

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title</b> National Electronic Immunization Registry Consultant	<b>Funding Code</b> SM220493  Expiry date: 31 July 2024	<b>Type of engagement</b> Individual Consultant	<b>Duty Station:</b> Phnom Penh Cambodia
<p><b>Purpose of Activity/Assignment:</b></p> <p>The primary purpose of this consultancy is to provide technical and operational support to NIP (National Immunization Program) to ensure the successful implementation of the Electronic Immunization Registry (EIR) in two primary provinces of Phnom Penh and Siem Reap.</p> <p>Immunisation is a key public health intervention that can prevent the spread of infectious diseases and save lives. The planned deployment of an Electronic Immunisation Registry (EIR) is an important step towards improving immunisation coverage in the country by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improving data quality and completeness by enabling health workers to capture accurate and complete immunisation data, which will help to identify children who have missed vaccinations and follow up with them.</li> <li><input type="checkbox"/> Providing health workers and parents/caregivers with reminders and prompts for upcoming vaccinations, which will ensure that children receive vaccines at the right time and in the right sequence.</li> <li><input type="checkbox"/> Streamlining the immunisation process, reducing the administrative burden for health workers, and enabling them to spend more time on patient care.</li> <li><input type="checkbox"/> Enabling real-time data on immunisation coverage and outcomes, which will facilitate authorities to monitor progress, identify gaps, and make evidence-based decisions.</li> </ul> <p>The consultant will consequently provide technical and operational support on the implementation of Tamanu EIR solution, in close collaboration with NIP, Beyond Essentials System (BES) company, health workers in the two implementation provinces and all key immunisation stakeholders.</p>			
<p><b>Scope of Work:</b></p> <p>This consultancy will require a good understanding of the Cambodian immunisation program and digital health context. Under the supervision of the T4D Specialist, and overall oversight from Health and Nutrition Chief, the consultant will be responsible for providing operational, co-ordinational and technical assistance on the implementation of the Tamanu EIR as described below.</p> <p>The detailed scope of work is summarized below:</p> <p><u>Initial scoping and landscape assessment support</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the existing EIR deployment plans and provide inputs to ensure that it is aligned with the local context and requirements.</li> <li><input type="checkbox"/> On behalf of NIP, coordinate and convene monthly technical working group (TWG) meetings with relevant stakeholders to review activity plans, organize field visits and plan consultations with different stakeholders.</li> <li><input type="checkbox"/> Review, including Khmer versions of documentations produced by BES including and not limited to the: as-is assessment, business process workflow, functional and non-functional requirements etc.</li> </ul> <p><u>Design and Development support</u></p>			

- Review the interactive wireframes and prototype designs and ensure alignment with the national architecture framework.
- Convene TWG to review, validate and approve the proposed system architecture design, programme indicators and system modules.

**Deployment and implementation support**

- Support both the Quality Assurance (QA) and User Acceptance testing exercises to ensure conformance to requirements and standards including in the field and document the process.
- Support with the development of a rollout plan in consultation with NIP.
- Develop and document standard operating procedures (SOPs) for the management of mobile devices and ensure they are aligned with the NIP.
- Work closely with NIP and sub-national authorities and provide quality assurance support for the migration of data into the EIR database.

**Capacity building support**

- Assisting with the development and conducting of training courses/workshops and training materials to support process management.
- Review all documentation including Khmer translations for SOPs, training manuals, guidelines etc.
- Support the capacity building of health workers and other stakeholders to effectively use the Tamanu EIR system and ensure sustainability of the system beyond the life of the project.
- Provide training and technical assistance to health workers and other stakeholders on the use and management of mobile devices in the Tamanu EIR system.

**Post deployment support**

- Assisting in the preparation of detailed transition plan.
- Provide ongoing technical support to ensure the Tamanu EIR system is functioning effectively and efficiently.

Perform any other relevant duties as may be assigned by the supervisor.

**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):

The consultant will not directly engage with children; however, he/she will have access to children’s immunisation information as part of the digitization process of the records. A non-disclosure agreement will be signed between the consultant and UNICEF to mitigate data privacy risks.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<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 type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> New Individual Contract
<b>Supervisor:</b> Emmanuel Bayo, T4D Specialist	<b>Start Date:</b> 1 August 2023	<b>End Date:</b> 31 July 2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
<b>Initial scoping and landscape assessment support:</b> The consultant will review the existing EIR deployment plans and provide inputs to ensure that it is aligned with the local context and requirements. They will coordinate and convene monthly technical working group to review activity plans, organize field visits, and plan consultations. The consultant will also be required to provide input into donor reports, and regularly update partners on the progress.	<b>Deliverable 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> As-is-analysis reports finalised, and deployment plans approved.</li> <li><input type="checkbox"/> TWG meeting minutes shared with relevant stakeholders with clear actions on the activity plans, field visits, and consultations with different stakeholders.</li> <li><input type="checkbox"/> Key outcomes from stakeholder workshop to review, validate, and approve business, functional and non-functional requirements successfully documented.</li> <li><input type="checkbox"/> EIR visibility plan developed and approved by the health section.</li> </ul>	30 September 2023	20%
<b>Design and development support:</b> The consultant will review all assets produced by BES and ensure alignment with the national architecture framework and in addition coordinate with relevant stakeholders for validation and approval.	<b>Deliverable 2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> TWG meeting and or stakeholder workshop convened to review, validate, and approve the proposed design assets including the proposed system</li> </ul>	30 November 2023	20%

	<p>architecture design, program indicators, and system modules.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> QA and UAT plan developed and approved by NIP.</li> <li><input type="checkbox"/> 3-page summary progress EIR implementation report.</li> </ul>		
<p><b>Deployment and implementation support:</b> The consultant will provide Quality Assurance support to ensure conformance with mapped requirements and standards. He/She will also support and coordinate the rollout of the EIR in the two provinces. Lastly, he/she will be required to support the MDM plan and any emerging equipment procurement requirements devices and ensure they are aligned with NIP. The consultant will work closely with NIP and sub-national authorities and provide quality assurance support for the migration of data into the EIR database.</p>	<p><b>Deliverable 3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5- page summary report on the QA and UAT results produced.</li> <li><input type="checkbox"/> Rollout plan developed and approved TWG / NIP.</li> <li><input type="checkbox"/> Standard Operating Procedure (SOPs) for the management of mobile devices and ensuring alignment with the equipment procurement and distribution plan developed.</li> <li><input type="checkbox"/> 2-page summary data quality assurance report for the digitisation of historical data into the EIR database developed.</li> <li><input type="checkbox"/> 3-page summary progress EIR implementation report.</li> </ul>	<p>31 January 2024</p>	<p>20%</p>
<p><b>Capacity building support:</b> The consultant will assist with the development and conduct of training courses/workshops and training materials to support process management. They will review all documentation, including Khmer translations for SOPs, training manuals, guidelines, etc. The consultant will support the capacity building of health workers and other stakeholders to effectively use the Tamanu EIR system and ensure sustainability of the system beyond the life of the project. They will provide training and technical assistance to health workers and other stakeholders on the use and management of mobile devices in the Tamanu EIR system.</p>	<p><b>Deliverable 4</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health facility and other sub-national training plans developed and approved.</li> <li><input type="checkbox"/> Training manuals, guidelines, and SOPs reviewed and digitised for delivery through Moodle and Telegram.</li> <li><input type="checkbox"/> Documentation of all trainings conducted, including lessons learnt, and action points.</li> <li><input type="checkbox"/> 3-page summary progress EIR implementation report.</li> </ul>	<p>March 31 2024</p>	<p>20%</p>
<p><b>Post deployment support:</b> The consultant will assist in the preparation of a detailed transition plan. They will provide ongoing technical support to ensure the Tamanu EIR system is functioning effectively and efficiently. The consultant will perform any other relevant duties as may be assigned by the supervisor.</p>	<p><b>Deliverable 5</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transition / handover plan developed.</li> <li><input type="checkbox"/> Service Level Agreement with BES developed and approved.</li> <li><input type="checkbox"/> Final consultancy report</li> </ul>	<p>July 30 2024</p>	<p>20%</p>

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           Master's degree, or above in relevant fields including, but not limited to public health, digital development, Information management or other relevant areas.	<input type="checkbox"/> A minimum of five (5) years of relevant professional experience in Health Information System, information communication technology for development (ICT4D) in an international and local organization or equivalent. <input type="checkbox"/> Experience in planning, designing, implementing, monitoring, and evaluating health information systems. <input type="checkbox"/> Experience designing and supporting digital development and transformation projects in health sector, working with NGOs, academic institutions is an asset. <input type="checkbox"/> Knowledge and experience working with Digital Public Goods such as DHIS2 is an added advantage. <input type="checkbox"/> Experience in coordination with multiple stakeholders like government agencies, academic institutions, research organizations, private sector, etc. in implementing ICT projects and exploring space for collaboration and partnerships is desired. <input type="checkbox"/> Ability to communicate and engage both verbally and in writing with experts and stakeholders from different fields, including policymakers, researchers, and the civil society an asset. <input type="checkbox"/> Demonstrated strong analytical, research, report writing and presentation skills. <input type="checkbox"/> Fluency in English and Khmer is a requirement for this role.
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</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 (75 Points)      B) Financial Proposal (25 Points)</p> <ul style="list-style-type: none"> <li>- Relevant education background (10 points)</li> <li>- Relevant experience of working on similar digital health projects in Cambodia (20 points)</li> <li>- Level of experience managing complex projects, including developing workplans, tracking progress, and reporting on project outcomes. (10 points)</li> <li>- Quality of proposed approach to this consultancy including level of alignment with the objectives of the EIR implementation and should demonstrate a clear understanding of the local context and requirements. (35 points)</li> </ul>	
<p><b>Administrative details:</b>            Visa assistance required: <input type="checkbox"/>  <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/>            IT and Communication equipment required: <input type="checkbox"/>            Internet access required: <input type="checkbox"/></p>
Empty space for additional information	

<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 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.

The selected candidate 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 candidates 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. It 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.