

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

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| <b>Title:</b> Individual consultancy to support Response Activities to the cVDPV2 Outbreak and Routine Immunization Services in Sierra Leone. (six months)   | <b>Funding Code:</b> | <b>Type of Engagement</b><br><input type="checkbox"/> Consultant (International)<br><input checked="" type="checkbox"/> Consultant (National) | <b>Duty Station:</b><br>Freetown |
| <p><b>Background:</b></p> <p>An effective vaccine and cold chain management practice remains a critical component in ensuring that the potency of vaccines is maintained until they reach the beneficiaries. All levels of the cold chain systems must be maintained at the optimum functionality level during the supplementary immunisation activities (SIAs) and thereafter. Additionally, improving on the knowledge and skills of health workers at all levels in immunization service delivery is critical to achieving expected objectives of the polio response activities through SIAs and routine immunization.</p> <p>UNICEF Sierra Leone has supported the MoH in achieving its national immunization goals with a special focus on strengthening its immunization supply chain systems to ensure that potent vaccines are available and delivered efficiently. UNICEF provides technical and financial support to, and is working closely with, the MoH to respond to the cVDPV2 outbreak swiftly and adequately. This includes deployment of national vaccine management consultants to provide oversight for vaccine and cold chain management practices, before, during and after the campaigns.</p> <p>In this context, UNICEF Sierra Leone is seeking two national vaccine management consultants stationed in Freetown, to provide technical assistance and guidance to the planning, implementation and monitoring of the upcoming Polio campaigns, and towards the strengthening of routine immunization services across the country.</p> |                      |   |                                  |
| <p><b>Purpose and Objectives:</b></p> <p>The purpose of the consultancy is to support the implementation of response activities to stopping the transmission of the Polio Virus in Sierra Leone and to provide technical assistance to the national Immunization programme to effectively implement the upcoming Polio campaigns as well to strengthen routine immunization services with special focus on the planning, implementation, and monitoring of effective vaccine and cold chain management systems.</p>  |                      |   |                                  |
| <p><b>Methodology and Technical Approach:</b></p> <p>The national consultants will provide technical assistance through an effective coordination with both Government and partners, for planning, implementation and monitoring, knowledge transfer and documentation of lessons learned.</p>   |                      |   |                                  |
| <p><b>Specific Tasks:</b></p> <p>1) Provide implementation support and build capacity of health staff through training and supervision especially those at service delivery level and monitor the overall implementation of EPI services at district level with focus on Cold Chain, Logistics and Vaccine Management, including:</p> <ul style="list-style-type: none"> <li>• Facilitating the distribution and optimal use of vaccines and consumables according to both campaign and routine EPI plans and ensure that receipts comply with the distribution plans.</li> <li>• Ensuring the proper storage of vaccines and consumables at each level of the supply chain.</li> </ul>  |                      |   |                                  |

- Collecting and analysing both campaign and routine vaccine stock and utilization status at all levels of the supply chain periodically.
  - Supporting both central and District Operations Officers to prepare vaccine stock reports when submitting requests for routine vaccines.
  - Providing support for all immunization related trainings such as “Immunization In Practice (IIP)” at district and health facility levels.
  - Undertaking field visits to DHMTs and health facilities to provide on-the-job coaching and mentoring support related to effective vaccine and cold chain management.
- 2) Support the planning and implementation of both Malaria introduction and HPV switch campaigns in all the districts/health facilities.
  - 3) Support the use and reporting of monthly Stock Management Tool
  - 4) Support conducting of monthly physical count of Immunization supplies (vaccines and syringes) and other health commodities at district stores and sharing such data with central level.
  - 5) Support the updating of district cold chain inventories and reporting to central level monthly.
  - 6) Work closely with DHMTs and ensure complete and timely submission of monthly reports on both routine and Covid-19 vaccination and stock balances.
  - 7) Support districts to plan and respond to emergencies, particularly those related to vaccine preventable diseases.
  - 8) Work closely with DHMTs to ensure complete and timely submission of all monthly reports on immunization.

**Management, Organization and Timeframe:**

The position will be managed and supervised by the Immunization Specialist, with regular interaction and support of the respective UNICEF Field offices and District Health Management Teams. The incumbent will provide monthly updates on the activities implemented and deliverables achieved.

**Location and duration**

The incumbent will be stationed in Freetown and will have programme monitoring missions to the various districts to provide oversight on the overall implementation of the response activities. The duration of the consultancy is six months.

**Child Safeguarding**

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

YES  NO      If YES, check all that apply:

**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](#)

| <b>Work Assignment Overview</b>  |   |                              |
|--|---|------------------------------|
| <b>Tasks/Milestone:</b>  | <b>Deliverables/Outputs:</b>  | <b>Timeline:</b>             |
| Develop activity plan timely   | Activity plan covering the contact period developed and shared  | At the start of the contract |
| Develop and share monthly vaccine accountability reports with National EPI Office for increased vaccine visibility.  | Monthly vaccine accountability reports, including stock receipts, distribution, utilization, and wastage rates, developed, and shared with national EPI Office, UNICEF country and regional offices   | Monthly                      |
| Revalidate supply chain and waste management sections of National Vaccine Deployment Plan (NVDP) for COVID-19  | Revalidate supply chain and waste management sections of National Vaccine Deployment Plan (NVDP) for COVID-19. Deliverable: Supply Chain and Waste Management sections of the National Integrated Vaccine Deployment for both COVID-19 and routine vaccines regularly updated.  | Monthly                      |
| Support the National EPI Office to improve iSCM.   | The National EPI Office supported to effectively plan the arrivals, storage, temperature monitoring and control during storage and distribution and redistribution of COVID-19 and routine vaccines.  | Monthly                      |
| Review and implement Vaccine accountability, disposal and waste management activities at central and subnational levels.   | Vaccine accountability, disposal and waste management activities at central and subnational levels supported. SOPs reviewed and implemented, and related data collected and shared on weekly basis.   | Monthly                      |
| Support to national and district level stock management  | Ensured National EPI office has access to updated stock management data including on forecast/actual quantities, stock-on-hand, consumption rates, expiry dates, open and closed vial wastage, critical operational challenges. Ensured data is used for data-driven planning and decision making.                          | Monthly                      |
| Support the EPI Office to map dataflows, vaccine inventory tools and LMIS. Vaccine management issues   | <ul style="list-style-type: none"> <li>The National EPI office supported to map dataflows, vaccine inventory tools and LMIS. Vaccine management issues captured and rapidly shared with decision makers.</li> </ul>   | Monthly                      |
| Support the National EPI Office to forecast vaccines. Data on vaccine stock, consumption, expiry, destruction, and relocation are collected, analyzed, presented, and shared | <ul style="list-style-type: none"> <li>National EPI Office supported to forecast vaccines. Data on vaccine stock, consumption, expiry, destruction, and relocation are collected, analyzed, presented, and shared. This also includes analysis of the barriers in data use and promotion of smart demand for it.</li> </ul> | Monthly                      |
| Conducted targeted assessment of ISC for improved Immunization Supply Chain management   | <ul style="list-style-type: none"> <li>Targeted assessments of iSC performance conducted, especially stock management per EVM2.0 guidelines and iterative development and implementation of improvement plans.</li> </ul>   | Monthly                      |
| Support the conduct of quarterly cold chain inventories.   | <ul style="list-style-type: none"> <li>CCE inventories conducted on quarterly basis and UCC maintenance and waste management plan developed and implemented.</li> </ul>   | Monthly                      |
| Support the capacity building programme for improved programme management  | <ul style="list-style-type: none"> <li>Capacity development workshops and on-the-job training organized and implemented.</li> </ul>   | Monthly                      |
| Produce final technical report.  | <ul style="list-style-type: none"> <li>Final technical report with key recommendations.</li> </ul>  | Monthly                      |



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| <p><b>Minimum Qualifications required:</b><br/> <input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines:<br/>         – First university degree is required in supply chain management, logistics, business, operations management, public health, or any other relevant field.</p> | <p><b>Knowledge/Expertise/Skills required:</b><br/> <b>Experience</b></p> <ul style="list-style-type: none"> <li>– Have at least participated in similar outbreak response activities/mass vaccination campaigns related to effective vaccine and cold chain management practices.</li> <li>– Experience in training, planning and delivery of technical assistance to similar exercise.</li> <li>– Proven track record in interfacing with national ministries of health is a distinct advantage.</li> <li>– At least two years progressively responsible of field work experience in immunization and cold chain required, including experience in primary health care service delivery in developing countries.</li> <li>– Very good command of English language, both oral and written, including report-writing skills.</li> <li>– Very good analytical capacities: excellent ability to synthesize information and relate action to results.</li> <li>– Ability to work independently to meet deadlines.</li> <li>– Previous experience in working within UN agencies or other non-governmental organization is an asset.</li> <li>– Demonstrated ability to effectively work and communicate in a multicultural environment.</li> <li>– Completed training on BSAFE and PSEA.</li> </ul> |  |  |
| <p><b>Administrative details:</b><br/>         Visa assistance required:   <input type="checkbox"/><br/>         Transportation arranged by the office:   <input type="checkbox"/></p>  | <p><input type="checkbox"/> Home Based   <input checked="" type="checkbox"/> Office Based:<br/>         If office based, seating arrangement identified:   <input type="checkbox"/> TBD<br/>         IT and Communication equipment required:   <input checked="" type="checkbox"/><br/>         Internet access required:   <input checked="" type="checkbox"/></p>  |  |  |