

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: National Individual Contractor - strengthening coordination for COVID-19 vaccine deployment and routine immunization services	Funding Code: WBS: 3900/A0/08/881/002/010 Grant: SC200764, SM210342	Type of engagement <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	Duty Station: Freetown (seconded to the National EPI office)
<p>Background:</p> <p>As part of the COVID-19 containment measures, Sierra Leone officially started the nationwide rollout of COVID-19 vaccine on 22 March 2021. With less than 6 percent of eligible adults fully vaccinated to date and the recent increase of vaccine availability in the country, the country is now significantly accelerating the vaccination efforts to ensure equitable access to all eligible population across the country.</p> <p>Due to simultaneous rollout of multiple vaccines (AstraZeneca, J&J, Pfizer, and Sinopharm) often donated / shipped in a short notice and typically with short shelf-life, COVID-19 vaccine management has been a complex exercise in Sierra Leone. Given that the vaccine supply volumes will improve dramatically in Q4 2021 onward and the country is expected to receive an increasing number/type of vaccines in the coming months, there is an urgent need to improve vaccine absorption rates through intensified deployment efforts. A number of partners / donors have stepped in to offer financial, technical, and operational support to scale up such efforts, which requires high level of leadership and coordination from the national EPI programme, a lead agency for COVID-19 vaccine deployment to date in Sierra Leone.</p> <p>Similarly, stronger coordination between vaccine service delivery and demand creation is critical, as two main strategies for scaling up absorption capacity are: i) addressing misinformation and rumours; and ii) bringing vaccinations close to the communities via outreach, mobile vaccinations and mass vaccination sites.</p> <p>However, currently the national EPI programme is severely over-stretched as COVID-19 vaccination (along with Ebola Virus Disease (EVD) vaccination and polio campaign as outbreak response) is an additional workload to its core business of child health and routine immunization activities. The human resource capacity constraint has led to suboptimal coordination and delay in implementation of both COVID-19 vaccine rollout and routine child immunization programme.</p> <p>In this context, UNICEF Sierra Leone, as a leading supporter of the EPI programme, is seeking for a national consultant who will be embedded within the national EPI office in Freetown to provide technical assistance and coordination support to the effective planning, implementation and monitoring of COVID-19 vaccine deployment in Sierra Leone.</p>			

1. Purpose and objectives:

The purpose of this consultancy is to rapidly scale up COVID-19 vaccine deployment, while sustaining routine immunization service delivery in Sierra Leone. The objective is to strengthen the institutional capacity of the national EPI programme to effectively plan, implement, monitor and manage COVID-19 vaccine deployment through coordinated demand-side and supply-side interventions and close collaboration with all relevant stakeholders including donors and other partners.

2. Methodology and Technical Approach

The consultant will be embedded/based in the Ministry of Health and Sanitation (MoHS)'s Child Health/EPI programme, serving as surge capacity. S/he will work closely with the national EPI programme manager as well as UNICEF EPI team which provides technical assistance to the national EPI programme. The consultant will further liaise with other MoHS departments such as health education division (HED), national COVID-19 emergency response centre (NaCOVERC) including its Public Information, Risk Communication and Social Mobilization (PIRCSM) Pillar, other partners and donors such as Gavi, World Bank, WHO, USAID and French Government.

3. 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 EPI team and in-country partners at different levels to help scale up COVID-19 vaccine deployment while sustaining routine immunization service delivery in Sierra Leone.

- 1) Provide ongoing support to the EPI manager related to strategic efforts towards harmonization, integration, when feasible, and ensure complementarities across the multiple COVID-19 vaccine deployment efforts supported by multiple partners.
- 2) Work closely with the National EPI team to further extend relationships with donors and other strategic partners.
- 3) Facilitate the functioning of Inter-agency Coordination Committee, Sierra Leone NITAG, Technical Advisory Group, and other structures currently in place for oversight and coordination of immunization and COVID-19 vaccine deployment activities.
- 4) Support the EPI office to plan and coordinate key priorities and deliverables among the strategic programme partners.
- 5) Support the national EPI programme and other teams where necessary in the development of appropriate workplans and budgets for donor funded activities for COVID-19 vaccine deployment.
- 6) Support the national EPI Office to enhance implementation and effective follow up of programme activities and ensure relevant action points are followed up. Provide critical technical support as may be required on all interventions related to COVID-19 vaccine deployment.
- 7) Support the development and implementation of the long-term capacity building strategy for the national EPI programme. In addition, mentoring and on the job trainings of relevant team members.
- 8) Strengthening cross communication and collaboration among partners.
- 9) Support MOHS/ EPI to ensure knowledge management, ensuring availability of systems and data bases to support the programme.
- 10) Ensure all the financial and programmatic reporting requirements for donors are timely met and with sufficient quality.

- 11) Lead resource mobilisation for COVID-19 vaccine deployment, including through coordinating the in-country partners' technical inputs to the develop funding proposals / applications to the donors such as Gavi.
- 12) Perform other duties as may be assigned by national EPI programme manager and UNICEF EPI specialist.

4. Expected Deliverables

Deliverables	Timeframe (working days)
1. Work plans are developed, and progress of implementation monitored and shared with in-country partners and key donors such as Gavi	Throughout the contract period
2. Coordination meetings including ICC, NITAG, TCC, held. Minutes shared and action points followed up.	Throughout the contract period
3. Training plans developed and implementation monitored.	Throughout the contract period
4. Technical reports are prepared and shared with in-country partners and key donors.	At the end of every quarter
5. Progress on activity implementation including liquidations shared and action points followed up.	At the end of every quarter
6. Gaps in the implementation of COVID-19 deployment efforts are identified and plans developed / implemented to address the gaps	Throughout the contract period
7. Final technical report	End of assignment
Total number of working days	11.5 Months

5. Management, Organization and Timeframe

The position will be managed and supervised by Immunization Specialist and national EPI programme manager. The consultant will provide monthly updates on the activities implemented and deliverables achieved. 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 11.5 months.

Start date: 1 December 2021

End date: 15 November 2022

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ YES ☒ NO If YES, check all that apply:

Direct contact role ☐ YES ☒ 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:

Child data role ☐ YES ☒ 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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Provide ongoing support to the EPI manager related to strategic efforts towards harmonization, integration, when feasible, and ensure complementarities across the multiple COVID-19 vaccine deployment efforts supported by multiple partners.	Submission of meeting minutes with clear action points.	Monthly	
Work closely with the National EPI team to further extend relationships with donors and other strategic partners.		Monthly	
Facilitate the functioning of Inter-agency Coordination Committee, Sierra Leone NITAG, Technical Advisory Group, and other structures currently in place for oversight and coordination of COVID-19 vaccine deployment and routine immunization activities.		At the end of every meeting	
Support the national EPI office to plan and coordinate key priorities and deliverables among the strategic programme partners.	Submission of work plans, budgets and progress reports.	Monthly	
Support the national EPI programme and other teams where necessary in the development of appropriate workplans and budgets for donor funded activities for COVID-19 vaccine deployment.			
Support the national EPI Office to enhance implementation and effective follow up of programme activities and ensure relevant action points are followed up. Provide critical technical support as may be required on all interventions related to COVID-19 vaccine deployment.		Monthly	

Support the development and implementation of the long-term capacity building strategy for the national EPI programme. In addition, provide mentoring and on the job trainings of relevant team members.	Submission of long-term capacity building strategy for the national EPI programme	Monthly	
Strengthen cross communication and collaboration among partners.	Submission of monthly reports	Monthly	
Support MOHS/ EPI to ensure knowledge management, ensuring availability of systems and databases to support the programme, and documenting lessons learned			
Ensure all the financial and programmatic reporting requirements for donors are timely met and with sufficient quality.	Submission of donor reports	As per deadlines set by donors	
Lead resource mobilisation for COVID-19 vaccine deployment, including through coordinating the in-country partners' technical inputs to the develop funding proposals / applications to the donors such as Gavi.	Funding proposals / application documents for COVID-19 vaccine deployment and other immunization activities	As per deadlines set by donors	
Provide end of mission report.	End of mission report produced and shared	End of Mission	

Budget Year: 2022	Requesting Section/Issuing Office: <i>Health and Nutrition Section</i>	Reasons why consultancy cannot be done by staff: The workload of UNICEF Health and Nutrition section as well as MoHS has skyrocketed in 2021 due to COVID-19 vaccine deployment and response to multiple public health emergencies, and hence the need for surge capacity. As this position is to strengthen the coordination capacity within the national EPI programme, a dedicated, full-time support is required. Due to pandemic situation, all country offices face similar HR constraints and thus stretch assignment or mission from other offices within UNICEF would not be an option.		
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:				
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
If Extension, Justification for extension:				
Supervisor: Baboucarr Boye, Immunization Specialist	Start Date: 01 st December 2021	End Date: 15 November 2022	Number of Days (working): 11.5 months	

Estimated Consultancy fee		11.5 months	
Travel International (if applicable)	-		
Travel Local (please include travel plan)	As per actual		
DSA (if applicable)	As per actual		
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: University degree is required in Public Health or related field.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • 2 years' experience in EPI Programme management with field work in immunization, cold chain, supply chain management or other related areas related to primary health care. • Outstanding coordination capacity with proven track record in interfacing with Ministry of Health and other partners. • Excellent communication skills with good command of English language, both oral and written, including report writing skills. • Experience in grant management is a plus. • Very good analytical capacities - excellent ability to synthesize information and relate action to results. • Ability to work independently to meet deadlines • Previous experience in working with UN agencies or other Non-governmental organisations is an asset. • Demonstrated ability to effectively work and communicate in a multicultural environment 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Request Authorised by Section Head <i>Yuki Suehiro- Chief Health and Nutrition</i>	Request Verified by HR: <i>Joseph Sikueya- HR Manager</i>		
<div style="display: flex; justify-content: space-between;"> <div> <i>Approval of Chief of Operations (if Operations):</i> <i>Programme)</i> _____ </div> <div> <i>Approval of Deputy Representative (if</i> _____ </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____ </div>			

ⁱ 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.