

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title Polio SBC International Consultant.	Type of engagement <input checked="" type="checkbox"/> Consultant	Duty Station: LUSAKA, ZAMBIA
<p>Purpose of the Consultancy Assignment: Technical support to the MoH/EPI and the UNICEF Zambia Country Office (ZCO) on Social Behaviour Change (SBC) interventions for the Polio (WPV1 and cVDPV2) Outbreak Response (OBR), specifically focused to evidence-based demand generation for polio vaccines, at all levels (national, provincial, district, community levels).</p> <p>Scope of Work: After receiving the notification of the detection of wild polio virus type-1 (WPV1) in Malawi on 17 February 2022, Zambia responded with four rounds of bivalent Oral Polio Vaccine (bOPV) supplementary immunization activities (SIAs) in 2022. Around 5.7 million children under-five were given bOPV during each of the four rounds of country wide SIAs campaign. On 11 November 2022, the Government of the Republic of Zambia (GRZ), through the Minister of Health (MoH), declared the polio outbreak as a Public Health Emergency of International Concern (PHEIC) since three circulating vaccines derived poliovirus type 2 (cVDPV2) were isolated in Copperbelt province in October and November 2022. To respond to this situation, two rounds of nOPV2 campaigns targeting children under 5 years in 4 provinces were conducted in February and April 2023, and one round of nOPV2 campaign targeting children under 8 years was conducted in 7 provinces in Sept 2023 that vaccinated 6.4 million children.</p> <p>UNICEF, being the lead technical agency for Advocacy, Communication, and Social Mobilisation (ACSM), is accountable for supporting the GRZ/MoH and its implementing partners in Social and Behaviour Change (SBC) and Risk Communication and Community Engagement (RCCE) interventions for polio OBR, in collaboration with the Global Polio Eradication Initiative (GPEI) partners, including WHO, USAID, US-CDC, BMGF, and Rotary International.</p> <p>As per the decision of regional technical Rapid Response Team (RRT), the polio outbreak response activities in Zambia synchronised with the neighbouring countries (Malawi, Mozambique, Tanzania, and Zimbabwe) are anticipated to continue till end 2024. This involves intensive work around SBC/RCCE. As per the GPEI's global Outbreak Response Programme Team (ORPG) approval of Zambia's polio outbreak response operational plan and budget for 2024, UNICEF, is responsible for hiring and deploying an international SBC consultant at the polio EOC of Ministry of Health to provide continued close technical advice and support to effectively plan, implement, monitor, review, and reporting of the polio OBR in 2024.</p>		
<p>Deliverables:</p> <ol style="list-style-type: none"> 1) Develop costed plan of action on SBC/RCCE for polio OBR, and the updated tools, guidelines, and reporting templates on polio SBC/RCCE programming such as social investigation, community engagement and social listening. 2) Develop evidence-based SBC/RCCE messages, tools and materials for misinformation and rumour management response. 3) Develop detailed monthly SBC/RCCE reports / updates with a concise snapshot on the achievements, progresses, gaps and challenges, on-going needs, or issues. 4) Develop polio SBC/RCCE repository through review and analysis of data, information, and findings from social listening and community feedback mechanisms as part of continued evidence generation and synthesis, and the provision of updates to the ACSM/SBC/RCCE Groups and Committees and other platforms including at subnational level polio EOC. 5) Develop detailed plans on SBC supplies requirements, procurement, last-mile distribution, and end-user monitoring at all 10 provinces and 116 districts implementing polio vaccination campaign. 		

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](#)

Budget Year:	Requesting Section / Issuing office:	Reasons why consultancy cannot be done by staff:
2024	Health and HIV	The assignment requires services of an independent health professional having expertise in the field of ACSM/SBC/RCCE for Public Health Emergencies (PHEs) responses.

Included in Annual/Rolling Workplan: ☒ Yes ☐ No, please justify: This is part of the approved HR surge plan for Zambia UNICEF CO to support polio outbreak response until Dec 2024, with funds allocated to the ZCO by GPEI.

Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) – <i>using the global polio roster.</i> <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)	Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
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If Extension, Justification for extension: N/A

Supervisor:	Start Date:	End Date:	Number of Days (working):
Immunization Specialist (P3), UNICEF	1 Feb 2024	31 December 2024	N/A

Work Assignment Overview: The consultant will work under the supervision of Immunization Specialist (P3) and in close collaboration with ZCO SBC Manager to channel UNICEF technical support to MOH, ZNPPI, Polio EOC, and GPEI partners to effectively plan and implement polio SIA campaigns.

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimated Budget (US\$)
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1. Develop costed plan of action on SBC/RCCE for polio OBR, and the updated tools, guidelines, and reporting templates on SBC/RCCE in coordination and collaboration with GPEI partners under the platform of the polio EOC, and the National Health Promotion Technical Working Group (HP-TWG), working closely with MoH Health Promotion and Immunization programmes units.	Updated SBC/RCCE costed plan of action on polio SIAs.	20 Feb 2024	15% of total value
2. Develop new and/or additional evidence-based SBC/RCCE messages, tools and materials for misinformation and rumour management response as evolved, requested, or needed through discussion both at the national and/or sub-national levels.	Detailed report on new and/or additional SBC messages and materials – total 3 report.	1 st Report: 20 Feb 2024 2 nd Report: 30 Apr 2024 3 rd Report: 31 Aug 2024	20% of total value
3. Develop detailed monthly SBC/RCCE report/update having a concise snapshot on the achievements, progresses, gaps and challenges, on-going needs, or issues for further attention and the planned or upcoming events/ activities, in addition to regular update to the weekly/monthly polio Situation Report (SitRep).	Detailed monthly SBC/RCCE Updates/Reports – total 9 reports.	Every Month (28 Feb, 31 Mar, 30 Apr, 30 Jun, 31 Aug, 30 Sep, 31 Oct, and 30 Nov)	20% of total value
4. Review and analyse data, information, and findings from social listening and community feedback mechanisms as part of continued evidence generation and synthesis, and the provision of updates to the ACSM/SBC/RCCE Groups and Committees and other platforms including at national and subnational level polio EOC.	Polio SBC/RCCE Repository on social listening and community feedback – total 3 reports.	1 st Report: 15 Mar 2024 2 nd Report: 15 June 2024 3 rd Report: 15 Sept 2024	20% of total value
5. Develop the detailed plan on SBC/RCCE supplies requirements, procurement, last-mile distribution, and end-user monitoring at provinces and districts implementing polio vaccination campaign.	Detailed SBC/RCCE supplies procurement and distribution plans and reports – total 3 reports.	1 st report: 31 Mar 2024 2 nd Report: 31 May 2024 3 rd Report: 31 Oct 2024	20% of total value
6. Prepare and submit the Final Consultancy Report	Final Assignment Report	15 Dec 2024	5% of total value
Estimated Total Consultancy Fees (All Inclusive) in US\$		Lumpsum	Lumpsum
Travel International (if applicable)	One return economy airfare	Lumpsum	Lumpsum
Travel Local (please include travel plan) - not included in the contract (through TA)	Will be provided under separate TA	N/A	N/A
Living costs for time spent in Zambia	Lumpsum	Lumpsum	Lumpsum
Total estimated consultancy costs¹			
Minimum Qualifications required:	Knowledge/Expertise/Skills required:		

<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Social science, communication, international studies or a related technical field in C4D/ Risk communication and community engagement.	I. At least 7 years' relevant experience and product knowledge on social behaviours change, social mobilization, risk communication and community engagement. II. Knowledge and understanding of the principles of communication for development, knowledge, and experience with collecting data and designing evidence-based SBC strategies, as well as risk communication and communication engagement are essential i. Proven experience in Public Health Emergencies and Risk Communication interventions planning and coordination in developing country context; and the experience in Zambia would be as asset. ii. Strong communication skills in English (spoken and written). iii. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames.
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: 50% home-based remote support and remaining 50% based at polio EOC/MoH If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>

ⁱCosts indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

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.