

### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Two National Consultants to Support the Implementation of the Measles Rubella Campaign</b>	<b>Funding Code:</b>	<b>Duty Station:</b> 01 based in Phnom Penh and 01 based in Siem Reap province.
<p><b>Purpose of Activity/Assignment:</b></p> <p>The United Nations Children's Fund (UNICEF) is recruiting two consultants to assist in the Measles Rubella campaign implementation, focusing on microplanning, training, monitoring, and supervision. One consultant is based in Phnom Penh and Kandal, and one consultant is based in Siem Reap to cover Siem Reap, Oddor Meanchey, and Banteay Meanchey.</p> <p>The purpose of this assignment is to support the implementation of the Measles Rubella (MR) vaccination campaign in Cambodia. The campaign aims to vaccinate children from 9 months to 5 years of age against measles and rubella.</p>		
<p><b>1. Microplanning:</b></p> <ul style="list-style-type: none"> <li>▪ Conduct a thorough assessment to identify the most vulnerable populations and areas with low vaccination coverage.</li> <li>▪ Develop a detailed micro plan with health authorities outlining the specific strategies and interventions required to reach these populations effectively.</li> <li>▪ Support vaccine, cold chain, &amp; waste management</li> <li>▪ Coordinate support on vaccine handling during storage, transportation, and distribution to ensure vaccine are in good condition at the recommended temperature at provincial, district, health facility and during campaign in community.</li> <li>▪ Support on recording and reporting of vaccine and injection devices including wastage rate</li> <li>▪ Support development of contingency plan</li> </ul> <p><b>2. Support implementation of advocacy, social mobilization, and communication plan</b></p> <ul style="list-style-type: none"> <li>▪ Support implementation of social mobilization activities to promote demand, reducing vaccine hesitancy/refusal, increase community ownership, participation, and support to achieve high coverage of MR.</li> <li>▪ Support the development of a distribution plan, in consultation with MOH partners, and using the IEC such as posters, banners, Brochure, FAQ booklets, advocacy handouts, videos, Audio, and other communication aids for specific audiences to make communication easy, and comprehensible to the local community and stakeholders.</li> </ul> <p><b>3. Training:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and deliver training sessions for health workers, community leaders, and other stakeholders on the MR vaccination campaign, focusing on the importance of vaccination, the vaccine itself, and the campaign's objectives.</li> <li>▪ Ensure that all trainees understand their roles and responsibilities in the campaign.</li> </ul> <p><b>4. Monitoring and Supervision:</b></p> <ul style="list-style-type: none"> <li>▪ Conduct regular monitoring visits to health facilities and vaccination sites to ensure that the campaign is being implemented as planned, share any challenges found during visit, and support on corrected action.</li> </ul>		

- Provide on-the-job training and support to health workers and other stakeholders as needed.
- Identify, report, and address any challenges or issues that may arise during the campaign.

**5. Coordination:**

- Under the supervision of the contract manager, coordinate with local health authorities, community leaders, and other stakeholders to ensure a smooth implementation of the campaign.
- Facilitate communication and collaboration among all stakeholders involved in the campaign.

**6. Reporting:**

- Prepare regular progress reports detailing the campaign's implementation, challenges, and successes.
- Provide recommendations for improvements and adjustments to the campaign as needed.

**7. Evaluation:**

- Support the process of conducting evaluation of the campaign at the end of the six-month period to assess its effectiveness and identify areas for improvement.

**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](#)

Budget year:	Requesting Issuing Office:	Section/	Reasons why consultancy cannot be done by staff:
70%- 2024 30%- 2025	Health and Nutrition section		<p>The Measles-Rubella campaign is a large-scale, time-bound initiative that requires a surge in personnel beyond the capacity of our existing staff. Our existing staff is optimized for ongoing tasks and diverting them significantly would disrupt critical regular activities.</p> <p>Investing in additional workforce for will ensure the success of the campaign, protect public health, and ultimately generate a positive return on investment.</p>

**Include locations, annual/Rolling Workplan:**  Yes  No, please justify:

*Key Intervention: 2.2 IMPROVING QUALITY OF CARE AND COMMUNITY ENGAGEMENT FOR PRIMARY HEALTH CARE*  
*Activity 1: Strengthened routine childhood immunization in zero dose identified districts, including integration with COVID-19 vaccination, integration in community outreach of PHC services, introduction of new vaccines, cold chain and logistics, campaigns, and assessments.*

**Consultant sourcing:**  National  International  Both

**Competitive Selection:**  Advertisement  Roster  Informal competitive (Low Value Contract)

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

**If Extension, Justification for extension:**

**Supervisor:**  
Health Officer

**Start Date:**  
September 2024

**End Date:**  
May 2025

Work Assignments Overview	Deliverables/ Outputs	Delivery deadline	Estimated Budget (Percentage of payment)
Conducting microplanning for the urban areas of Phnom Penh, Kandal, Banteay Meanchey, Siem reap and Oddor Meanchey.	Detailed draft micro plans for the urban areas of Phnom Penh and Kandal cities, and for Banteay Meanchey, Siem Reap and Oddor Meanchey prepared and approved.	30th October 2024 (30 days with 5 days travel, 01 trip)	20%
Developing and delivering training sessions for health workers, community leaders, and other stakeholders.	Conducted training sessions for health workers, community leaders, and other stakeholders.	31 <sup>st</sup> November 2024 (30 days with 15 days travel, 3 trips)	20%
Conducting regular monitoring and supervision of the campaign implementation.	Regular monitoring reports detailing the campaign's implementation, challenges, and successes.	30 <sup>th</sup> December 2024 (30 days with 15 days travel, 2 trips)	20%
Preparing progress reports and support evaluation process.	Finalize campaign implementation, support the evaluation process, and submit final reports.	20 <sup>th</sup> Feb 2025 (30 days with travel, 01 trip)	20%
Support cold chain logistics and waste disposal and management after the campaign, to ensure the safe handling of vaccines and minimize environmental impact.	Cold chain logistics and waste management report.	20 <sup>th</sup> May 2025 (20 days with travel, 01 trip)	20%
<b>Total number of estimated days:</b>		<b>140 days</b>	<b>100%</b>

<p><b>Minimum Qualifications required*:</b></p> <p><input checked="" type="checkbox"/> Bachelor's   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in public health, Epidemiology, or a related field.</li> </ul>	<p><b>Knowledge/Expertise/Skills required*:</b></p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of 2 years of relevant professional experience in public health, particularly in vaccination campaign, microplanning,</li> <li>▪ Relevant work experience in vaccine forecasting, distribution planning, cold chain monitoring, temperature monitoring, capacity building in iSC. Able to handle data and information on computer software (min 2 years)</li> <li>▪ Strong understanding of national campaign related to vaccination preferably measles rubella vaccination is a plus.</li> <li>▪ Excellent communication and coordination skills.</li> <li>▪ Ability to work independently and as part of a team.</li> <li>▪ Demonstrated strong monitoring and supervision skills to ensure campaign implementation.</li> <li>▪ Excellent communication skills in Khmer and English (written and verbal). Facilitation skills is an asset.</li> <li>▪ Proven ability to work in teams and work independently work – based on CV/work experience (roles and responsibilities in position).</li> </ul>
<p>*Minimum requirements to consider candidates for competitive process</p>	<p>*Listed requirements will be used for technical evaluation in the competitive process</p>
<p><b>Submission of applications:</b></p> <ul style="list-style-type: none"> <li>▪ Letter of Interest (cover letter)</li> <li>▪ CV or Resume</li> <li>▪ Performance evaluation reports or references of similar consultancy assignments</li> </ul> <p>Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel cost for 8 trips (35 days) to the fields, accommodation cost and medical health insurance for this assignment.</p>	
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A two-stage procedure shall be utilised in evaluating proposals, where the evaluation of the technical proposal will be completed prior to any price proposal being reviewed and compared. The Cumulative Analysis Method (weight combined score method) will be used for evaluation and selection in this process. The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview and reference checks.</p> <p><b>A) Technical Evaluation</b> Maximum 100 points) weighted 70%</p> <p><b>Educational Qualification and relevant experience</b></p> <ul style="list-style-type: none"> <li>▪ Minimum university degree in public health, epidemiology, communications, business administration/marketing, policy and/or management. (20 points)</li> </ul>	

- A minimum of 2 years of relevant professional experience in public health, particularly in planning, implementing, and monitoring vaccination campaigns. (15 points)
- Relevant work experience in vaccine forecasting, distribution planning, cold chain monitoring, temperature monitoring, capacity building in iSC. Able to handle data and information on computer software (min 2 years). (15 points)
- A good understanding of national campaign related to vaccination preferably measles rubella vaccination is a plus. (15 points)
- Demonstrated strong monitoring and supervision skills to ensure campaign implementation. (15 points)
- Excellent communication skills in Khmer and English (written and verbal). Facilitation skills is an asset. (10 points)
- Proven ability to work in teams and work independently work – based on CV/work experience (roles and responsibilities in position). (10 points)

**B) Financial Proposal (Max 100 points) Weighted 30%**

The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technically qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

**Administrative details:**

Visa assistance required: YES  NO

Home Based  Office Based:

**If office based, seating arrangement identified:**

IT and Communication equipment required:

Email/O365 access required:

Internet access required:

<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 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.