

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: National Consultant for Supply Chain & Waste Management Capacity Strengthening	Funding Code: N/A	Duty Station: Phnom Penh, Cambodia
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Purpose of Activity/Assignment:
 UNICEF Cambodia is currently seeking a national consultant to provide technical support to a new initiative to implement environmentally sustainable interventions for strengthening PHC infrastructure and mitigating carbon emissions via the improvement of healthcare waste management, procurement of environment-friendly technology, and the assessment and implementation of Health Facility Solar Electrification across Cambodia.

Scope of Work:
 The national consultancy role is designed to assist UNICEF in the implementation of three key initiatives aimed at strengthening green energy use, supply chain, and waste management systems within the Ministry of Health, particularly at the national and sub-national levels. The consultant will work closely with the UNICEF health officer leading the initiative, the National Directorate of Health Services, and the National Immunisation Program. The expected outputs and responsibilities are as follows:

1) Assist in the Enhancement of Healthcare Waste Management: The consultant, working in close collaboration with UNICEF staff, expert agencies, and national and local health field staff, will help coordinate and facilitate the implementation of healthcare waste management improvements. This includes assisting in assessments, supporting the deployment plan for green technologies for healthcare waste management following assessment recommendations, and aiding in the development of a strategic roadmap for safer and greener health waste management in Cambodia.

2) Support in Implementing Environmentally-Sustainable Interventions for Strengthening PHC: The consultant will assist in 1) identifying context-appropriate, environment-friendly technologies for waste management, 2) working closely with UNICEF's SD to track and monitor the procurement and deployment progress of these technologies, and 3) supporting the assessment of solar needs at the health facility level and monitoring the implementation of the health facility solar electrification initiative.

3) Assist in the Implementation of the Supply Chain System for Immunisation and Supply Strengthening Initiative: The consultant will provide support in various aspects including 1) assisting the National Immunization Program (NIP) in managing the vaccine & cold chain equipment (CCE), 2) aiding in the development of an Operational Deployment Plan (ODP) for CCEOP and updating it based on gap analysis, 3) Work closely and assist the new national procurement officer under the new GAVI-HSS initiative, developing filed deployment plan of equipment and services, and 4) Provide technical support to UNICEF, national department and health facilities with close collaboration with internal and external stakeholders to enhance vaccine supply chain efficiency, focusing on monitoring to prevent stockouts, especially in remote and hard-to-reach areas.

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: 2024	Requesting Section/Issuing Office: Health and Nutrition	Reasons why consultancy cannot be done by staff: Given how complex and labour intensive it is to improve climate resilience, particularly for immunization waste management, enhancing infection control, and solarization of healthcare facilities, and as part of the H&N RWP 24-25, it's crucial we need the deep know-how of specialized technical expertise and additional hands that goes beyond current capacities of UNICEF Cambodia teams. As this is a new area for to introduce green solutions and enhance healthcare sustainability, coupled with the urgency highlighted by the limited timeline for the utilization of the allocated budget of US\$ 2.3 million from reprogrammed DFAT funds, which must be fully utilized before 31 st December 2024. Thus, engaging a dedicated consultant will ensure the effective and timely implementation of these initiatives. As the consultant will be working hand in hand with UNICEF staff, we expect this to build technical knowledge and capacities of UNICEF staff in the process.
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Consultant sourcing: ☒ National ☐ International ☐ Both

Competitive Selection: ☒ Advertisement ☐ Roster ☐ Informal competitive (Low Value Contract)

Single Source Selection: ☐ (Emergency - Director's approval)

Supervisor: Maro Chhum	Start Date: 1 st May 2024	End Date: 31 st December 2024
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Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
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			(Percentage of payment)
1. Provide technical support to the improvement of healthcare waste management:	1.1 Health Care Waste Management Assessment Coordinated: The team formation, training, travel planning, field assessment, data collection and collation were overseen. Assistance was provided in report and roadmap development. Briefings and debriefings with the ministry were scheduled for discussion of recommendations.	30 th June 2024	25%
	1.2. Roadmap Disseminated: Recommendations were shared with stakeholders, who were informed about the procurement and deployment of appropriate Health Care Waste Management equipment.	31 st July 2024	10%
	1.3. Quarterly Progress Reports Delivered: Updates were provided on the deployment plans for waste management equipment, site inspections, installations, and handovers	30 th Sept 2024	10%
2. Provide technical support to the Ministry of Health in for implementing the environmentally-sustainable interventions for strengthening PHC	2.1. Additional Site Assessments for Solar Energy Conducted: The need for solar energy at additional health facilities was assessed and a deployment plan for solar electrification was developed.	30 th October 2024	20%
	2.2. Solarised Health Facilities Monitored: Oversight was provided for 31 solarised health facilities and quarterly reports on the progress of installation and functioning were delivered.	30 th November 2024	10%
3. Technical support to the implementation of the supply chain system for immunisation and the supply strengthening initiative	3.1. Report on Deployment of RTMDs and CCEs Provided: The deployment of RTMDs and CCEs to appropriate health facilities was monitored as per the deployment plan of CCEOP.	15 th December 2024	15%

	3.2. Monthly Reports on RTMDs Data Compiled: RTMDs data was captured, collated and analyzed. Reports were generated for action on a monthly basis.	30 th Dec 2024	10%
TOTAL NUMBER ESTIMATED DAYS:		101 days	100%

Minimum Qualifications required*: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other <ul style="list-style-type: none"> – Bachelor’s degree in supply chain management, Public health, medical/health, environmental engineering, biomedical science, or any other related field. – At least two years of experience in managing the immunization supply chain system in Cambodia. 	Knowledge/Expertise/Skills required*: The National consultant should have the following qualifications: . <ul style="list-style-type: none"> – Excellent knowledge about Cambodia’s health system – Ability to work independently and within set timeframes. – Previous experience working with or supporting MOH on immunisation supply and cold chain management an asset. – Training or experience in partnership management is an asset. – Strong communication and writing skills Technical Knowledge and Skills <ul style="list-style-type: none"> – Have a very good knowledge of network infrastructures, databases, cloud technologies, systems integration, and other technologies – Have expertise in building the capacity of agents in the use of a logistics information management system – Have very strong immunization supply chain data analytical skills; – Have skills in vaccine forecasting, and distribution planning; – Has very good knowledge of RTMDs and the interpretation of temperature data. Languages <ul style="list-style-type: none"> – Fluent in the local language Khmer, oral and written – Fluent verbal communication in English is required
Submission of applications: <ul style="list-style-type: none"> ▪ Letter of Interest (cover letter) ▪ CV or Resume ▪ Performance evaluation reports or references of similar consultancy assignments (if available) ▪ Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment. 	
Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance)) A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this	

process. The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and reference checks.

A) Technical Evaluation (e.g. maximum 70 Points)

Educational Qualification and relevant experience

- A University degree in Supply Chain Management, Engineering, public health, medical/health related sciences, or any other related field.
- Additional training in immunization supply chain management, vaccine management, cold chain management, green energy solutions or related training
- Relevant work experience or exposure within supply chain
- Relevant work experience or exposure in healthcare waste management work
- Relevant work experience in vaccine forecasting, distribution planning, cold chain monitoring, temperature monitoring, capacity building in iSC. Able to handle data and information on computer software (min 2 years)
- Excellent communication skills in Khmer and English (written and verbal). Facilitation skills is an asset.
- Proven ability to work in teams and work independently work – based on CV/work experience (roles and responsibilities in position)

B) Financial Proposal (30%)

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

Administrative details:

Visa assistance required: ☐

☒ Home Based ☐ Office Based:

If office based, seating arrangement identified: ☐

IT and Communication equipment required: ☐

Email/O365 access required: ☒

Internet access required: ☒

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.