

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title Vaccine wastage rate study – Consultant	Funding Code: SC210199	Type of engagement Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Needs UNICEF e-mail and system access	Duty Station: Nigeria (Office based with significant travel within the country)
--	---	--	--

Purpose of Activity/Assignment:

Nigeria has shown the occurrence of high wastage rates of vaccine and essential medicines in its public health program. This may be contributed in part by the large and often sparse population (in certain parts of the country), coupled with logistical difficulties in reaching hard to reach communities including those with difficult terrains. Identifying the key drivers and influencers of wastage will assist efforts for increased program efficiency especially as Nigeria transits from Gavi support, thereby ensuring more guaranteed vaccines and lifesaving interventions to reach all children.

The consultancy will involve providing technical guidance to Nigeria’s National Primary Health Care Development Agency in improving vaccine supply and supply chain management and reducing vaccines wastage in the country; through conducting a comprehensive vaccine wastage assessment, developing a comprehensive vaccine wastage reduction strategy (without impacting service delivery goals), and drafting a multi-year action plan to reduce vaccine wastage in Nigeria.

Additionally, findings from this consultancy will help the NPHCDA and UNICEF by producing more evidence-based and near-realistic wastage rates to be used in vaccines and supplies forecasting, and thus facilitating a more accurate forecast and supply plan.

Scope of Work:

Under the joint supervision of UNICEF Health Manager (Immunization) and Health Specialist (Vaccine Management), working under the guidance of the National Primary Health Care Development Agency and the wastage rate study PMT, the focus of the assignment will include:

- Draft a vaccine wastage assessment protocol and methodology covering all vaccine antigens used in Nigeria. UNICEF Nigeria Health Specialist, UNICEF Regional Office and NPHCDA will sign off the assessment protocol and methodology.
- Coordinate and provide technical assistance to conduct a vaccine wastage assessment collecting at least three-year retrospective data and/or possible 3 months prospective wastage or as may be determined by the PMT data from the national, states, LGA, health facilities, and outreach locations. Data collected for each vaccine

and commodity should include stocks received, distributed and balances at each level as per developed protocol.

- In a statistically selected (e.g., using EVM sampling) subset of supply chain locations (i.e., National, States, LGAs, Health Facilities and outreach locations), embed stakeholders (without disrupting service deliveries) to identify, collect and record real-time vaccine wastage data for a minimum of two vaccine requisition and receipt cycles at each supply chain location, or a frequency as determined by the PMT at national, stated, LGA and health facilities.
- Analyze collected data, computing closed vial wastage, open vial wastage, and avoidable and non-avoidable wastage for each of the vaccines. Compare wastage rates with both historically used ones as well as with international standards and make appropriate recommendations.
- Draft a comprehensive report on the findings from the wastage assessment, which summarizes the findings, methodology and analysis showing the *vaccine wastage rates and wastage factors for each individual vaccine antigen and dose presentation* being used in Nigeria.
- Develop a Comprehensive (open and closed vial) vaccine wastage reduction strategy to achieve efficient vaccine availability across the four levels of the supply chain in Nigeria.
- Draft a costed 5-year action plan to reduce vaccines wastage (adapted to context for the four supply chain levels), with clear accountabilities and, M&E framework. Emphasis should be placed on the 1st and 2nd year priority activity planning.
- Conduct a debriefing session for UNICEF Nigeria and PMT, NPHCDA-NLWG counterparts including the National Strategic Cold Store officials; detailing the recommendations and action plan implementation needs.

The consultant will identify competent hands from within the public service in the state for skills and technical knowhow transfer to engender sustainability of the support beyond the engagement period.

Consultant requires UNICEF email address while engaging with UNICEF RO/CO, Governments, WHO and other organization in view of above activities and personal email should not be used, when engaging especially with Government on sensitive and/or confidential Government data.

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](#)

Health Specialist, Vaccine management		
---------------------------------------	--	--

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	% Of payment
Draft a vaccine wastage assessment protocol and methodology covering all vaccination antigens used in Nigeria. UNICEF Nigeria Health Specialist, UNICEF Regional Office and NPHCDA will sign off the assessment protocol and methodology.	Availability of sign-off wastage assessment protocol and methodology	30 th September 2024	10%
Coordinate and provide technical assistance to conduct a vaccine wastage assessment collecting at least three-year representative data and possible 3 months prospective wastage or as may be determined by the PMT data from the national, states, LGA and health facilities	Availability of retrospective and qualitative wastage rate assessment data	30 th October 2024	15%
Analyze data computing closed vial wastage, open vial wastage, and avoidable and non-avoidable wastage for each of the vaccines	Data cleaned processes and analyzed.	30 th November 2024	15%
Draft a comprehensive report on the findings from the wastage assessment, which summarizes the findings, methodology and analysis showing the <i>vaccine wastage rates and wastage factors for each individual vaccine antigen and dose presentation</i> being used in Nigeria.	Presence of wastage rate comprehensive report.	31 st December 2024	20%
Develop a comprehensive vaccine wastage reduction strategy to achieve efficient (open and closed vial) vaccine wastage rates across the four levels of the supply chain in Nigeria.	Availability of comprehensive vaccine reduction strategy / SOPs	30 th January 2025	10%
Draft a costed 5-year action plan to reduce vaccines wastage, with clear accountabilities and, M&E framework. Emphasis should be placed on the 1 st and 2 nd year priority activity planning.	A finalized costed 5- year action plan	15 th February 2025	15%

<p>Conduct a debriefing session for UNICEF Nigeria and PMT, NPHCDA-NLWG counterparts including the National Strategic Cold Store officials; detailing the recommendations and action plan implementation needs.</p>	<p>A report/debrief session conducted</p>	<p>28th February 2025</p>	<p>15%</p>
---	---	--	------------

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - Advanced University (preferably advanced) degree is required in supply chain management, public health, industrial engineering, economics, logistics, business, operations management, any other relevant field. - At least 10 years of experience, at the national and international levels, on immunization supply chain management, cold chain management, monitoring and evaluation, logistics or operations management and at least 3 years of experience on immunization/public health programs. - Familiarity with vaccines and supplies stock management practices, cold chain systems, effective vaccine management, inventory policies, logistics, outsourcing, segmentation strategies, integration of health products, and other system design strategies - Proven ability to conceptualize, innovate, plan and execute ideas. Experience conducting similar study in low and middle-income countries an advantage. - Good writing and communication skills. - Computer skills, including strong quantitative analysis and reporting tools. - Ability to work in the multi-cultural, inclusive and diverse environment. - Fluency in English is required. Fluency in French would be considered an asset <p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>X Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: X</p>

Request Authorised by Section Head <hr/> <i>Shaikh Kabir</i>	Request Verified by HR: <hr/> <i>Eileen Spillsbury-williams</i>
Approval of Chief of Health: <hr/> <i>Eduardo Celades</i>	Approval of Deputy Representative (if Programme) <hr/> <i>Rownak Khan</i>
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	

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.