

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Individual Consultancy – Technical Support of Proposal Development (Introduction of Hepatitis B vaccine into Routine Immunization Services)	Duration: 6 months 1 st June – 30 th November 2024	Type of Engagement <input type="checkbox"/> Consultant (International) <input checked="" type="checkbox"/> Consultant (National)	Duty Station: Freetown
Background: <p>The World Health Organization (WHO) recommends that ALL infants (including low birth weight and premature infants) should receive their first dose of Hepatitis B vaccine ideally within 24 hours from birth, as perinatal transmission is the most important source of chronic HBV infection globally. Therefore, the GAVI Alliance Board in November 2018 approved support for a Hepatitis B birth dose vaccine programme (MVP) in GAVI-eligible countries who have not yet to introduce the Hepatitis B Birth Dose. The GAVI Hepatitis B birth dose vaccine programme, including the vaccine funding guideline, will be launched on the 1st of June 2024, and the first application window will be opened from 1st June to 15th July 2024 for countries intending to apply for support. To help countries prepare a strong funding application that aligns with GAVI's requirements, GAVI provides technical assistance for development of vaccine funding applications. GAVI supports the engagement of individual consultants to provide technical assistance to the countries listed in Annex 1, in relation to the development of applications for GAVI funding for the introduction of the Hepatitis B birth dose vaccine.</p> <p>UNICEF Sierra Leone continues to support the MoH in achieving its national immunization goals with a special focus on strengthening immunization supply chain systems to ensure that potent vaccines are available and delivered efficiently. UNICEF provides technical and financial support to, and works closely with the MoH to improve routine immunization services including vaccine introduction.</p> <p>UNICEF Sierra Leone requires a national consultant in Freetown, to provide technical assistance and guidance to the development of a proposal to GAVI for the introduction of Hepatitis B into routine immunization services.</p>			
Purpose and Objectives: <p>The purpose of the consultancy is to support the National Immunisation Programme in the development and timely submission of a proposal to GAVI for the introduction of Hepatitis B birth dose into routine immunization services.</p> <p>The consultant will be embedded within the National EPI Office and will be required to conduct field visits, where required.</p>			
Specific Tasks: <p>This consultancy facilitates the development and submission of a funding application to GAVI for the Hepatitis B Birth dose vaccine programme (in the respective country/ countries outlined in Annex 1) that is aligned to the GAVI Programme funding guidelines and meets the criteria for a successful approval by the Independent Review Committee (IRC).</p>			
Specific duties and responsibilities include: <ul style="list-style-type: none"> • Provide support to gather, process, analyse and synthesize relevant data and evidence needed to inform the development of the Hepatitis B birth dose vaccine introduction plan and for decision-making by the Expanded Programme on Immunization (EPI), National Hepatitis Control Programme (NHCP), National Immunization Technical Advisory Groups (NITAGs) and other country policy makers, as appropriate. • Support required high level costing and affordability analysis for decision-making. • Conduct open and inclusive stakeholders dialogue which includes communities and civil society organisations (CSOs) 			

- Conduct interviews with relevant key informants across all levels of the health and immunization system
- Synthesize lessons learnt from previous vaccine introductions and Hepatitis B birth dose interventions and apply them in the development of the Hepatitis B birth dose vaccine introduction plan.
- Lead, in consultation with the EPI and partners, the development of high-quality GAVI funding applications aligned with the GAVI programme funding guidelines. including conducting stakeholder meetings, application writing, and responding to comments from the GAVI Independent Review Committee (IRC).
- Lead, in consultation with the EPI team and partners, the development and compilation of other programmatic assessments (e.g. cold chain readiness assessment) that are required by the GAVI programme funding guidelines.
- Lead, in consultation with the EPI team and partners, the budget of the programme funding applications including clearly showing how the Hepatitis B birth dose vaccine programme will leverage other GAVI funding streams and support from other partners such as the Global Fund.
- Conduct a validation workshop of the funding application in liaison with the relevant country stakeholders and teams.
- Lead, in consultation with the EPI team and partners, the development of detailed country vaccination introduction plans, which include details on a phased introduction approach, strategies to leverage Hepatitis B birth dose vaccine introduction to expand access to vaccination and/or other health interventions in zero-dose communities, reduce missed opportunities for vaccination, and support program integration with other maternal, neonatal, and child health (MCH) services. The introduction plans should incorporate a detailed work plan for the Hepatitis B birth dose vaccine programme.
- Support the development of the country's strategy to reach children born out of health facilities with the Hepatitis B birth dose vaccine.
- Support the development of the country's risk communication and community engagement (RCCE) strategy to ensure Hepatitis B birth dose vaccine acceptance and resilient demand.

Management, Organization and Timeframe:

The position will be managed and supervised by the Immunization Specialist, with overall oversight of the UNICEF Chief of Health & Nutrition Section. The incumbent will provide monthly updates on the activities implemented and deliverables achieved.

The consultant will be embedded within the National EPI Office in Freetown and will be required to conduct field visits, as necessary. S/he will provide the support and guidance to the development and timely submission of the Hepatitis B birth dose into routine immunization services.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Payment Schedule
Develop activity plan	Activity plan covering the contact period developed and shared.	At the start of the contract	5 % of the contract sum
Support the costing and affordability analysis to support decision-making.	Cost and affordability analysis conducted to support decision-making.	At end of the first month of the contract	5 % of the contract sum
Conduct open and inclusive stakeholders dialogue which includes communities and civil society organizations	Open and inclusive stakeholders dialogue conducted to include communities and civil society organisations	At the end of the second month of the contract	5 % of the contract sum
Synthesize lessons learnt from previous new vaccine introductions and Hepatitis b birth dose interventions and apply these in the development of the Hepatitis B birth dose vaccine introduction plan in the respective country.	Lessons learnt and best practices documented from previous new vaccine introductions and Hepatitis B birth dose interventions and apply these in the development of the hepatitis b birth dose vaccine introduction plan.		
Develop high-quality GAVI funding applications aligned with the GAVI programme funding guidelines including conducting stakeholder meetings, application writing, and responding to comments from the GAVI Independent Review Committee (IRC).	High-quality funding applications developed and submitted to GAVI aligned with the GAVI programme funding guidelines including conducting stakeholder meetings, application writing, and responding to comments from the GAVI Independent Review Committee (IRC).	At the end of the third month of the contract	40 % of the contract sum
Develop and finalize budgeting of the programme funding applications including clearly showing how the Hepatitis B birth dose vaccine programme will leverage other GAVI funding streams and support from other partners such as the Global Fund	Budgeting of the programme funding applications have been developed and finalized, showing how the Hepatitis B birth dose vaccine programme will leverage other GAVI funding streams and support from other partners.	At the end of the fourth month of the contract	20 % of the contract sum
Conduct a validation workshop of the funding application in liaison with the relevant country stakeholders and teams	A validation workshop conducted with the relevant country stakeholders.		
Develop a detailed country vaccination introduction plans for the Hepatitis B birth dose	Development of detailed country vaccination introduction plans		
Support the development of the country's strategy to reach children born out of health facilities with the Hepatitis B birth dose vaccine.	Country's strategy developed and finalized to reach children born out of health facilities with the Hepatitis B birth dose vaccine.	At the end of the fifth month of the contract	10 % of the contract sum
Support the development of the country's risk communication and community engagement (RCCE) strategy to ensure Hepatitis B birth dose vaccine acceptance and resilient demand	Country's risk communication and community engagement (RCCE) strategy developed to ensure high Hepatitis B birth dose vaccine acceptance and resilient demand.	At the end of the fifth month of the contract	15 % of the contract sum

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> - Advanced university degree is required in supply chain management, logistics, business, operations management, public health, or any other relevant field. 	<p>Knowledge/Expertise/Skills required:</p> <p>Experience</p> <ul style="list-style-type: none"> - Have led the development of proposals for the introduction of new vaccines into routine EPI services. - Experience in training, planning and delivery of technical assistance to similar exercise. - Proven track record in interfacing with national ministries of health is a distinct advantage. - At least five years progressively responsible of supporting national immunization office to plan, implement and monitor effective and sustainable field work experience in immunization and cold chain required, including experience in primary health care service delivery in developing countries. <p>Very good command of English language, both oral and written, including report-writing skills.</p> <ul style="list-style-type: none"> - Very good analytical capacities: excellent ability to synthesize information and relate action to results. - Ability to work independently to meet deadlines. - Previous experience in working within UN agencies or other non-governmental organization is an asset. - Demonstrated ability to effectively work and communicate in a multicultural environment. - Completed training on BSAFE and PSEA. 		