

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Effective Vaccine Management (EVM) consultant	WBS: 2460/A0/06/100/102/008 Grant: SM210266	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Vientiane, Lao PDR
Purpose of Activity/Assignment:			
<p>Effective Vaccine Management (EVM) is a national Essential Programme on Immunization (EPI) planning process endorsed and supported by the World Health Organization (WHO) and the United Nations Children's Fund (UNICEF) to assess and prioritize improvements in the immunization supply chain. EVM is embedded within the immunization supply chain (ISC) and is continuous improvement planning process. EVM was launched in 2009 drawing on lessons learnt conducting EVM assessments in more than 80 countries. By leveraging developments in mobile and cloud-based computing, EVM2, released in 2019, builds upon the original EVM assessment tool to provide countries with a broader, more powerful, more agile, and more sustainable solution for improving ISC systems. EVM provides a suite of sophisticated reporting tools to understand the performance of the national immunization supply chain.</p> <p>UNICEF in collaboration with Government of Lao PDR conducted the 2nd National EVM Assessment in October 2022. It involved the assessment of 80 sampled vaccine stores across 11 provinces and 23 districts of the country. It allowed to assess the strengths and weaknesses of the cold chain system against the global standards. Lao PDR witnessed a cumulative EVM score of 78%, an increase of 9% from the last EVM assessment in 2014. The National EVM assessment highlighted some key focus areas including vaccine and logistics distribution, vaccine and stock management, cold chain MIS, and supply chain monitoring, across different levels of immunization supply chain. The comprehensive and continuous improvement plans (cIP) for the next four years have been drafted in collaboration with Government and the relevant stakeholders. As lead implementing agency for EVM, UNICEF Lao PDR is committed to support Ministry of Health in achieving the EVM cIP targets 2023-26.</p> <p>The consultancy will provide technical assistance to UNICEF Lao PDR in conducting situational analysis of identified EVM cIP targets for 2023-24 including gap analysis, recommendations for improvement, CCE capacity planning, development of SOPs etc. The specific requirements and expectations are clearly indicated in the deliverables section. The consultancy requires very well understanding of EVM 2.0 requirements and sub-requirements.</p>			
Scope of Work:			
<p>Under the supervision of the Cold Chain Specialist, the consultant will be responsible to provide outputs/results on 19 identified targets mentioned below. It is highly recommended that the consultant refers to EVM 2.0 requirements and sub-requirements for more details which are available on EVM website.</p> <ol style="list-style-type: none"> 1. The national cold store (room containing cold rooms) is properly ventilated. 2. The national store and all regional stores have functional fire alarms and smoke alarms. 3. All vaccine stores and health centers have functional certified fire extinguishers. 4. Dry goods in national, regional and district stores are not stored on the floor, but on shelves, pallets, or pallet racks. 5. Dry goods in national, regional and district stores are not exposed to direct sunlight 6. All vaccine cold rooms in regional stores have cooling unit duty sharing systems, manual or automatic. 7. All vaccine cold/freezer rooms at the national store and all regional stores have voltage regulators/stabilizers. 8. All vaccine refrigerators and freezers have voltage regulators. 9. All regional and district stores have suitable standby generators 10. All regional and district stores and health centers have sufficient coolant pack storage capacity. 11. All regional vaccine stores have suitable mechanical handling equipment, where required. 12. All regional stores have vaccine transportation vehicles with sufficient capacity to accommodate the expected maximum load of vaccines and dry goods. 13. All vaccine transportation vehicles meet minimum Road Safety Requirements 14. The refrigeration systems in all refrigerated vehicles meet minimum requirements 15. All regional vaccine stores have insulated containers with sufficient capacity to accommodate the expected maximum load of vaccines. 16. All vaccine refrigerators/freezers at the national and sub-national store have backup temperature monitoring devices. 17. All health centers are equipped with vaccine request and receipt forms, and a vaccine stock record form (paper or electronic) that have all the required fields. 18. Central and provincial vaccine stores equipped with cold chain toolkit to support basic repair and maintenance of cold chain equipment 19. Quality Management Systems: Central vaccine store equipped with proper setup, standard processes, and tools to practice recommended EVM guidelines 			

Budget Year: 2023	Requesting Section/Issuing Office: Health	Reasons why consultancy cannot be done by staff: <i>The deliverables require high level technical expertise in specific domains of EVM and a good understanding of EVM tool, requirements, and sub-requirements. In addition, rigorous review of existing SOPs and guidelines will be undertaken during the assignment. This is a specific requirement for short term (6 months) and will inform action plan for implementation of EVM recommendations.</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: Not applicable		
Supervisor: Cold Chain Specialist	Start Date: 1 st July 2023	End Date: 31 st December 2023
<p>In addition, the consultant will also be responsible for-</p> <ul style="list-style-type: none"> Coordination with NIP (National Immunization Programme) team for development/revision/ modification of data collection templates and ensure timely communication to provinces and districts Updating the progress in the meeting of National Logistics Working Group (NLWG) Coordination with NIP to plan the field assessment linked to deliverables Work with UNICEF Immunization officer and cold chain assistant and guide/advise revision of cold chain and vaccine management training material for training of Immunization staff based at Provinces, district and at Health facility level. Review and development of SOPs related to cold chain and vaccine management <p>The duration of this consultancy is anticipated for five to six months. For planning purpose, the timelines have been indicated in below table. However, the actual timelines will be agreed with the successful applicant based on technical proposal. Consultant is expected to travel (one trip per province) in seven provinces of Lao PDR (Luang Prabang, Oudomxay, Savannakhet, Saravane, Champassak, Xayanbury and Xeingkuang) throughout the consultancy period and therefore the lumpsum cost can be derived/estimated accordingly.</p>		
<p>Child Safeguarding Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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:</p> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)</p> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>		

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Situational Analysis of ventilation at PR, fire extinguisher at PR, SN, LD and fire alarms at PR and SN levels (Target 1,2 and 3)	<p>Assessment/Situation analysis of presence and functionality of</p> <ul style="list-style-type: none"> a) Ventilation systems, b) smoke and fire alarms and c) fire extinguishers at Central vaccine store and provincial vaccine stores <p>Determine the need and budget estimate for</p> <ul style="list-style-type: none"> a) overhaul of existing ventilation systems b) replacement and procurement of fire and smoke alarms and, c) re-certification, replacement, and procurement of fire extinguishers. <p>Develop a proposed plan for periodic maintenance and testing of these systems including estimated annual budget for operations and maintenance.</p> <p>Submit a draft plan of action to achieve these targets.</p>	2 weeks	15%
Situational Analysis of dry storage space at PR, SN and LD level (Target 4,5)	<p>Analyze the requirement of dry storage space across all the vaccine storage points which include 1 central vaccine store, 18 provincial vaccine stores, 148 district vaccine stores and 1,180 Health Centers.</p> <p>Classify all vaccine stores in different categories based on the level of investment required in the dry store - shelves/pallets/racks only, minor refurbishment/ expansion of existing dry store, and construction of new dry store. Estimate budget for the procurement of proposed equipment.</p> <p>Develop a draft country guidance document for dry store management based on WHO/UNICEF or EVM guidelines for EPI.</p> <p>Submit a draft plan of action to achieve this target.</p>	2 weeks	
Situational Analysis of cooling unit duty sharing systems at PR and SN level (Target 6)	<p>Assessment/ Situation analysis of installed cold rooms across the country and stratification by age, manufacturer, applicable warranty/AMC, and the functional automatic or manual cooling unit duty sharing mechanism.</p> <p>Identify the reasons for faulty automatic duty sharing mechanism and history of repairs undertaken (if any).</p> <p>Submit a draft plan of action to achieve this target following CAPA approach.</p>	2 weeks	15%
Situational Analysis of WICR voltage regulator at PR and SN level (Target 7)	<p>Assessment/ Situation analysis of installed voltage regulators for vaccine cold room/freezer rooms at Central vaccine store and all the cold chain hubs.</p> <p>Determine the need and estimated budget for repair and procurement of voltage regulators.</p> <p>Submit a draft plan of action to achieve this target.</p>	1-2 weeks	
Situational Analysis of voltage stabilizer at PR, SN, LD, and SP level (Target 8)	<p>Analyze the situation and need of voltage stabilizers (by type) for refrigerators/freezers across all vaccine stores.</p> <p>Quantify the requirement of voltage stabilizers for procurement along with estimated budget.</p>	1-2 weeks	
Situational Analysis of power generator at SN and LD level (Target 9)	<p>Analyze the situation and need of generator sets at provincial and district vaccine stores.</p> <p>Classify the vaccine stores based on their requirement for new generators or for repair of existing generator sets. Estimate the budget for annual operations and maintenance of generators at central, provincial and district level.</p> <p>Develop SOPs for repair and maintenance of generators. Submit plan of action to achieve this target.</p>	1-2 weeks	
Situational Analysis of coolant packs at SN, LD, and SP level (Target 10)	<p>Analyze the situation and need for additional coolant pack storage capacity at all provincial and district vaccine stores.</p> <p>Propose suitable/appropriate supply cycle of vaccines in line to country's EPI guidelines and SOPs.</p>	1-2 weeks	

	Identify the need for procurement of freezers along with budget estimates.		15%
Situational Analysis of Mechanical handling equipment at PR and SN level (Target 11)	Assessment/ Situation analysis of suitable mechanical handling equipment at central vaccine store and all the cold chain hubs. Determine the need for procurement along with budget estimates.	1-2 weeks	15%
Situational Analysis of transportation vehicle at PR and SN level (Target 12,13, 14)	Assess the need for an exclusive vaccine transportation vehicle at central and provincial level. Determine the capacity gaps related to transportation of vaccines and dry goods at central and provincial level. Develop SOPs for use of vaccine transportation vehicles, branding guidelines, road safety requirements, scheduled maintenance, and contingency planning. Submit a draft plan of action to optimize the current fleet of vehicles and estimate annual budget requirements for operation and maintenance of the vaccine transportation vehicles.	1-2 weeks	
Situational Analysis of cold box at SN, LD, and SP level (Target 15)	Analyze the situation and need for insulated containers (cold box and vaccine carriers) across the country based on vaccine distribution plan and target population on largest distribution route. Determine the capacity gaps, prepare the forecast for next five years Quantify the procurement of cold boxes and vaccine carriers.	1-2 weeks	15%
Situational Analysis of temperature monitoring device at PR and SN level (Target 16)	Analyze the need for temperature monitoring device at National and sub-national stores including a buffer stock for both storage CCE and transportation vehicles. Develop a plan to safely discard broken thermometers/30 DTR or other temperature monitoring devices. Develop SOPs and job aids on correct use of thermometers, 30 DTR or other used temperature monitoring devices.	1-2 weeks	
Situational Analysis of vaccine stock management SOPs and processes at PR, SN, LD, and SP level (Target 17)	Review the existing vaccine request, receipt, stock, and distribution forms to meet minimum requirements as per EVM recommendations. Develop/revise the forms to reflect recommended standards. Develop a guidance note (written or video) or SOPs on correct filling of these forms. In-case of video, the consultant will have to draft the script.	2 weeks	25%
Situational Analysis of cold chain repair toolkits at PR and SN level (Target 18)	Review the inventory of cold chain toolkit at central and provincial vaccine stores. Conduct an analysis/documentation to assess the impact of toolkits on overall strengthening of cold chain repair and maintenance. Develop SOPs for optimum utilization of toolkits.	1-2 weeks	
Situational Analysis of quality management systems/processes at PR level (Target 19)	Review the current cold chain and vaccine management system/capacity/processes practiced at central vaccine store. Develop/revise SOPs in line to EVM guidance and provide recommendations to establish a quality management system at central vaccine store	2 weeks	

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

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.

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.