**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title:**  COVID-19 Vaccine Management Consultant in Sierra Leone | **Funding Code:**    | **Type of engagement**[ ]  Consultant (National)[ ]  Individual Contractor Part-Time[x]  Individual Contractor Full-Time | **Duty Station:**  Freetown, Sierra Leone (including travel to districts) |
| **Background:** As part of the COVID-19 containment measures, Sierra Leone officially started the nationwide rollout of COVID-19 vaccine on 22 March 2021. To date, just over 23 percent of eligible persons have been fully vaccinated against the national goal of 70% to be fully vaccinated by the end of 2022. With recent increase of vaccine availability, the country is now significantly accelerating the COVID-19 vaccination efforts to ensure equitable access to all eligible population across the country. In response to the slow COVID-19 vaccination progress, the country has implemented so far six vaccination surge campaigns to boost vaccination coverage. The last four campaigns conducted since December 2021 were mainly supported with funding from the French Government through UNICEF. Out of 2,513,671 cumulative doses administered to date, 62% have been administered through the “surge” strategy, including 47% through French-supported campaigns in the past four months. This is the high-profile emergency response initiative which involves the French government leadership and senior officials of Sierra Leone Ministry of Health and Sanitation (MoHS) with high expectation for UNICEF’s technical and operational assistance to deliver quick and significant results. Business as usual is not permitted. To ensure the success of the planned activities and timely availability of data to showcase the results, while strengthening routine immunisation services including polio and measles vaccination coverage, the extraordinary efforts are required. Currently, the national EPI programme is severely over-stretched as COVID-19 vaccination is an additional workload to its core business of child health and routine immunization activities. The human resource capacity constraint has led to suboptimal and delay in implementation of both COVID-19 vaccine rollout and routine child immunization programme. In this context, UNICEF Sierra Leone, as a leading supporter of the national EPI programme, is seeking for a national consultant who will be embedded within the Western Area Urban (WAU) District Health Management Team (DHMT), with monthly field visits to Western Area Rural (WAR), Port Loko and Kambia Districts to provide technical assistance and support to the effective planning, implementation and monitoring of COVID-19 vaccine deployment as well as strengthening routine immunisation services in these districts. |
| **Purpose and objectives:**The purpose of this consultancy is to rapidly scale up COVID-19 vaccine deployment, while strengthening routine immunization service delivery in Sierra Leone. The objective of the assignment is to provide technical assistance to the planning, implementation and monitoring of current Covid-19 vaccination and routine immunization services in WAU, WAR, Port Loko and Kambia districts. The consultant will be embedded/based in the WAU DHMT Office, serving as surge capacity. S/he will work closely with the national EPI programme manager and DHMTs as well as UNICEF EPI team which provides technical assistance to the national EPI programme. **Specific Tasks of the Consultant**Under the overall supervision of the UNICEF Immunization Specialist and direct guidance of the National EPI Manager, the national consultant will work closely with the District Health Management Teams (DHMTs) and in-country partners at different levels to help scale up COVID-19 vaccine deployment while strengthening routine immunization service delivery in WAU, WAR, Port Loko and Kambia Districts.1. Build the capacity of health staff at all levels through training and supervision especially those at service delivery level and to monitor the overall implementation of the monthly COVID-19 vaccination campaigns at district level in all aspects including cold chain, logistics and vaccine management through:
* Facilitating the distribution and optimal use of vaccines and consumables according to micro plans and ensure that receipts comply with the distribution plan.
* Ensuring the proper storage of vaccines and consumables at each level of the supply chain.
* Providing on the job orientation on the basic planned preventive maintenance (PPM) of cold chain equipment at district and health facility levels for enhanced effectiveness and long-term functionality of the equipment.
* Collecting and analysing COVID-19 vaccine stock and utilization status at all levels of the supply chain weekly. Work closely with DHMTs and ensure complete and timely submission of weekly reports on COVID-19 vaccination.
1. Undertake field visits to the DHMTs and health facilities to provide support towards the effective implementation of the campaigns and other activities of routine immunization services.
2. To support the planning, implementation, monitoring, and timely / quality reporting of the monthly COVID-19 surge vaccination campaigns.
3. To provide continuous on-the-job training, coaching, mentoring and supportive supervision for district staff on the use and reporting of monthly Stock Management Tool (SMT), including the newly introduced online version of the SMT (eSMT).
4. To coordinate the conduct of monthly physical count of Immunization supplies (vaccines and syringes) and sharing such data with central level – both for routine immunization services and for COVID-19 vaccination.
5. To support the updating of cold chain inventory to inform future installation of CCE countrywide.
6. To provide support to data management and timely reporting of quality data at district and health facility levels.
7. To perform other duties as may be assigned by national EPI programme manager and UNICEF EPI specialist.

**Management, Organization and Timeframe:**The consultant will be supervised by the Immunization Specialist, UNICEF Sierra Leone and the National EPI Programme Manager of the Ministry of Health and Sanitation. The consultant will be seated at Western Area Urban DHMT Office and will have regular interactions with EPI Programme Manager and team at MoHS, and other partners. The monthly fees of the consultant will be processed by UNICEF with submission of his/her monthly progress report along with deliverables certified by the supervisors. The duration of the consultancy is 7 months. Start date: 01st June 2022 End date: 31st December 2022  |
| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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**Child data role**[ ]  YES    [x]   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):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

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| **Work Assignment Overview – the deliverables are interlinked and need to be carried out on an ongoing-basis until the consultancy concludes** |
| Tasks/Milestone: | Deliverables/Outputs: |
| Develop work plans and support its implementation | Monthly work plans |
| Conduct monthly supervisory visits to the districts and provide ‘hands-on’ trainings. | Monthly supervisory trip reports |
| Support the conduct of weekly and monthly physical counts of both routine and COVID-19 vaccines  | Updated monthly vaccine inventory reports available and shared. |
| Support the vaccine management processes during the on-going monthly COVID-19 vaccination surge campaigns | Vaccines for surge vaccination campaigns are properly forecasted, transported to lower levels and both utilization and wastage rates monitored and reported.  |
| Support the roll-out of electronic vaccine stock management tool (eSMT) at district level. | Updated monthly district eSMT reports available and shared for improved vaccine visibility |
| Support the updating of district cold chain inventory in WAU, WAR, Port Loko and Kambia | District cold chain inventories updated and shared with central level |
| Support the timely liquidation of funds for activity implementation. | All funds disbursed are liquidated timely within three months of disbursement. |
| Develop final technical report with key recommendation (as per priority for short, medium, and long-term). | Final technical report with key recommendations produced and shared (to be submitted within 7 days to end of consultancy period) |
| Total duration | 7 months |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| 2021-2022 | *Health and Nutrition Section* | The expected surge in COVID-19 vaccine delivery will put further pressure on already over-stretched H&N section staff and could adversely affect routine child immunisation programme implementation support. In addition, this work requires dedicated, full-time support for UNICEF to deliver the expected technical assistance and meet the deadlines for COVDI-19 vaccine deployment. The current capacity at the district level is equally overstretched to effectively manage COVID-19 vaccine stocks and this position is to help strengthen both routine and COVID-19 vaccine stock management. |
| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify:  |
| **Consultant sourcing:**[x] National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:** [x]  New SSA – Individual Contract [ ]  Extension/ Amendment |
| If Extension, Justification for extension: N/A  |  |
| **Supervisor:**  Baboucarr Boye, Immunisation Specialist | **Start Date: 01st June 2022** | **End Date: 31st December 2022** | **Number of Days (working):**  7 months  |
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| **Estimated Consultancy fee** |  | **7 months**  |  |
| Travel International | N/A |  |  |
| Travel Local (please include travel plan) | Per actual  |  |  |
| DSA (local travels) | Per actual |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| [x]  Bachelors [ ]  Masters [ ]  PhD [ ]  Other Enter Disciplines:University degree is required (Advanced degree an advantage), preferably in relevant field (e.g., public health, business planning, supply chain management, economics, international development studies, medicine, procurement, logistics, or other quantitative degree). Applicable work experience can substitute in cases where university degree is not aligned to a relevant field. | **Experience*** Two (2) years progressively responsible field work experience in immunization and cold chain, supply chain management or other related field in primary health care
* Experience in similar assignment related to effective vaccine and cold chain management practices
* Experience in training, planning and delivery of technical assistance in similar exercises
* Proven track record in interfacing with national ministries of health is a distinct advantage.
* Previous experience in working with UN agencies or other Non-governmental organisations is an asset.

**Skills required*** Very good command of English language, both oral and written, including report-writing skills.
* Very good analytical capacities - excellent ability to synthesize information and relate action to results.
* Ability to work independently to meet deadlines.
* Demonstrated ability to effectively work and communicate in a multicultural environment.
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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [ ]  |  [ ]  Home Based [x]  Office Based:If office based, seating arrangement identified: [x]  IT and Communication equipment required: [x] Internet access required: [x]  |
| **Request Authorised by Section Head/Hiring Manager**  | **Request Verified by HR:** |
|  | *HR Manager* |
| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OIC Dep Rep (Prog)**Representative (in case of single sourcing/or if not listed in Annual Workplan)* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  |
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1. 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. [↑](#endnote-ref-1)