

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b>  Individual Contractor Cold Chain Management Consultant	<b>Funding Code:</b>	<b>Type of engagement</b>  <input type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input checked="" type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b>  Kingston
<p><b>Purpose of Activity/Assignment:</b></p> <p><b>Background:</b></p> <p>The COVID-19 pandemic is a global health crisis that has become the greatest challenge to countries in a short period of time. Since its emergence late last year the virus has spread to every continent. The pandemic is more than a health crisis that created an unprecedented socio-economic crisis stressing every country it touched.</p> <p>Jamaica recorded its first confirmed case of COVID-19 in March 2020. Since then, the Government has implemented a series of prevention and mitigation measures to control its spread. In January 2021, the Government of Jamaica approved the Ministry of Health and Wellness's National COVID-19 Deployment and Vaccination Interim Plan. The plan proposes a phased approach to the effort, intending to cover 65% of the island's population, 1.9 million people, by March 31, 2022. It outlines activities for effective planning and coordination of vaccine introduction; gaps in the legal and regulatory framework; a phased approach of COVID-19 vaccination introduction in Jamaica; target populations and vaccination delivery strategies; details on human resources management and training needs; supply chain management; risk assessment and mitigation strategies; vaccine programme communication; vaccine safety monitoring; and COVID-19 vaccine programme monitoring and evaluation.</p> <p>On 15 March 2021, Jamaica became the first country in the Caribbean to receive a shipment from the COVAX Facility as part of the first phase of a series of COVID 19 vaccine deliveries for Jamaica. The government has also benefitted from donations of vaccines from other countries, however, capacity for storage and safe transportation of vaccines is critical to an effectively bring the pandemic under control. UNICEF has received funds from the Government of Japan to support the procurement, installation of cold chain equipment (CCE) as well as improving technical knowledge regarding the use of the equipment. Improved capacity for rapid deployment and quick access to vaccines which are stored in accordance with standards is a principal goal as the MOHW intensifies its vaccine promotion and communication machinery.</p> <p>In this regard the importance of effective supply chain in general and cold chain management in particular remains vital. In view of such important and time-bound priorities in the context of rapidly emerging demands as the country continues to be heavily impacted by the pandemic, UNICEF, on behalf of the Ministry of Health and Wellness, is seeking to contract a Cold Chain Consultant to support the MOHW’s vaccination programme.</p> <p><b>Objective</b></p> <p>The overall objective of this consultancy is to support the Ministry of Health and Wellness to deploy, monitor and maintain Cold Chain Equipment (CCE) to receive, store and successfully deploy COVID 19 vaccines and immunization supplies.</p>			

**Key Functions, Accountabilities & Tasks**

Under the supervision of the Director of Family Health Services and UNICEF's HIV Specialist and in close cooperation with the four Regional Health Authorities and the National Health Fund, the consultant is expected to perform the following:

- To support the MOHW to conduct and document an assessment of cold chain capacities for storage and transportation/distribution of new vaccines and diagnostics, in identification of gaps and proposing interventions to strengthen the system and fill gaps.
- To support MOHW vaccine data collection efforts as it relates to cold chain equipment monitoring to ensure storage facilities in the public sector are enabled to rapidly react to emerging urgent needs regarding deployment and storage of vaccines in line with cold chain regimens and other standards including transportation standards for vaccines and immunization products.
- To provide guidance and technical support at Regional and Parish levels for the effective installation, management and monitoring of cold chain equipment.
- To support the review and updating of vaccine stock management tools and operating procedures to reflect the characteristics of different types/brands of COVID-19 vaccines in accordance with the correct storage and transportation of vaccines.
- To liaise with the Health Promotion and Protection Branch in the review and update standard operating procedures for collection and disposal of medical waste to the relevant stakeholders in keeping with waste management regulations and environmental standards.
- To provide support for the development/customization and review and improvement of the content of training materials related to cold chain needs, distribution, storage and maintenance and waste management. This includes training for technicians on preventive maintenance, installation, trouble shooting and repair of the new CCE, to provide relevant technical advice, if required
- To coordinate and facilitate training sessions (virtual or in-person) with relevant health care staff on operation, monitoring and maintenance of cold chain equipment as required.
- To monitor use and application of SOP for CCE as part of the COVID-19 vaccination programme.
- To support RHAs, parish health departments and vaccine sites in assessment of storage capacity for the received supplies of vaccines and other products including monitoring of wastage factors and to provide guidance on solutions in case of any anomalies.
- To highlight best practices and lessons learnt in the use of CCE at all levels of the health system.
- Performs any other duties and responsibilities assigned as appropriate to the purpose of this post, and delivers the results as required.

**Key Deliverables:**

- The Ministry of Health and Wellness is supported in the implementation of its COVID Vaccine programme through the effective distribution, installation, use and monitoring of cold chain equipment.
- Documented assessment of cold chain capacity before and after receipt of the CCE procured with support from UNICEF and the Government of Japan.
- Guidance/advice/training in supply chain and cold chain tools and their application is provided.
- Technical assistance to development of vaccine distribution plans, to formulation of technical specifications in line with new cold chain equipment and immunization supplies
- Development of training materials and implementation of training sessions with relevant staff related to CCE use, storage and maintenance

- Technical support in coordination of activities with UNICEF and Government of Japan where necessary
- Best practices and lessons learnt in supply and logistics are highlighted and documented.
- Monthly reports outlining progress, achievements, challenges and recommendations.

**Reporting line:**

The consultant will report directly to the Ministry of Health’s Director of Family Health Services and indirectly to UNICEF’s HIV Specialist.

**Child Safeguarding**

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

<p><b>Work Assignment Overview</b></p> <p>Tasks/Milestone: Deliverables/Outputs: Timeline Estimate Budget</p> <p>Tasks are not chronological and will require simultaneous management. The individual contractor will be required to produce monthly reports with updates describing their contribution to the achievement of key activities described in this ToRs or any other activities assigned to her/him. The report will be based on the outputs agreed with the supervisor monthly.</p>				<p><b>Consultant sourcing:</b></p> <p><input checked="" type="checkbox"/> National <input type="checkbox"/></p>	
Supervisor: Novia Condell		Start Date: September 15, 2021		End Date: July 31, 2022	
				Number of Days (working)	

<b>Estimated Consultancy fee</b>			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan) The individual contractor will be required to conduct field missions that will be defined in coordination with the Supervisor. Expenses related to these travels will be covered by UNICEF and paid to the Individual contractor as per UNICEF travel rules and regulations	As necessary		
DSA (if applicable)	As necessary		
<b>Total estimated consultancy costs<sup>i</sup></b>	N/A		
<p><b>Minimum Qualifications required:</b></p> <ul style="list-style-type: none"> <li>• Advanced university degree from a recognized academic institution in one or more of the following areas is preferred: Public Health, Engineering, Supply Chain Management, Project Management, Data Management and Analysis or a degree related to supply and logistics operations.</li> <li>• <b>NB:</b> First university degree combined with relevant professional work experience and understanding of relevant functions may be considered in lieu of advanced university degree.</li> <li>• Minimum five years progressively responsible professional work experience in engineering or supply management – experience with cold chain equipment and/or vaccine management is considered an asset</li> </ul> <p><input checked="" type="checkbox"/> Bachelors   <input checked="" type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Work experience managing large-scale supply or cold chain projects, working with governments, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.</li> <li>• Previous work experience within the Health sector will be an advantage.</li> <li>• Knowledge of cold chain equipment, understanding of new cold chain technologies and understanding of the principles of vaccine management, including stock and waste management, monitoring temperature, knowledge and experience with data collection, data management analysis and reporting are essential.</li> </ul>		

<sup>i</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

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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.