

United Nations Children's Fund

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
<b>National Immunization Consultant (2 positions)</b>	<b>WBS: 2460/A0/06/100/102/008</b> <b>Grant: SM210266</b>	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	One position based in Vientiane Capital and one in Savannakhet
<p><b>Purpose of Activity/Assignment:</b></p> <p>Routine immunization coverage in Lao PDR has always been low compared to most of the Southeast Asian countries. The key challenge of the program has been its inability to develop and implement an effective service-delivery system to reach zero dose children and missed communities. Lack of demand for vaccination due to mistrust and vaccine hesitancy along with limited access to services particularly among the marginalized and high-risk communities were other determinants of poor immunization coverage.</p> <p>During the last two years, COVID-19 outbreak has resulted disruptions in routine immunization service delivery. As most of the easy-to-reach populations are now vaccinated, both COVID and routine vaccination programs should now focus on reaching the underserved and high-risk communities using tailored approach to increase vaccine uptake and achieve equitable coverage.</p> <p>UNICEF Lao PDR is assisting the Ministry of Health of Lao PDR in 20 low performing districts to effectively utilize community-based resources (such as VHVs, village chiefs, community leaders, etc.) and Health Center based staff to i) continue providing COVID-19 vaccination; and ii) reach 'zero-dose' children and missed communities with routine immunization program. A deep dive assessment was conducted in all the 20 low performing districts from Nov-Dec 2022. The findings were presented to Ministry of Health and respective districts and provinces. Based on findings an implementation plan has been developed which aims to provide technical support to the sub-national level in improving the vaccine coverage through ensuring vaccine cold chain availability, supply, and logistics services along with developing and implementing communication and community engagement strategies. UNICEF will continue supporting COVID-19 vaccination and implement 'Fully Immunized Village Model' to ensure that all children are vaccinated with required antigens and doses in twenty low performing districts in six provinces.</p> <p>The consultancy (two positions) will provide technical assistance to UNICEF Lao PDR in coordinating and implementing activities in 6 provinces- Bokeo, Khammuane, Savannakhet, Saravane, Sekong and Attapeu. One position will be based in Savannakhet with maximum number of HPDs and the second position will be based in Vientiane capital and will provide support to remaining 5 provinces.</p>			
<p><b>Scope of Work:</b></p> <p>Under the supervision of Immunization Officer, and overall oversight from HSS Manager the consultants will be responsible for providing coordination and technical assistance on following areas:</p> <ul style="list-style-type: none"> <li>• Support Immunization unit at the provincial and district level in organizing district level workshops on the need of reaching zero-dose children for vaccination as advocacy events where health workers, members of Village Development Committees, mass organization and local media would participate.</li> <li>• Support the Health Center staff to conduct social mobilization meeting at the villages with the village chiefs, community leaders and Village Health Volunteers on the benefits of COVID vaccination and reaching zero-dose children for vaccination.</li> <li>• Support the district and HC-level staff in implementing targeted messages in local languages using appropriate means of communication to reach underserved communities.</li> <li>• Support the district and HC-level staff in selecting female VHVs who will implement zero-dose plan and HC-based Health Workers will supervise VHVs.</li> <li>• Support the district and HC-level staff in training VHVs and HC-based supervisors on identifying and vaccinating zero-dose children following the guidelines developed by UNICEF.</li> <li>• Support HC-based Health Workers to monitor and supervise the performance of VHVs, ii) provide refresher training to them, and iii) estimate eligible children for vaccination.</li> <li>• Community-based advocacy meeting with village chiefs and other village leaders in selecting volunteers, if needed.</li> <li>• Participate in all provincial and district level immunization and other meetings</li> <li>• Provide routine progress reports on immunization uptake and cold chain development and maintenance.</li> </ul> <p><b>In addition, following activities have been identified which are expected to be implemented in the 20 low performing districts from July-Dec 2023. The consultant will be responsible to provide necessary coordination support and monitoring of these activities.</b></p> <ul style="list-style-type: none"> <li>• <b>Microplanning:</b> Household survey of district – One-day training followed by two-days household survey</li> <li>• <b>Cold Chain:</b> 3-days Training of district and HC on vaccine and cold chain (including data recording and reporting) and Repair and Maintenance drive for equipment (Savannakhet)</li> <li>• <b>Supportive Supervision:</b> Supportive supervision visits atleast 4 times in one year (all 20 districts) and District consultation meetings every 3 months (Bokeo)</li> <li>• <b>Data Management:</b> Training on data entry using EIR system for districts and HCs staff</li> </ul>			

- **Communications:**
  - Training to health staff on health education and social mobilization
  - Broadcast messages on information about vaccination and sessions prior to the session through loudspeakers
  - Promote community engagement with community/village leaders
- **RCCE and SBCC workshop at district level:** RCCE and SBCC for health education officers, immunization officer at districts, health centers and village health volunteers, using a cluster training approach
- **Technical field exchange between districts:** Swap district health education teams among 20 districts to identify gaps, foster new knowledge and improve the planning and strategies of health education teams
- **Social listening:** Roll out of technical guideline and practice of social listening at provincial level
- **Creation of feedback mechanism on RCCE from community to central level:** Provision of RCCE feedback platform to strengthen feedback mechanism at subnational level to the central level on COVID-19 vaccination and routine immunization

<b>Budget Year:</b> 2023	<b>Requesting Section/Issuing Office:</b> Health	<b>Reasons why consultancy cannot be done by staff:</b> <i>The deliverables require technical and coordination support in 20 low performing districts. Intensive travel will be required throughout the year for implementation of activities. With current team/staff members it is not feasible to provide quality support and expect desired outcomes.</i>
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**Included in Annual/Rolling Workplan:**  Yes  No, please justify:

**Consultant sourcing:**

National  International  Both

**Competitive Selection:**

Advertisement  Roster

**Single Source Selection**  (Emergency - Director's approval)

**Request for:**

New SSA – Individual Contract

Extension/ Amendment

**If Extension, Justification for extension: Not applicable**

<b>Supervisor:</b> Immunization Officer	<b>Start Date:</b> 1 <sup>st</sup> July 2023	<b>End Date:</b> 30 <sup>th</sup> June 2024
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Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
<u>Support trainings, community social mobilization activities and supportive supervision</u>	Conduct district level advocacy workshops on zero-dose strategy and fully immunized village model with key govt officials and other stakeholders	Jul 2023	25%
	Conduct supportive supervision visits in allocated districts and health facilities and provide on-site support	Aug 2023	
	Conduct community-based social mobilization meetings with village chiefs and other village leaders with support from HC staff and VHVs	Sep 2023	
Mapping and training of VHVs including implementation of RCCE and SBCC activities	Mapping of VHVs who will implement zero-dose plan in collaboration with village chiefs and HC staff	Oct 2023	25%
	Train VHVs and Health Workers to identify zero-dose children and missed communities following the guidelines developed by UNICEF	Nov 2023	
	Support RCCE and SBCC activities including social listening feedback	Dec 2023	
<u>Community meetings and targeted messaging and monitoring of implementation</u>	Ensure implementation of targeted messages in local languages using appropriate means of communication	Jan 2024	25%
	Monitor and supervise the performance of VHVs and provide refresher training to improve their capacity	Feb 2024	
	Participate in all provincial and district level immunization and PHC meetings and share progress of the implementation of the zero-dose plan	Mar 2024	
<u>Support cold chain and vaccine</u>	Provide routine progress reports on immunization uptake and cold chain development and maintenance.	Apr 2024	

<u>management activities</u>	Cold Chain monitoring and support vaccine distribution and stock management	May 2024	25%
	Observe and report issues related to cold chain and vaccine management practices that need improvement or additional capacity building	Jun 2024	

<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

<p><b>Minimum Qualifications required*:</b>  <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines          University degree/diploma in Public Health, Social sciences, or any other related field</p> <p style="color: red; font-size: small;">*Minimum requirements to consider candidates for competitive process</p>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <ul style="list-style-type: none"> <li>Public health expertise and relevant experience in child health and immunization related research and programming required.</li> <li>A minimum of 10 years of experience in Effective Vaccine Management and Immunization related initiatives required.</li> <li>Previous experience working for the United Nations would be an advantage.</li> <li>Familiarity with the Lao PDR health system context would be an advantage.</li> <li>Excellent analytical, report writing and communication skills.</li> <li>Self-driven and self-managing, with good inter-personal skills.</li> </ul> <p style="color: red; font-size: small;">*Listed requirements will be used for technical evaluation in the competitive process</p>
<p><b>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</b></p> <p>A) Technical Evaluation (e.g. maximum 75 Points)</p> <p>1. Completeness of response (10)</p> <ul style="list-style-type: none"> <li>Overall concord between requirements and proposal</li> </ul> <p>2. Work Experience (20)</p> <ul style="list-style-type: none"> <li>Experience in conducting EVM assessments and development of improvement plans</li> <li>Experience in working with the government in developing countries, preferably Asia Pacific region, and Lao PDR on public health related issues</li> </ul> <p>3. Technical proposal (45)</p> <ul style="list-style-type: none"> <li>Relevance and quality of proposed approach and method for the assignment/completion of deliverables.</li> </ul> <p>B) Financial Proposal (incl. fees, travel costs, DSA): 25 Points</p> <p>C. Overall Evaluation (total technical and financial proposal): 100 points</p>	
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p><b>If office based</b>, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: No</p> <p>Internet access required: No</p> <p>Note: One Consultant will be deployed at NIP (Government office), VTE capital and other consultant will be based in Provincial EPI office at Savannakhet</p>

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.