

## TERMS OF REFERENCE

### SUMMARY

Type of Contract (tick the appropriate box)	Institutional Contractor	<input checked="" type="checkbox"/> <i>Individual Consultant</i>	Technical Assistance to IP (individual)
Title	Polio Communication for Development (C4D) Consultant		
Purpose	Provide technical C4D expertise and supervision for planning and implementation of quality communication response to cVDPV2 outbreak in Sierra Leone.		
Location	Northern Province (Makeni); North West Province (Port Loko); Eastern Province (Kenema) Southern Province (Bo); Western Area (Freetown);		
Duration	5 months		
Start Date	15 February 2021		
Reporting to	Communication for Development Specialist		
WBS / Grant No	WBS - 3900/A0/08/880/006/001; Grant – SC (TBC)		

### BACKGROUND AND RATIONALE

Sierra Leone has been polio free since 2010 but is currently facing an outbreak of circulating vaccine derived poliovirus type 2 (cVDPV2). As of January 2021, three cVDPV2 cases have been confirmed in three out of the country's 16 districts. No cases of wild polio have been discovered.

As an immediate response to the polio outbreak, the Ministry of Health and Sanitation (MoHS) plans to conduct two rounds of the national polio vaccination campaign starting in February/March 2021 to stop the transmission of poliovirus. A total of 1,472,813 children under five years of age are to be vaccinated in each round. Vaccination will be house-to-house.

Communication for Development (C4D) is a critical component of the polio outbreak response and aims to inform caregivers and communities about polio risks and vaccination campaign in order to ensure their support and acceptance of the vaccination. To achieve it, C4D employs a strategic mix of communication channels and approaches including the engagement of health workers, community volunteers, traditional and social media, community and religious leaders, non-governmental partners and other stakeholders.

UNICEF in Sierra Leone provides technical and financial support to the Health Education Division (HED) and Extended Programme for Immunization (EPI) under the Ministry of Health and Sanitation to develop, implement and monitor evidence-based communication response for the vaccination campaign. UNICEF Country Office in Sierra Leone is looking for (five) professionals C4D national consultants to support HED with the implementation of the polio communication response activities. The C4D consultants will be responsible for the overall coordination and supervision of the planned activities.

### OBJECTIVES

The objective of the consultancy is to provide C4D support to the District Social Mobilization Coordinators at the District Health Monitoring Teams to plan, implement and monitor communication and social mobilization activities for polio vaccination campaigns in Sierra Leone. Specific objectives include:

- Provide technical assistance to evidence-based planning, implementation, monitoring, evaluation and documentation of communication activities;

- Contribute to improving caregivers' awareness of polio risks and vaccine acceptance prior to vaccination /vaccinators visits;
- Contribute to the reduction of un-vaccinated (missed) children due to vaccine hesitancy and refusals;
- Contribute to improving coverage by routine immunization, particularly in areas with low immunization coverage

## DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

Under the direct supervision of the International Polio C4D Consultant and the Country Office Communication for Development Specialist, the consultant will perform the following duties and responsibilities:

### Before polio vaccination campaign

- Provide technical assistance for the development of evidence-based communication micro-plans (Independent Monitoring, Lot Quality Assurance Survey, KAP studies, and social research);
- Provide technically support to district and chiefdom social mobilization pillars;
- Provide support to District Social Mobilization Coordinators to map out hard-to-reach areas, special populations (refugees, IDPs, migrants, nomads, etc.) as well as communities, who may refuse or hesitate vaccination;
- Provide technical support to building capacities of District Social Mobilization Coordinators and other stakeholders in planning and implementation of advocacy and social mobilisation for polio vaccination;
- Ensure that national communication guidelines are well received and understood at sub-national levels;
- Ensure that recruitment of community social mobilisers follows the pre-established criteria and guidelines;
- Provide technical assistance in planning of training / orientation of stakeholders at sub-national levels;
- Provide support to quality assurance of capacity building of all stakeholders engaged in social mobilization and communication;
- Ensure timely and on-time distribution of media and other communication inputs in accordance with communication plan;
- Participate in all meetings and teleconferences;
- Ensure that budgets for training and community-based activities are complete and duly submitted at districts levels;
- Support communication research and evaluation on immunization services and polio campaigns;
- Provide support with piloting and roll-out of tools (including ITC) for information dissemination, monitoring, report, rumor tracking and research;
- Support strategic partnership, including fundraising and fund-leveraging efforts at district level for vaccination campaigns;
- Support advocacy and awareness-raising on systematic EPI and disease surveillance;
- Provide technical assistance for effective monitoring of rumors and misinformation, and device strategies to tackle them.

## During Polio Vaccination Campaign (Round)

- Oversee the implementation of communication and social mobilization activities especially in areas with underserved and hard-to-reach populations focusing on vaccine refusals and hesitancy;
- Provide strategic support to address refusal cases and rumors/ misinformation;
- Encourage and facilitate community participation in coordination meetings at all levels;
- Encourage and facilitate participation of community and religious leaders;
- Support the collection and reporting of communication data;
- Monitor funds utilization at subnational levels

## After polio vaccination campaign

- Provide support to active search and retrieval of NOPV2 in health areas;
- Provide support to campaign independent monitoring with specific focus on lessons learned, good practices and recommendations for communication and social mobilization.

## Other duties and responsibilities

- Provide support to social mobilization and communication activities for routine immunization (evidence-based planning, implementation and monitoring-evaluation);
- Provide support to the development and implementation a community-based surveillance plan;
- Develop Communication and SocMob innovations/ initiatives that should lead to ownership of vaccination activities by local communities, particularly among special pop/ underserved and hard-to-reach communities;
- Produce weekly, monthly and final reports;
- Other tasks and assignments as required for successful outbreak response to the outbreak.

## EXPECTED DELIVERABLES AND SCHEDULED PAYMENT

Expected Output/Deliverables	Timeframe (Tentative)	Payment <sup>1</sup> Schedule and conditions
<ol style="list-style-type: none"> <li>1. All districts have social mobilization and communication micro-plans;</li> <li>2. Special populations and anti-vaccination groups at sub-national levels are mapped out and updated before each round;</li> <li>3. Vaccine and vaccination refusals are duly and effectively addressed;</li> <li>4. Religious and community leaders are oriented for the importance of vaccination and they publicly support children's immunization;</li> <li>5. Monthly technical reports on completed assignments are certified and submitted.</li> <li>6. Final consultancy report</li> </ol>	Before each round	Monthly payment upon submission of technical reports certified by contract supervisor

<sup>1</sup> In general, payments should be made against delivery of services / products. Advance payments on signature of contract are discouraged, and need to be explicitly justified.

## REPORTING REQUIREMENTS

As outlined in the deliverables, the following are the reporting requirements for this consultancy assignment:

1. A detailed work-plan for each month
2. Monthly technical reports on completed tasks and activities as per TOR
3. Travel Reports
4. Final technical report of the consultancy assignment with key recommendations.

## CONSULTANCY MANAGEMENT

Specific workplans and activities will be coordinated with/by Polio International C4D Consultant. The consultant will also have regular interactions and direct communication with EPI and HED staff, WHO, and other partners.

## LOCATION AND DURATION

The consultant will be working with UNICEF Field Offices and District Social Mobilisation Coordinators and therefore will be based in the DHMT of the Province HQ district/town, with frequent travel to other districts under her/his responsibility.

## QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

The expected consultant is required to have the following technical background, experience and competencies:

- University 1<sup>st</sup> degree in one of the disciplines of social/behavioral/communication sciences or university degree in other fields with relevant certified trainings in behavioural and social communication.
- A minimum of three years of professional experience in advocacy, social mobilisation and C4D programme planning and management at the national or sub-national level preferably in a developing country.
- Relevant experience in immunisation programme, polio supplementary immunization activities (SIA), project development and management in any UN system agency or organization is an asset.
- Ability to work in most extreme hardships.
- Ability to work independently and to meet deadlines.
- Ability to write clear and concise reports in English.
- Demonstrated ability to effectively work and communicate in a multicultural environment.
- Computer literacy with high ability to use excel spread sheets.
- Completed training on BSAFE and PSEA
- Fluency in English is required. Knowledge of local languages is an asset.

## ANY OTHER INFORMATION

### ADMINISTRATIVE ISSUES

- *Interviews if necessary, indicating for which experts/position (in general, the evaluation of experts is conducted on the basis of their CVs).*
- *Whenever possible, bidder should be requested to provide an all-inclusive cost in the financial proposal. Bidder should be reminded to factor in all cost implications for the required service / assignment*
- *When travel is expected as part of the assignment, it shall be clearly specified (e.g. location, duration, number of journeys ...etc.) in the TOR. Bidder shall be required to include the estimate cost of travel in the financial proposal. It is essential to clarify in the TOR that i) travel cost shall be calculated based on economy class travel, regardless of the length of travel and ii) costs for accommodation, meals and*

*incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).*

- *Unexpected travels shall also be treated as above.*
- *Resources and facilities to be provided by UNICEF; e.g. access to printer, office space...etc.*

## **POLICY BOTH PARTIES SHOULD BE AWARE OF (ONLY APPLICABLE FOR INDIVIDUAL CONTRACTS)**

- *Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.*
- *Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.*
- *No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.*
- *For international consultants outside the duty station, signed contracts must be sent by fax or email.*
- *No consultant may travel without a signed contract and authorisation to travel prior to the commencement of the journey to the duty station.*
- *Unless authorised, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorised to buy their travel tickets and shall be reimbursed at the "most economical and direct route" but this must be agreed beforehand.*
- *Consultants will not have supervisory responsibilities or authority on UNICEF budget.*
- *Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.*
- *The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.*