

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title of Assignment	National Consultancy: TWO Polio Cold Chain & Vaccine Management Consultants: Provide technical assistance and build local capacity for immunisation cold chain and vaccine management for the polio outbreak responses in Malawi	
Requesting Section	Health & HIV	
Location	Place of assignment: Lilongwe, with field travel to focused districts	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	7.5 Months	
Number of working days	154 working days	
Planned Start and End Date	From: 20 February 2023	To: 12 October 2023

BACKGROUND

Malawi achieved polio-free status in 2002 and was certified in 2005. The last polio cases in Malawi were reported in 1992. In 2018 Malawi reported a case of Vaccine Derived Polio virus from Nsanje district bordering Mozambique. It was further established that this was a case from Mozambique and only came to Malawi seeking health services. The records of the case were further transferred to Mozambique for further follow up. In April 2016, Malawi switched from tOPV to bOPV; the country has not used the mOPV2 for any immunization. Injectable Polio IPV was introduced into the routine immunization schedules in December 2018. The current polio routine immunization schedule is: OPV0 from birth to 13 days, OPV1 at 6 weeks, OPV2 at 10 weeks, OPV3 and IPV at 14 weeks.

The implementation of polio eradication activities is coordinated by the Ministry of Health's (MOH) Expanded Programme on Immunization (EPI) under the Directorate of Preventive Health Services. The three polio committees namely National Polio Expert Committee (NPEC), National Certification Committee (NCC) and the National Task Force (NTF) on polio support the polio work in the country.

Malawi has declared a polio outbreak emergency on 16th February 2022 after the confirmation of Wild Polio Virus1 transmission. Immediate polio campaign and relevant response activities were planned to respond to the outbreak by the MOH and GPEI partners. All these activities demanded huge technical assistance from UNICEF Malawi country office, hence the Ministry of Health requested for external consultants to be deployed at national and zonal levels to provide technical assistance and build local capacity for strengthening immunisation cold chain and vaccine management for the polio, cholera and COVID-19 outbreak responses and newer vaccine introduction in Malawi.

Meanwhile, the GPEI partners (MOH, WHO, CDC and UNICEF) have prepared a phase-2 plan for responding to the ongoing outbreak that will cover the period of May to December 2023. This phase will consist of 4 Polio National Immunization Days (NIDs) targeting 8.8 million 0-15 year children in each round. Like in phase-1 response, these multiple rounds of campaign will require huge technical assistance inputs to the department of health and the provincial health authorities, therefore, the MOH requested similar consultancy support from UNICEF in the area of social behaviour change, logistics and Supplementary Immunization Activities (SIA) coordination.

UNICEF is accountable for supporting the Government in the areas of Social Behavioural Change Communication (SBCC), vaccines and logistics management and programme management.

JUSTIFICATION

UNICEF has procured and delivered 10.2 million doses of bOPV for three rounds. Another 7.8 million doses of bOPV are in process of procurement for 4th and 5th rounds. UNICEF also procured 90,000 posters, 140,000 flyers, 1,750 banners and 1,550 loudhailers to build awareness on polio vaccination among the communities. In addition, all the recently procured cold chain equipment and Remote Temperature Monitoring Devices (RTMD) need to be installed on a priority basis.

The following are the key areas of pre-requisites to the development of appropriate deployment strategies:

1. **Forecasting vaccine and logistics needs** using the highest number of children vaccinated in previous rounds and available stock balance supply and budget requirements for supporting deployment and vaccination operations based on the size of the population to be vaccinated.
2. **Coordinating the procurement and delivery of vaccines and other supplies (Ziplock bags, Biohazard biowaste bags, wall writing chalk etc) all across 865 health facilities** in liaison with the supply and procurement team.
3. **Assessing adequacy of vaccine carriers** using each district's most updated cold chain inventory.
4. **Preparing a distribution plan:** Prepare a distribution plan for vaccine and ancillary supplies (such as safety boxes, vaccine carriers, cooling packs, markers, data collection forms, AEFI response kits and IPC/PPE) based on the target population and number of staff that will comprise the vaccination and monitoring teams (e.g., vaccinators, recorders, social mobilizers, supervisors and monitors).
5. **Reinforcing supply and stock management:** Ensuring monitoring and recording of cold chain equipment temperature, vaccines distribution, inventory and stock management, wastage rates should be done rigorously and efficiently throughout the supply chain for Oral Polio Vaccine.
6. **Preparing vaccine accountability report after every polio campaign round:** Ensuring vaccines accountability reports are collated, compiled and validate for all 29 districts
7. **Assessing and implementing the appropriate waste management techniques** for the polio campaign programme.

UNICEF Malawi there has the need to recruit the expert services of two consultants to support the immunisation supply chain and logistics (iSCL) management for polio vaccine in the country and to support the UNICEF Country Office and the Ministry of Health to implement the polio Supplementary Immunization Activities (SIA).

PURPOSE OF THE ASSIGNMENT

The Polio Cold Chain & Vaccine Management consultants, under the overall guidance of Health Specialist (Community Health) will provide technical and management support to the EPI Team and MOH to accelerate the planning and implementation of polio Supplementary Immunisation (SIA) activities related to vaccines and cold chain management.

The Polio Cold Chain & Vaccine Management consultants will facilitate a timely and effective implementation of polio SIA and ensure that the capacity of local institutions is strengthened, to respond to, and coordinate the polio SIA interventions that demonstrate results and impact achieved with high coverage.

SCOPE OF WORK/OBJECTIVES

- To provide technical assistance and build local capacity for vaccine management for the polio outbreak response nation-wide, following will be the specific tasks:
- Provide technical support to the EPI, MOH to assess the cold chain and logistics support required for the SIA
- Assist the Health Specialist to develop detailed vaccine management implementation plan with a monitoring framework to ensure quality implementation of SIA and that the planned SIA results are achieved
- Assist the Health Specialist and the Supply Chain Specialist in managing the procurement and distribution of vaccines as well as monitoring of functionality of cold chain and logistics (cold box, vaccine carrier, ice packs, fridges) in the country
- Assist in monitoring vaccine arrival at national level and in country distribution to all regions and districts, including monitoring of the distribution of vaccines and related accessories from National Vaccine Stores (NVS) to Regional/District Vaccines Stores (R/DVS) and the vaccines availability at health facilities for SIA
- Work with WHO to conduct the training/orientation of the provincial/district/health facility staff on cold chain and vaccine management (cold chain recommendation, VVM, disposal etc.)
- Monitor regular vaccine utilization and accountability during the SIA
- Monitor vaccine wastage and forecast any shortage in the campaign area
- Assist in engaging with key stakeholders including WHO, national or international NGOs, other existing partners, and donors in the above-mentioned activities
- Provide frequent and regular reports to the MOH/EPI/EOC on all aspects of polio cold chain logistics/ vaccine management and contribute to the drafting of SITREPS and bulletins. Prepare reports according to GPEI requirements.
- Support development and accomplishment of cold chain logistics (CCL)/VM quality improvement plan (QIP) after each campaign round
- Support outbreak response assessment teams (OBRAs) with information related to vaccine management, logistics and the cold chain
- Document lessons learnt and convened stakeholders to share lessons learnt
- Include cold-chain equipment purchased for the SIA in the RI Programme equipment inventory and maintenance plan
- Make sure that vaccines collected after the campaign are accounted for and are stored in correct storage conditions at all levels
- Perform other duties as will be assigned within the scope of this work

REPORTING REQUIREMENTS

To whom will the consultants report (supervisory and any other reporting/communication lines):

The Polio Cold Chain & Vaccine Management consultants will report to the Health Specialist (Community Health) and the Supply Chain Specialist and work closely with the Programme Manager, EPI MOH and Health & HIV Section. The Chief of Health & HIV Section, UNICEF Malawi will support with providing overall guidance for this assignment.

What type of reporting will be expected from the consultants and in what format/style will the submissions of reports/outputs be done:

It is expected that the consultants prepares an implemenation plan with timelines for the assignment, outlining planned tasks and concrete steps to be undertaken to acomplish the planned tasks within the scheduled time. Regular discussions will be held face-to-face, virtually, and the consultants is expected to stay in touch via telephone, e-mails and other means such as Teams, WhatsApp, Zoom or Skype.

How will the consultants consult and deliver work and when will reporting be done:

The consultants will need to present the draft documents as well as the final report to UNICEF and MOH. At the beginning of the assignment, the consultants are expected to produce and agree with UNICEF and EPI Unit of MOH on work plan schedules for the assignment period.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the Polio Cold Chain & Vaccine Management consultants will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

SI#	Task/Activitiy	Deliverables/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned completion date	Payment Schedule
1	Direct technical assistance to: <ul style="list-style-type: none"> Ensure issues in vaccine management are identified and actively addressed at local level or escalated to RO/HQ in a timely manner. Support revalidation of Supply Chain and Waste Management section of country National Polio Outbreak Response Plan (NPORP). Support NLWG/EOCs in the development and/or revalidation of national and subnational supply and logistics plans to effectively manage the arrivals, storage, temperature monitoring and control during storage and distribution and redistribution, vaccine accountability, disposal and waste management for polio vaccines and by extension routine stocks. Plan, receive, store, deploy and monitor polio vaccines and related logistics including waste management as per manufacturer's guidelines. Implement on-going/new routine stock management strengthening initiatives including evidence-based allocation/distribution, tracking and 	Inception report on the detailed vaccine mangement action plan for 5th round of polio SIA, 2 rounds of nOPV2 and OBRA	21 days	21 March 2023	15%

	<p>tracing of vaccine deployment, logistics management systems etc. (initially at national/immediate sub-national level and then scaled-up)</p> <ul style="list-style-type: none"> Facilitate NLWG/EOC access to up to date stock management data including on forecast/actual quantities, stock-on-hand, consumption rates, expiry dates, open and closed vial wastage, critical operational challenges and data use for action etc. Support operational considerations for efficient deployment of polio vaccines including timely clearance, appropriate supply chain storage and transportation capacity, human resources etc. Facilitate access to national and subnational monthly vaccine accountability data including stock receipts, distribution, utilisation, and wastage rates which are triangulated with vaccination coverage. Support development of Supply and Logistics component of GPEI application 				
	<p>Direct technical assistance to:</p> <ul style="list-style-type: none"> Review national and sub-national supply chain performance, triangulating with service delivery data. Expand/deploy SOPs/tools/best practices, leveraging appropriate technology, that improve/automate vaccine inventories at all supply chain levels Where required; advocate for supply chain digitalization, support selection and introduction of appropriate electronic Logistics Management Information Systems (eLMIS) while strengthening the ecosystem (people, processes and policies) within which the eLMIS will exist Advocate for and support adoption of stock management best practices, including active monitoring, reporting and data use for action, and systems within national and subnational supply and logistics systems. Strengthen monitoring of vaccines at subnational levels and ensure timely data sharing with relevant national authorities and partners. This includes VVM for routine vaccines. 	Vaccine Management implementation / accomplishment report and Vaccine accountability report (VAR) for districts for 4th/5th round of polio SIA	45 days	26 May 2023	25%
3	Direct technical assistance to:	CCL/VM implementation / accomplishment report	45 days	31 July 2023	25%

	<ul style="list-style-type: none"> Support MOH and districts with strengthening vaccine forecasting systems, data triangulation of stock, consumption, and coverage at all levels of the supply chain, considering data use barriers and mitigation strategies. Support districts with periodic forecast accuracy verification and revision (as required) Support districts with monitoring the drivers of wastage, developing strategies for mitigating them and incorporating these into their improvement plans. Support operational considerations for efficient deployment of polio vaccines including timely clearance, appropriate supply chain storage and transportation capacity, human resources etc. Facilitate access to national and subnational monthly vaccine accountability data including stock receipts, distribution, utilisation, and wastage rates which are triangulated with vaccination coverage. 	and Vaccine accountability report (VAR) for districts for nOPV2 round 1 of polio SIA			
	Direct technical assistance to: <ul style="list-style-type: none"> Expand Thrive 360 to all 29 districts and ensure it provides monthly stock utilization reports to NLWGs/equivalent, regional and global partners. Support rollout of polio vaccine verification systems at sub-national levels Monitor progress and lessons on stock management reporting accuracy and use of data for action. Strengthen routine stock management practices, tools, and systems and use of data for action 	Vaccine Management implementation / accomplishment report AND Vaccine accountability report (VAR) for districts for nOPV2 round 2 of polio SIA	29 days	8 Sept 2023	25%
5	Submission of final consultants report	Final Report	14 days	30 Sept 2023	10%

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Travel costs will be reimbursed on actual expenditures and upon presentation of original supporting documents and only for approved field travel.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification:

- Advanced university degree from a recognized academic institution in one or more of the following areas is preferred: Supply Chain Management, Engineering, Public Health, Project Management, Data Management and Analysis or related to supply and logistics operations in UNICEF programme areas.
- First university degree combined with additional 2 years of very relevant professional work experience and understanding of relevant functions may be considered in lieu of advanced university degree.

Work experience:

- Minimum eight years progressively responsible professional work experience at national and international levels in supply management, vaccines programming including cold chain and vaccine management.
- Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.

Technical skills and knowledge:

- Product knowledge on cold chain equipment, new cold chain technologies and understanding of the principles of vaccine management, knowledge and experience with data collection, data management analysis and reporting are essential.
- Knowledge of procurement processes and good distribution practice could be beneficial.

Competencies:

- Strong analytical, negotiation, oral and written communication skills
- Effective presenter including ability to adapt the message and visual aids for multiple audiences to deliver concise, impactful presentations of primary health care interventions.
- Effective facilitator with proven ability to engage and train a group of individuals at national level and for front line health workers as well
- Ability to work in a multi-cultural environment

Languages:

- Sound written and spoken fluency in English is required

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the Polio Cold Chain & Vaccine Management Consultants and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption, Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer.

Prior to the issuance of the official contract, the individual consultants are requested to:

- complete the applicable mandatory trainings
- self-certify that he/she is fully vaccinated against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine. 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.

The assignment requires the consultants to actively engage with partners as well as the focal person in MOH (EPI), City Councils and NGOs.

The consultants will need to present the draft documents as well as the final report to UNICEF and EPI, MOH. At the beginning of the assignment, the consultants are expected to produce and agree with UNICEF and EPI, MOH on work plan schedules for the assignment period.

The consultants will work from home and travel to the field.

The consultants will use a personal computer, own data costs and phone to carry out the work.

CONDITIONS

- The consultancy will be over a period of 7 months; however the consultants will only work for 154 days during this contract period.
- The candidates selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultants.
- The consultants will be based in Lilongwe, Malawi.
- The consultants will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultants are not entitled to payment for overtime, weekends or public holidays, medical insurance, taxes, and any form of leave.
- Travel expenses for official in-country trips, will be covered in accordance with UNICEF's rules and tariffs, by the consultants and reimbursed against actuals, unless otherwise agreed.
- No travel should take place without an email travel authorization from section prior to the commencement of the journey from the duty station.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.

- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultants with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- 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 assignment is an on-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details