

**UNICEF Pacific**

**TERMS OF REFERENCE CONSULTANT**

**For Vaccines and child survival medicines wastage assessment Solomon Islands**

**Requesting Section: Child, Maternal Health and Nutrition**

**Date/Updated date: 05 September 2018**

**Programme Area and Specific Project involved: Health system capacities strengthened to deliver quality health and nutrition services that are adopted to the impacts of climate change, particularly in target countries.**

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**Background:**

The Solomon Islands is a double chain archipelago of more than 900 islands with a landmass of 28,400km2 and over 1.3 million km2 of Territorial Ocean. The country is considered as a fragile and least developing country (UN LDC status), with total population of 599,419[[1]](#footnote-1) and annual birth cohort to be around 19,000 infants. There are nine provinces plus one city council in the country. With the vast expanse of territories inhibited by relatively small and widely dispersed populations, Solomon Islands shows unique characteristics in terms of supply chain management challenges.

The National Medical Store of the Solomon Islands manages all medical supplies in the country including vaccines. The supply chain system has three layers namely; the national Medical store where all supplies are received, processed, stored and delivered to the lower levels, the second level medical stores (SLMSs) which serves as the intermediate distribution center at the provincial level, and the health facilities which form the lowest level of the supply chain. There are over 350 health facilities in the country with 18 SLMSs. Solomon Islands currently uses the following vaccines; Bacillus Calmette–Guérin (BCG), Hepatitis B (Hep. B), Oral Polio Vaccines (OPV), Pentavalent Vaccines (DPT-Hep.B-Hib), Pneumococcal conjugate vaccines (PCV), Inactivated Polio Virus (IPV), Measles-Rubella (MR) and Tetanus-diphtheria (Td) vaccines. The country uses a mixture of single dose and multi-dose vials of these vaccines. In addition, the country uses Zinc and ORS for treatment of diarrhea. Vitamin A meant for supplementation is also available, as well as albendazole for deworming. Although these supplies are being used, there has not been any accurate estimation of wastages and its determinants. As such, no strategy has been developed to tackle the key determinants of vaccine wastages to help improve efficiency and coverage. There exist global guidelines which helps countries to monitor and control vaccine wastages to target levels[[2]](#footnote-2)

UNICEF Pacific supports Solomon Islands in achieving its national child survival goals with an increased focus on strengthening supply chain systems to ensure uninterrupted supply of vaccines and essential childhood commodities. Solomon Islands being in accelerated Gavi transition phase, targets increasing vaccines and supplies efficiency to sustain the immunization program beyond the transition. This is in addition to other supply chain strengthening initiative and introducing new life saving vaccines to the routine schedule, which includes rotavirus, HPV and second dose of measles-rubella vaccines.

UNICEF Pacific is seeking an international consultant to technically assist the MHMS in conducting the vaccine wastage assessment while piggy-backing selected essential childhood medicines, and developing a comprehensive wastage reduction strategy and action plan for Solomon Islands.

**Purpose of Assignment:**

The Pacific Island countries including the Solomon Islands have shown high wastage rates of vaccine and essential medicines. This maybe contributed in part by the small and sparse population, coupled with logistical difficulties in reaching communities on different Islands. Identifying the key drivers and influencers of wastage will assist efforts for increased programme efficiency especially as Solomon Islands transitions from Gavi support, thereby ensuring more guaranteed vaccines and medicines security to reach all children with lifesaving interventions. The consultancy will involve providing technical guidance to the Solomon Islands Ministry of Health and Medical Services (MHMS) in improving vaccine supply management and reducing waste of vaccines and essential childhood medicines in the country; through conducting a comprehensive vaccines and essential childhood medicines wastage assessment, developing a comprehensive vaccine wastage reduction strategy and drafting a multi-year action plan to reduce vaccines and essential childhood medicines wastage in the Solomon Islands. Findings from this consultancy will help the MHMS and UNICEF by informing more accurate wastage rates to be used in vaccines and supplies forecasting, identify opportunities to reduce avoidable wastages and strategies for doing so which will be captured in a comprehensive wastage reduction strategy for the Solomon Islands. Findings might also be applicable in other Pacific Islands countries.

The deliverable should be able to answer the following two questions:

1. How much wastage is there in vaccines and child survival commodities?
2. What can Solomon Islands do differently to reduce wastage?

**Scope of Work/ Work Assignments:**

Under the supervision of UNICEF, working under the guidance of the National EPI program and National Medical Stores (NMS), the focus of the assignment will include:

* Draft a vaccine wastage assessment protocol and methodology covering all vaccination antigens used in the Solomon Islands; and include select essential childhood medicines namely- Vitamin A, Albendazole, Zinc and ORS. MCH Specialist, UNICEF Pacific Suva and Immunization Specialist, UNICEF Regional Office will sign off the assessment protocol and methodology.
* Conduct a vaccine wastage assessment collecting at least three-year representative data from the national, provincial/second level medical stores and health facilities. Data collected for each vaccine and commodity should include stocks received, distributed and balances at each level. As per developed protocol.
* Analyze data computing closed vial wastage, open vial wastage, and avoidable and non-avoidable wastage for each of the vaccines and childhood commodities. Compare wastage rates with international standards and make recommendations.
* Draft a comprehensive report on the findings from the wastage assessment, which summarizes the findings, methodology and analysis showing the *vaccine wastage rates and wastage factors for each individual vaccine antigen and dose presentation* being used in the Solomon Islands.
* Develop a Comprehensive vaccine wastage reduction strategy to achieve efficient (open and closed vial) vaccine wastage rates across the three levels of the supply chain in the Solomon Islands.
* Draft a costed 5-year action plan to reduce vaccines and essential childhood medicines wastage, with clear accountabilities and, M&E framework. Emphasis should be placed on the 1st and 2nd year priority activity planning.
* Incorporate essential child survival medicines namely- Vitamin A, Zinc, ORS, Albendazole into the vaccine wastage assessment, report and comprehensive strategy
* Conduct a debriefing session for UNICEF Suva and Honiara and MHMS counterparts including the National Medical Stores officials; detailing the recommendations and action plan implementation needs.

**Work Schedule:**

From September 2018 (as soon as possible) for a total duration of 3 months.

**Deliverables and Payment Schedule**

Consolidated consultancy fee including living allowance and anticipated travel costs should be included in the financial offer by the applications. Financial offer should provide the detailed breakdown of the cost items.

Payments will be made upon delivery of the following key deliverables. However, the timeline of deliverables can be negotiated based on competing priorities.

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| Deliverables | Payments |
| End of Month 1:* Inception report including activity schedule approved by UNICEF and MHMS
* Vaccines and essential childhood supplies wastage assessment protocol/methodology approved by UNICEF and MHMS
* Commencement of data collection
 | 40% of the total agreed amount |
| End of Month 2:* Draft wastage assessment report, which includes findings, analysis and calculation of vaccine wastage rates and wastage factors by antigen and by dose.
* Draft Comprehensive vaccine wastage reduction strategy / guideline for the Solomon Islands
 | 30% of the total agreed amount |
| End of Month 3:* Draft costed multi-year action plan to reduce vaccines and essential childhood medicines wastage,
* Final reports (wastage assessment, wastage reduction strategy and guideline and costed multi-year action plan) incorporating feedback from UNICEF and the MHMS
* Monitoring and Evaluation framework with clear accountabilities and timelines
* Prepare a brief (3-pager) reflection/ observations document on this consultancy
* Debriefing UNICEF pacific, Suva office, Honiara and MHMS
 | 30% of the total agreed amount |

All products should be in electronic and hard copy submission.

**Supervisor Name and Type of Supervision that will be provided:**

The consultant will work under the overall guidance from the Chief, Health & Nutrition Section, Suva, with overall supervision by the Maternal & Child Health Specialist based in Honiara Solomon Islands. Technical direction, contract management and quality assurance will be provided by Suva based Maternal and Child Health Specialist. The Chief of Solomon Islands UNICEF Field Office will support Day to day supervision

**Consultant’s Work Plan and Official Travel Involved:**

The duration of full-time consultancy is 3 months.

The lump sum contract includes fees, living expenses and incidentals, cost of travel to and cost of one trip in economy class on the following route: Place of recruitment-Solomon Islands. However, the consultant has to make own arrangements for international travel to and from Solomon Islands upon approval of consultancy. UNICEF will agree with the consultant the required travel within SI and UNICEF will cover these transport costs. DSA will not be provided in addition as living allowance has already been included.

**Consultant’s Work Place:**

The consultant will be based in UNICEF Solomon Islands Field Office premises in Honiara.

The consultant should bring his/her own computer/ laptop.

**Qualifications or Specialized Knowledge/Experience Required:**

Qualifications

* University (preferably advanced) degree is required in supply chain management, industrial engineering, economics, logistics, business, operations management, public health or any other relevant field.

Experience

* At least 5-7 years of experience, at the national and international levels, on immunization supply chain management, cold chain management, logistics or operations management and at least 3 years of experience on immunization/public health programmes.
* Familiarity with vaccines and supplies stock management, cold chain systems, effective vaccine management, inventory policies, logistics, outsourcing, segmentation strategies, integration of health products, and other system design strategies
* Proven ability to conceptualize, innovate, plan and execute ideas. Experience conducting similar study in low and middle-income countries an advantage.
* Good writing and communication skills.
* Computer skills, including strong quantitative analysis and reporting tools.

Languages

* Fluency in written and spoken English required.

Competencies

* Solid analytical, negotiating, communication and advocacy skills.
* Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the work place.
* Versatility, judgment and maturity.

**General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

1. UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.
2. UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

**5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**8. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.

1. [*World Population Prospects: The 2017 Revision"*](https://esa.un.org/unpd/wpp/DataQuery/). ESA.UN.org (custom data acquired via website). [*United Nations Department of Economic and Social Affairs*](https://en.wikipedia.org/wiki/United_Nations_Department_of_Economic_and_Social_Affairs), Population Division*. Retrieved 10 September 2017* [↑](#footnote-ref-1)
2. Monitoring vaccine wastage at country level: Guidelines for Country Managers <http://apps.who.int/iris/bitstream/handle/10665/68463/WHO_VB_03.18.Rev.1_eng.pdf;jsessionid=E18CD7F1B6D31C7896786B2F436EB4CA?sequence=1> [↑](#footnote-ref-2)