resource capacity constraint has led to suboptimal coordination and delay in implementation of both COVID-19 vaccine rollout and routine child immunization programme.

In this context, UNICEF Malawi Country Office with support of USAID, as a leading supporter of the EPI programme, is seeking for a national contractor who will be closely working with the national EPI office in Ministry of Health (MOH), Lilongwe to provide technical assistance and coordination support to the effective planning, budgeting, coordination, implementation and monitoring of COVID-19 vaccine deployment in Malawi.

JUSTIFICATION

Malawi has one of the most successful EPI programmes in the Africa Region. For many years now, the programme has sustained high coverage of immunization of above 80%. This has greatly reduced the burden of infectious diseases. With support from donors, the programme has organized localized immunization campaigns to ensure that immunization coverage in low performing areas is boosted and herd immunity is assured.

The gains from this support may not be sustained if the cold chain system is not fully maintained. The country currently does not have a maintenance plan for which the government endorsed its full support. This resulted in a lack of spare parts for maintenance of the refrigerators and breakdown of fridges with little or no attention.

Data visibility is another challenge the immunization supply chain has suffered. In many cases, this has resulted in poor decision making in the planning and distribution of vaccines. This is a risk in that some facilities may experience stock-out of vaccines if such trends are not addressed.

Due to the roll-out of COVID-19 vaccination, there is a potential risk that delivery of routine immunization services may be slowed. Data from the first half of 2022 already shows a slight decrease in Penta 3 coverage from 93% to 91%.

The proposed consultancy will therefore provide dedicated support to District EPI coordinators, cold chain technicians and the broader district health management teams on a day-by-day basis to ensure that deliveries of both routine immunization services and COVID-19 vaccine roll-out are progressing smoothly.

Currently, neither MOH nor UNICEF Malawi has the in-house technical capacity to perform the above-mentioned activities for the successful introduction and roll-out of NEWER VACCINES including the COVID-19 vaccine in Malawi, hence the requirement to engage an individual CoVDP Coordinator to support MOH and District Health Office (DHO) to strengthen the routine immunization system, continuity of services and successful roll-out of COVID-19 vaccination across the country.

PURPOSE OF THE ASSIGNMENT

The purpose of this consultancy is to rapidly scale up COVID-19 vaccine deployment, while sustaining routine immunization service delivery in Malawi. The objective is to strengthen the institutional capacity of the national EPI programme to effectively plan, implement, monitor and manage COVID-19 vaccine deployment through coordinated demand-side and supply-side interventions and close collaboration with all relevant stakeholders including donors and other partners.

SCOPE OF WORK/OBJECTIVES

Under the overall supervision of the UNICEF Health Specialist, the national CoVDP Contractor will work closely with the EPI team and in-country partners at different levels to help scale up COVID-19 vaccine deployment while sustaining routine immunization service delivery in Malawi.

The CoVDP Contractor's responsibilities include, but are not limited to:

- 1) Provide ongoing support to the national EPI Manager towards harmonization, integration, when feasible, and ensure complementarities across the multiple COVID-19 vaccine deployment efforts supported by multiple partners.
- 2) Work closely with the National EPI team to further extend relationships with donors and other strategic partners.
- 3) Facilitate the functioning of Immunization Technical Working Group (TWG), Malawi Immunization Technical Advisory Group (MITAG), National Task Force (NTF) COVAX, and other structures currently in place for oversight and coordination of immunization and COVID-19 vaccine deployment activities.
- 4) Support the EPI office to plan and coordinate key priorities and deliverables among the strategic programme partners.
- 5) Support the national EPI programme and other teams where necessary in the development of appropriate workplans and budgets for donor funded activities for COVID-19 vaccine deployment.
- 6) Support the national EPI Office to enhance implementation and effective follow up of programme activities and ensure relevant action points are followed up. Provide critical technical support as may be required on all interventions related to COVID-19 vaccine deployment.
- 7) Support the development and implementation of the long-term capacity building strategy for the national EPI programme. In addition, mentoring and on the job trainings of relevant team members.
- 8) Strengthening cross communication and collaboration among partners.
- 9) Support MOH/ EPI to ensure knowledge management, ensuring availability of systems and data bases to support the programme.
- 10) Ensure all the financial and programmatic reporting requirements for donors are timely met and with sufficient quality.
- 11) Support resource mobilisation for COVID-19 vaccine deployment, including through coordinating the in-country partners' technical inputs to the develop funding proposals / applications to the donors such as Gavi, WB and other donors.
- 12) Undertake any other activities/tasks as may be assigned by national EPI Programme Manager and supervisor.

REPORTING REQUIREMENTS

To whom will the individual contractor report (supervisory and any other reporting/communication lines):

The CoVDP Contractor will be embedded/based in the UNICEF Office and closely working with Ministry of Health (MOH)'s EPI programme. S/he will work closely with the national EPI Programme Manager as well as UNICEF EPI team which provides technical assistance to the national EPI programme.

The CoVDP Contractor will further liaise and coordinate with other MOH departments such as Health Education Services (HES), National COVID-19 Emergency Response Centre including its Public Information, Risk Communication and Social Mobilization Pillar, other partners and donors such as GAVI, World Bank, USAID, KfW, Govt of Japan, German, India, Ireland, Norway, UK, Canada, Sweden

and France for effective implementation and roll out of COVID-19 vaccination programme across the country by June 2023.

The CoVDP Contractor will work under the direct supervision and guidance of the UNICEF Health Specialist - Community Health, and work closely with the MOH and other immunization stakeholders at the national and district level to provide technical support to the EPI unit of the MOH to implement interventions for strengthening the routine immunization and COVID-19 vaccination roll-out.

What type of reporting will be expected from the CoVDP Contractor and in what format/style will the submissions of reports/outputs be done:

The CoVDP Contractor will submit monthly reports against a monthly work plan discussed and agreed with the supervisor. The CoVDP Contractor will also submit weekly progress reports and any ad-hoc report that may be required for the execution of his tasks during the overall contract period. The format of the report will be agreed upon with his supervisor.

How will the contractor and deliver work and when will reporting be done:

A list of expected deliverables is listed in the table below. Any additional tasks and associated deliverables not included in this TOR, will be discussed and agreed with her/his supervisor as part of a monthly work plan.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, The National CoVDP contractor will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Task/Milestone	Deliverable/Outcome (e.g., Inception, progress, final reports, training material, workshop, etc.)	Planned Completion date	% Of the total fee payable
<p>Project planning for the introduction of the newer vaccine including COVID-19 in coordination with the MOH-EPI team (as per COVID-19 office procedures).</p> <p>Desk review and analysis of reports on supportive supervision and monitoring of immunization sessions/cold chain status / other immunization activities as per the plan.</p>	<p>Work plans are developed, and progress of implementation monitored and shared with in-country partners and key donors such as Gavi</p>	<p>Monthly based on the approved work plan</p>	<p>Monthly</p>

<p>District specific plans for addressing bottlenecks of the immunization programme. Monthly HMIS analysis reports.</p> <p>Prepare and submit inception report with a detailed monthly work plan.</p>			
<p>Planning and coordination have been critical in the roll out of COVID-19 vaccine. It ensured that adequate support and funding for COVID-19 vaccine are secured and utilized prudently. COVID-19 vaccine introduction has been planned and coordinated through existing immunization structures of the EPI programme. The structures include the EPI Sub Technical Working Group (EPI TWG), National Task Force (NTF) and the Malawi Immunization Technical Advisory Group (MAITAG).</p>	<ul style="list-style-type: none"> • Coordination meetings including MITAG, EPI TWG, COVAX NTF held. Minutes shared and action points followed up. • Technical reports are prepared and shared with in-country partners and key donors. 	<p>Monthly based on the approved work plan</p>	<p>Monthly</p>
<p>Develop a comprehensive plan of key documentation on the evidence of results, impact and good practices: Technical support to develop the detailed outlines and contents of the documentation of each of the new strategies/ innovations as briefly described above with aim of peer-reviewed publications, policy brief, advocacy brief and fund-raising proposals. Prepare and submit a third monthly progress report.</p>	<ul style="list-style-type: none"> • Progress on activity implementation including liquidations shared and action points followed up. • A Comprehensive Plan of documentation with specific outlines and contents. • Monthly reports. 	<p>Monthly based on the approved work plan</p>	<p>Monthly</p>
<p>Facilitate, monitor, advise and support on Data for Management (D4M) and Documentation: Provide support to Health Managers, Medical Officers, Data Assistance, Health Extension Officers (HEOs) for</p>	<ul style="list-style-type: none"> • Training plans developed and implementation monitored. • Training & Mentorship Report (Number of 	<p>Monthly based on the approved work plan</p>	

health facilities on all M&E related activities, including training on M&E concepts, skills and tools; assist in developing M&E plans; and mentor/support staff on conducting M&E activities. Prepare and submit the fifth monthly progress report.	staff trained and mentored). <ul style="list-style-type: none"> Monthly reports. 		Monthly
Data Collection, Compiling, Management and Analysis to prepare documents on the evidence of impact and good practices: Support the MOH team and UNICEF to collect, compile, analyse and prepare complete sets of data matrices on newer strategies/areas of innovations.	<ul style="list-style-type: none"> Gaps in the implementation of COVID-19 deployment efforts are identified and plans developed / implemented to address the gaps. A complete set of data matrices on all six areas of innovations. Monthly reports. 	Monthly based on the approved work plan	Monthly
Prepare and submit draft documents on the evidence of impact and good practices on all newer vaccine introduction including COVAX and other innovations: In line with the earlier developed documentation plan, detailed report to be prepared and submitted on each of the newer strategies/ innovations for peer-reviewed publications, developing policy brief, advocacy brief and fund-raising proposals.	Final Report	31 July 2023	Final

However, as the actual starting date may impact the dates estimated in the TOR, a detailed work plan with exact timeframes and actual delivery dates will be jointly agreed upon between the individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR

- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterpart

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved monthly invoice.

The CoVDP Coordinator will submit to his/her supervisor monthly invoice requests jointly with the following supporting documentation:

- Monthly work plan agreed with the supervisor.
- A monthly report indicating the achieved activities/results.
- Proposed monthly programme and activities planned for the coming month.

Travel and living costs within-country for approved field trips will be reimbursed on actual expenditures and upon presentation of original supporting documents.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- A first university degree from a recognized academic institution in one or more of the following areas is preferred: Engineering, Cold Chain or related to cold chain operations in UNICEF programme areas, or technical qualification in cold chain maintenance.

Work experience:

- Minimum five years progressively responsible professional work experience at the national level in cold chain maintenance, vaccine and logistics management, EPI programming.
- Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.

Technical skills and knowledge:

- Product knowledge on cold chain equipment, new cold chain technologies and understanding of the principles of vaccine management, knowledge and experience with data collection, data management analysis and reporting are essential.
- Knowledge of procurement processes and good distribution practices could be beneficial.

Technical Competencies:

- Strong analytical, negotiation, oral and written communication skills.
- Effective presenter including the ability to adapt the message and visual aids for multiple audiences to deliver concise, impactful presentations of primary health care interventions.
- Effective facilitator with proven ability to engage and train a group of individuals at the national level and for front line health workers as well.

- Ability to work in a multi-cultural environment.

Languages:

- Written and spoken fluency in both the local language and English.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the CoVDP Contractor and provide feedback and guidance and necessary support to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgement upon acceptance of the offer. Prior to the issuance of the official contract, the EPI Coordination contractor is requested to complete the applicable mandatory trainings as well as self-certify that he/she has received the required COVID-19 vaccines and can demonstrate proof of a valid vaccination certificate.

The assignment requires the CoVDP Contractor to actively engage with partners as well as the focal person in MOH (EPI), City Councils and NGOs.

The CoVDP Contractor will need to present the draft documents as well as the final report to UNICEF and EPI, MOH. At the beginning of the assignment, the individual contractor is expected to produce and agree with UNICEF and EPI, MOH on work plan schedules for the assignment period.

The CoVDP Contractor will work from home and attend meetings as and when required. He/she will use a personal computer, own data costs and phone to carry out the work.

CONDITIONS

- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- The individual contractor may not commence with the assignment unless the UNICEF's General Terms and Conditions are signed by the individual.
- The individual contractor will be based in Lilongwe (UNICEF MCO)
- The individual contractor will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The individual contractor is not entitled to payment for overtime, weekends or public holidays. The individual contractor will receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month.
- Travel expenses for official in-country trips, including living costs, will be covered in accordance with UNICEF's rules and tariffs, by the contractor and reimbursed against actual, unless otherwise agreed.
- No travel should take place without an email travel authorization from the section prior to the commencement of the journey from the duty station.

- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor will provide the individual with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- The individual contractor will not have supervisory responsibilities or authority on the UNICEF budget.
- 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 assignment is an on and off-site support.

HOW TO APPLY

Interested individual contractors should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the contractor’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details