

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title	Type of engagement	Duty Station:
International Polio Consultant (Cold Chain, Logistics, and Vaccines Management).	<input checked="" type="checkbox"/> Consultant	LUSAKA, ZAMBIA
<p>Purpose of the Consultancy Assignment:</p> <p>Technical support to the MoH/EPI and the UNICEF Zambia Country Office (ZCO) on cold chain, logistics, and vaccines planning and management for the Polio (WPV1 and cVDPV2) Outbreak Response (OBR). The consultant is to provide technical support to the polio Emergency Operations Centre (EOC) and the National Logistic Technical Working Group (NLTWG) on polio OBR logistical activities to ensure uninterrupted availability of vaccines, accessories, supplies, and logistics, and fully retrieve all novel Oral Polio Vaccine Type 2 (nOPV2) vials after each vaccination round in accordance with the Vaccines Accountability Monitoring (VAM) guidelines.</p> <p>Scope of Work:</p> <p>After receiving the notification of the detection of wild polio virus type-1 (WPV1) in Malawi on 17 February 2022, Zambia responded with four rounds of bivalent Oral Polio Vaccine (bOPV) supplementary immunization activities (SIAs) in 2022. Around 5.7 million children under-five were given bOPV during each of the four rounds of country wide SIAs campaign. On 11 November 2022, the Government of the Republic of Zambia (GRZ), through the Minister of Health (MoH), declared the polio outbreak as a Public Health Emergency of International Concern (PHEIC) since three circulating vaccines derived poliovirus type 2 (cVDPV2) were isolated in Copperbelt province in October and November 2022. To respond to this situation, two rounds of nOPV2 campaigns targeting children under 5 years in 4 provinces were conducted in February and April 2023, and one round of nOPV2 campaign targeting children under 8 years was conducted in 7 provinces in Sept 2023 that vaccinated 6.4 million children.</p> <p>UNICEF, being the lead technical agency for cold chain and vaccines management, is accountable for supporting the GRZ/MoH and its implementing partners in vaccines and logistics management as well as cold chain system operations, maintenance, and management in collaboration with World Health Organisation, and other partners of the Global Polio Eradication Initiative (GPEI). As per the decision of regional technical Rapid Response Team (RRT), the polio outbreak response activities in Zambia synchronised with the neighbouring countries (Malawi, Mozambique, Tanzania, and Zimbabwe) are anticipated to continue till end 2024. This involves intensive work around vaccines, logistics, and cold chain management with forecasting, planning, procurement, distribution, and end-user monitoring of the immunisation supplies and cold chain equipment (CCE). As per the GPEI's global Outbreak Response Programme Team (ORPG) approval of Zambia's polio outbreak response operational plan and budget for 2024, UNICEF, is responsible for hiring and deploying an international consultant for cold chain, logistics, and vaccines management (CCLVM) at the polio EOC of Ministry of Health to provide continued close technical advice and support to effectively plan, implement, monitor, review, and reporting of the polio OBR in 2024.</p>		
<p>Deliverables:</p> <ol style="list-style-type: none"> 1) Develop costed plan of action on cold chain, logistics, and vaccines management (CCLVM) for polio OBR, and the CCLVM updated tools, guidelines, and reporting templates. 2) Review and analyse cold chain storage capacity to accommodate the required polio vaccines for each round of polio campaign as well as the functionality assessment of cold chain equipment (CCE) at national and provincial levels. 3) Develop the detailed monthly CCLVM report / update on CCLVM interventions having a concise snapshot on the achievements, progresses, gaps and challenges, on-going needs or issues for further attention and planned or upcoming events / activities, in addition to regular update to the weekly polio Situation Report (SitRep). 4) Develop the detailed plan on vaccines requirements, procurement, last-mile distribution, and end-user monitoring with technical forecasting, and quantification of bundled polio vaccines, CCE and other logistics with timely distribution of vaccines and other tools to all provinces and districts implementing polio vaccination campaign. 5) Review and analyse vaccine wastage, vaccine containment and final disposal of nOPV2 with proper documentation and reporting on Vaccines Accountability Monitoring (VAM) in line with national and GPEI global guidelines. 		

<p>Child Safeguarding</p> <p>Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>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> <div style="border: 1px solid black; height: 30px; width: 100%;"></div> <p>More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates</p>			
Budget Year:	Requesting Section / Issuing office:	Reasons why consultancy cannot be done by staff:	
2024	Health and HIV	The assignment requires services of an independent health professional having expertise in the field of vaccines, cold chain, and logistics management for Public Health Emergencies (PHEs) responses, especially, polio outbreak response using nOPV2 and experience in vaccines accountability monitoring (VAM) reporting which require high-level specialised technical skills and detail follow-up during all campaign phases.	
<p>Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: This is part of the approved HR surge plan for Zambia UNICEF CO to support polio outbreak response until Dec 2024, with funds allocated to the ZCO by GPEI.</p>			
<p>Consultant sourcing:</p> <p><input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both</p> <p>Consultant selection method:</p> <p><input checked="" type="checkbox"/> Competitive Selection (Roster) – <i>using the global polio roster.</i></p> <p><input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)</p>		<p>Request for:</p> <p><input checked="" type="checkbox"/> New SSA – Individual Contract</p> <p><input type="checkbox"/> Extension/ Amendment</p>	
<p>If Extension, Justification for extension: N/A</p>			
Supervisor:		Start Date:	End Date:
Immunization Specialist (P-3), UNICEF		1 Feb 2024	31 December 2024
<p>Number of Days (working): N/A</p>			
<p>Work Assignment Overview: The consultant works under the direct supervision of Immunization Specialist (P-3) and in close collaboration with ZCO Immunisation Specialist (CCLVM) to channel UNICEF technical support to MOH, ZNPHI, Polio EOC, and GPEI partners to effectively plan and implement polio SIA campaigns.</p>			
Tasks/Milestone:		Deliverables/Outputs:	Timeline
			Estimated Budget (US\$)

1. Develop costed plan of action on cold chain, logistics, and vaccines management (CCLVM) for polio OBR, and the CCLVM updated tools, guidelines, and reporting templates in coordination and collaboration with GPEI partners under the platform of National Logistics Technical Working Group (NLTWG), working closely with MoH Immunization programme.	Updated CCLVM costed plan of action on polio SIAs.	20 Feb 2024	15% of total value
2. Review and analyse cold chain storage capacity to accommodate the required polio vaccines for each round of polio campaign as well as the functionality assessment of cold chain equipment (CCE) at national and provincial levels.	Detailed report on cold chain storage capacity and CCE functionality – total 3 report.	1 st Report: 20 Feb 2024 2 nd Report: 30 Apr 2024 3 rd Report: 31 Aug 2024	20% of total value
3. Develop the detailed monthly CCLVM report / update on CCLVM interventions having a concise snapshot on the achievements, progresses, gaps and challenges, on-going needs or issues for further attention and planned or upcoming events / activities, in addition to regular update to the weekly/monthly polio Situation Report (SitRep).	Detailed monthly CCLVM Updates/Reports – total 9 reports	Every Month (28 Feb, 31 Mar, 30 Apr, 30 Jun, 31 Aug, 30 Sep, 31 Oct, and 30 Nov)	20% of total value
4. Develop the detailed plan on vaccines requirements, procurement, last-mile distribution, and end-user monitoring with technical forecasting, and quantification of bundled polio vaccines, CCE and other logistics with timely distribution of vaccines and other tools to all provinces and districts implementing polio vaccination campaign.	Detailed Vaccines procurement and distribution plans and reports (bOPV and nOPV2) – total 3 reports.	1 st Report: 15 Mar 2024 2 nd Report: 15 June 2024 3 rd Report: 15 Sept 2024	20% of total value
5. Review and analyse vaccine wastage, vaccine containment and final disposal of nOPV2 with proper documentation and reporting on Vaccines Accountability Monitoring (VAM) in line with national and GPEI global guidelines.	Detailed nOPV2 utilisation and disposal report for each campaign – 3 reports.	1 st report: 31 Mar 2024 2 nd Report: 31 May 2024 3 rd Report: 31 Oct 2024	20% of total value
6. Prepare and submit the Final Consultancy Report	Final Assignment Report	15 Dec 2024	5% of total value
Estimated Total Consultancy Fees (All Inclusive) in US\$		Lumpsum	Lumpsum
Travel International (if applicable)	One return economy airfare	Lumpsum	Lumpsum
Travel Local (please include travel plan) - not included in the contract (through TA)	Will be provided under separate TA	N/A	N/A
Living costs for time spent in Zambia	Lumpsum	Lumpsum	Lumpsum
Total estimated consultancy costs¹			
Minimum Qualifications required:	Knowledge/Expertise/Skills required:		

<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Supply Chain Management, Social Sciences, Medicine, Health Sciences, Public Health, Nursing, International Development, or a field relevant to technical assistance in immunization Supply Chain, Vaccines and Logistics management.	<ul style="list-style-type: none"> i. At least 7 years' relevant experience in immunisation supply chain, cold chain, vaccines and logistics planning and management at the national or international level preferably in a developing country. ii. Relevant experience in immunisation programme, polio supplementary immunisation activities (SIAs), project development and management in any UN systems agency or organization is an asset. iii. Experience of working in an emergency setting is required. iv. Ability to work in most extreme hardships. v. Ability to work independently and to meet deadlines. vi. Ability to write clear and concise reports in English. vii. Computer literacy with high ability to use excel spread sheets. viii. Completed training on Basic and Advanced Security in the Field. ix. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high-quality results within expected time frames.
Administrative details: Visa assistance required: <input checked="" type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: 50% home-based remote support and remaining 50% based at polio EOC/MoH If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>

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.