

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title : Cold Chain and Vaccine Management Consultant in Yemen.</b>	<b>Funding Code</b> <b>SC220798</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant	<b>Duty Station:</b> Sanaa, Yemen.
<p><b>Purpose of Activity/Assignment:</b> To support cold chain logistics and vaccine management component, assisting country programs in proper planning, utilization, stock management and reporting of all vaccines, and Dry items stock in Yemen. Assisting country programs in planning, implementation, and reporting of health outposts/HEER/BCU/EAF in areas with a high risk of measles and other VPDs.</p>			
<p><b>Background:</b></p> <p>Timely and equitable immunization services are amongst the most cost-effective development interventions with sustained and long-term health and economic dividends for nations. And effective end-to-end vaccine stock management is at its core, ensuring life-saving vaccines are always available up to the last mile, coverage goals are met, and no child is left behind.</p> <p>Sub-optimal cold chain and stock management not only increases the operational and opportunity costs of vaccination but can also play a significant role in broadening inequities and stagnating demand, specifically affecting under-served, urban poor, insecure and hard-to-reach populations.</p> <p>Yemen, particularly its northern region, is facing multiple outbreaks of vaccine-preventable diseases such as measles, polio, and diphtheria. The situation has worsened due to the Ministry of Public Health and Population's decision to suspend all campaign and outreach activities, which were effective strategies for reaching communities and improving vaccination coverage to control such outbreaks. In response, tailored interventions such as health outposts and HEER (Health Expansion and Emergency Response) are being considered to address the situation. However, the success of these strategies necessitates effective vaccine management practices to ensure the availability of vaccines at the designated locations.</p> <p>Moreover, Yemen is part of the Big Catch-Up initiative, which aims to target zero-dose and under-immunized children to ensure their full vaccination and therefore comprehensive protection against vaccine-preventable diseases. In support of this initiative, Gavi has recently approved millions of additional doses of various vaccines. Consequently, there is a pressing need for additional technical expertise to ensure proper planning and management of these doses.</p> <p>To proactively address the challenges associated with stock management and ensure that relevant national authorities possess the necessary capacity to receive, store, distribute, and monitor the upcoming surge in vaccines, UNICEF has mobilized resources to deploy a Vaccine Management and Cold Chain Consultant at the national level. This consultant will closely collaborate with relevant stakeholders to assess the existing cold chain and vaccine management practices, identify gaps, develop strategies, and provide recommendations to strengthen cold chain and vaccine management in the country.</p> <p><b>Objective:</b></p>			

The main objective of this consultancy is to enhance cold chain system and improve vaccine management practices in Yemen, ultimately leading to increased efficiency, effectiveness, and accessibility of vaccine delivery and distribution.

**Scope of Work:**

The consultant will be responsible for the following tasks:

1. Provide support in planning, receiving, storing, deploying, and monitoring vaccine-related logistics, including waste management, in accordance with national guidelines.
2. Assist in developing monthly vaccine stock reports at the national and subnational levels, encompassing stock receipts, distribution, utilization, and wastage rates. Highlight any concerns and provide feedback to EPI (Expanded Program on Immunization) staff, along with recommendations.
3. Support the integration and deployment of Thrive360 for immunization stock reporting.
4. Aid in the deployment or strengthening of vaccine inventory tools to automate data collection for vaccine management. Develop or adopt relevant Standard Operating Procedures (SOPs) and guidelines.
5. Assist in vaccine forecasting and data triangulation of stock, consumption, and coverage at all levels of the supply chain, considering data use barriers and mitigation strategies.
6. Support the completion of a cold chain equipment inventory analysis for all governorates.
7. Update the Cold Chain Equipment (CCE) inventories on a quarterly basis through the DHIS-2 (District Health Information System).
8. Assist in developing a decommissioning and maintenance plan for cold chain equipment.
9. Organize capacity development events and devise on-the-job training plans for key partners.
10. Provide technical support for the implementation of health outposts/HEER (Health Education and Emergency Response)/BCU (Big Catch-Up) in areas at high risk of measles and other vaccine-preventable diseases (VPDs). Ensure detailed vaccine distribution plans are developed in accordance with the micro plans. Prepare vaccine accountability reports after each implementation round.
11. Supervise routine vaccine supply at all levels to ensure compliance with vaccine management guidelines.

**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>Budget Year:</b>	<b>Requesting Section/Issuing Office:</b>  Health Section (Immunization Programme)	<b>Reasons why consultancy cannot be done by staff:</b>  The tasks are not staff tasks, required different skills, field visit, internal travelling, and movement, which shall be easier to be done by a consultant.	
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Desk Review <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b>  Immunization Specialist/ Immunization Officer	<b>Start Date:</b> 15 <sup>th</sup> of August 2024.	<b>End Date:</b> 14 <sup>th</sup> of August 2025	

**Work deliverables and estimated cost**

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (USD)
Review the cold chain inventory data for all governorates	Inventory Analysis Tool (IGA)	August 2024	
Support the development of Cold chain equipment decommissioning plan	The CCE Decommissioning plan	September 2024	

Support the development of Maintenance plan	The CCE Maintenance plan	September 2024	
Analyze the stock data of vaccines and immunization supplies on quarterly basis	Comprehensive report on vaccine stock data at central, governorate, and district levels.	Within August to Oct.2024	
Analyze the stock data of vaccines and immunization supplies on quarterly basis	Comprehensive report on vaccine stock data at central, governorate, and district levels.	Within Nov. 2024 to Jan.2025	
Analyze the stock data of vaccines and immunization supplies on quarterly basis	Comprehensive report on vaccine stock data at central, governorate, and district levels.	Within Feb.- April 2025	
Analyze the stock data of vaccines including midyear data and immunization supplies on quarterly basis	Comprehensive report on vaccine stock data at central, governorate, and district levels.	Within May. -July 2025	
Highlighted "red flags" indicating potential issues in vaccine stock levels.	Documented feedback to MoPHP on the identified issues related to vaccine management	August 2024- July 2025	
Ensure regular update of CCE through the DHIS-2	Updated CCE inventory report from the DHIS-2	January 2025 & July 2025	
Support in-country distribution of vaccines at all levels on quarterly basis	Reviewed vaccine supply plans	Within August -Oct. 2024	
Support in-country distribution of vaccines at all levels on quarterly basis	Reviewed vaccine supply plans	Within Nov. 2024-Jan 2025	
Support in-country distribution of vaccines at all levels on quarterly basis	Reviewed vaccine supply plans	Within Feb.- April 2025	
Support in-country distribution of vaccines at all levels on quarterly basis	Reviewed vaccine supply plans	Within May. - July 2025	

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	There will be local travel, the plan will take place once there is need and approval, as with current country context plan is changed according to the situation.		
DSA (if applicable)	As per policy		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required*:</b></p> <p><input type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input checked="" type="checkbox"/> Other</p> <p>Enter Disciplines : Diploma in Public health, Community medicine, cold chain &amp; vaccine management, or other relevant field.</p> <p><b>*Minimum requirements to consider candidates for competitive process</b></p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>• have more than 5-year experience in cold chain, and vaccine management.</li> <li>• Diploma degree in public health or any other relevant field (e.g., community medicine, vaccine management).</li> <li>• Extensive experience in stock management, forecasting, microplanning, solarization, and installation.</li> <li>• Proven expertise in developing facilities CCE Inventory, HSS3, and CCEOP application.</li> <li>• Strong knowledge of relevant regulations, standards, and best practices related to cold chain, vaccine management, HEER/BCU, and EAF Interventions.</li> <li>• Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.</li> <li>• Fluency in written and spoken Arabic is required. Knowledge of English would be an advantage.</li> </ul> <p><b>*Listed requirements will be used for technical evaluation in the competitive process</b></p>		

<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (e.g. maximum 75 Points)                      B) Financial Proposal (e.g. maximum of 25 Points)</p> <ul style="list-style-type: none"> <li>- <b>Experience in CCEOP application</b></li> <li>- <b>Experience in microplanning.</b></li> <li>- <b>Experience in forecasting, and stock management.</b></li> <li>- <b>knowledge in HEER, BCU, and EAF interventions.</b></li> </ul>	
<p><b>Administrative details:</b></p> <p>Visa assistance required:     <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based   <input type="checkbox"/> Office Based:</p>	<p><b>If office based</b>, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required:     <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p><b>Request Authorised by Section Head</b></p>	<p><b>Request Verified by HR:</b></p>
<p><i>Approval of Chief of Operations (if Operations):</i>                      <i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p> <p>_____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>	

<sup>1</sup> Costs 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 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. Consultants 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 selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

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