**TERMS OF REFERENCE FOR CONTRACTORS/INDIVIDUAL CONTRACTORS**

**Roster of National Contractors in the areas of Reproductive, Maternal, New-born, Child, & Adolescent Health (RMNCHA) and Immunization services**

1. **BACKGROUND / RATIONALE**

India is committed to achieve the maternal and new-born health targets of the Sustainable Development Goals (SDGs). The SDG 2030 goals entail a reduction of maternal mortality to below 70 per 100,000 live births from the current level of 113 per 100,000 live births as per SRS data. In addition, reduction of neonatal mortality rate to below 12 new-born deaths per 1000 live births from current 23 new-born deaths per thousand live births is a major target. This entails a continuum of care approach encompassing and strengthening all six pillars of India New-born Action Plan which includes Preconception and antenatal care with special focus on adolescent health, care during labour and child birth, immediate new born care, care of healthy new-born, care of small and sick new born and care beyond survival including improved care seeking for Diarrhoea and Pneumonia with special focus on girl child. Also, India has made rapid strides in terms of halting and reversing the HIV epidemic in the country. The current adult HIV prevalence in the country is at 0.22%. Government of India is putting substantial efforts to eliminate mother to child transmission (EMTCT) of HIV- AIDS.

India’s Immunization program is one of the largest in the world and is making its best efforts to achieve the full immunization coverage of 90%. To achieve this milestone, there is need of improving the service delivery, as well as the demand side constraints. For effective service delivery, robust immunization supply chain system is required, which includes cold chain and adequate Human resources, planning, motivation, and stewardship of the program at every level.

As a technical partner, UNICEF supports both national and state Government’s efforts to ensure continuity of essential RMNCHA services including immunization amidst COVID 19 pandemic. Technical assistance is desired to improve the immunization coverage, health of adolescents, ensure compassionate respectful care to pregnant women and new-born and fast track EMTCT targets including among the most vulnerable populations, through improving quality, universalizing coverage and reach of proven high impact quality interventions around Preconception, Antepartum, Intrapartum and Post-partum period across facility, community and outreach service delivery platforms including immunization services.

1. **PURPOSE OF ASSIGNMENT**

UNICEF is trying to build a pool of pre-qualified high-calibre candidates to be hired as Contractors for supporting any of the below’ five broad thematic areas; from which UNICEF country office and different state offices [[1]](#endnote-1)[[2]](#endnote-2)can quickly select and fill a requirement through a faster contracting process as soon as a need is identified.

Candidates who meet the required qualifications and experience are invited to apply following which a desk review of their skills and experience will be done to determine whether they qualify for the Expert Health Roster. The process will ensure all candidates in the Health Roster Group are evaluated prior to recommendation for inclusion in the Health Roster. Successful candidates will be notified and placed in the Health Roster Group for a **three (3) year** period. Individuals who are placed on the roster may be contacted to submit proposals/applications based on Terms of Reference for specific assignments. The period, type, deliverables, and accountabilities of each assignment will be determined by the specific Terms of Reference.

The Roster of Health Contractors, once in place, will allow UNICEF to select potential candidates from the roster for further appraisal and selection of one candidate for the position of either Maternal health & HIV, Newborn & Child Health, Adolescent health, Immunization & Cold chain and Primary Health Care. Ideally, this will expedite the placement of Contractors (both short term and long term) and provide the supervisor the scope to choose from a vast pool of potential candidates with RMNCHA & Immunization background. The database will be managed centrally by Supply & Procurement (S&P) section, New Delhi. In this context, should any of the currently on-board Contractors with UNICEF be interested in being considered for future opportunities with UNICEF, they need to apply to the roster.

**3. OBJECTIVE/S**

UNICEF India Country Office invites qualified experts with Indian nationality to express their interest in being included in the Health Expert’s Roster to deliver technical assistance to Reproductive, Maternal, New-born, Child Health, Adolescent Health care services (RMNCHA) and immunization services working in the following broader thematic categories:

1. Maternal Health including HIV/AIDS (Elimination of Mother to Child Transmission (EMTCT)
2. Newborn and Child Health
3. Adolescent Health
4. Immunization and Cold Chain System
5. Primary Health Care (Aspirational District Coordinator)

**4. REQUIRED SKILLS AND EXPERIENCE**

***Maternal Health including EMTCT (HIV- AIDS) Contractor:***

1. Education: Graduate in Medical Sciences / Allied Medical Sciences (BDS/BHMS/BAMS) / Degree/Diploma/ Masters in Obstetrics & Gynecology /Preventive Medicine/ International Health/Public Health / Health management/or Social Sciences/MBA in Health Management from reputed University
2. Experience: Minimum five years for National level with at least 3 years relevant experience in maternal health/ HIV AIDS program, three years for State Level with at least 2 years relevant experience in maternal health/ HIV AIDS program and two years for Divisional & District level experience in the field of Maternal Health and/or HIV/EMTCT programs especially in context of India.
3. Excellent technical knowledge in the field of public health and RMNCHA particularly in context of maintaining service continuity amidst COVID 19 Pandemic in India will be an added advantage
4. Language: Fluency in English is required. Knowledge of Hindi language and/or other local Indian language/s as relevant to the state is an asset.
5. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
6. Computer literate and conversant with MS Office and its application, internet, e-mail
7. Knowledge/familiarity with the national flagship programs (LaQshya, Midwifery initiative, SUMAN, PMSMA, MPDSR, JSSK, JSY, PMMVY, EMTCT/PPTCT, NACP, EID)
8. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
9. Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.
10. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage

***Newborn and Child Health Contractor:***

1. Education: Graduate in Medical Sciences / Allied Medical Sciences (BDS/BHMS/BAMS) / Degree/Diploma/ Masters in either Pediatrics /Preventive Medicine/ International Health/Public Health / Health management/or Social Sciences/MBA in Health Management from reputed University
2. Experience: Minimum five years for National level, with at least 3 years relevant experience in neonatal and/or child health program, three years for State Level with at least 2 years relevant experience in neonatal and/or child health program and two years for Divisional & District level experience in the field of Newborn and Child Health programs especially in context of India.
3. Minimum two years’ experience of handling SNCU / New-born / Mother and Child Tracking System (MCTS) / RCH data base / health related software is desirable. Experience of training and operationalization of SNCU / MCTS/ RCH data base will be added advantage
4. Excellent technical knowledge in the field of public health and RMNCHA particularly in context of maintaining service continuity amidst COVID 19 Pandemic in India will be an added advantage
5. Language: Fluency in English is required. Knowledge of Hindi language and/or other local Indian language as relevant to the state is an asset. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
6. Computer literate and conversant with MS Office and its application, internet, e-mail
7. Knowledge/familiarity with the national flagship programs (Comprehensive Essential Newborn care services- SNCU, NBSU, NBCC, HBNC and Child health care packages including HBYC, IMNCI, IDCF, SAANS etc.)
8. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
9. Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.
10. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage

***Adolescent Health:***

1. Education: Graduate in Medical Sciences / Allied Medical Sciences (BDS/BAMS/ BHMS) / Degree/Diploma/ Masters either in Preventive Medicine/ International Health/Public Health / Health management/or Social Sciences/MBA in Health Management from reputed University
2. Experience: Minimum five years for National level, three years for State Level and two years for Divisional & District level experience in the field of Adolescent Health programming especially in context of India.
3. Excellent technical knowledge in the field of public health and RMNCHA particularly in context of maintaining service continuity amidst COVID 19 Pandemic in India will be an added advantage
4. Language: Fluency in English is required. Knowledge of Hindi language and/or other local Indian language as relevant to the state is an asset. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
5. Computer literate and conversant with MS Office and its application, internet, e-mail
6. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage
7. Knowledge/familiarity with the national flagship programs (School Health and Wellness Program (SHWP), RKSK, Anemia Mukt Bharat, SABLA, Menstrual Hygiene Management etc.)
8. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
9. Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.
10. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage

***Immunization & Cold Chain:***

1. Education: University degree from a recognized university in Medical Science and/or post graduate degree/diploma in Public Health/ Pediatrics/ Diploma/ master's in health administration/hospital management or any other relevant field
2. Technical knowledge: In-depth understanding of Routine Immunization programme including cold chain system and supportive supervision for immunization & cold chain
3. Experience: Minimum five years for National level with at least 2 years relevant experience in immunization program, three years for State Level with at least 1 years relevant experience in immunization program and two years for Divisional & District level experience in the field of Immunization and/ or cold chain especially in context of India.
4. Excellent technical knowledge in the field of public health particularly in context of maintaining routine immunization service continuity amidst COVID 19 Pandemic in India will be an added advantage.
5. Experience for implementation and roll out of COVID vaccination in India, will be an asset.
6. Language: Fluency in English is required. Knowledge of Hindi language and/or other local Indian language as relevant to the state is an asset. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
7. Computer literate and conversant with MS Office and its application, internet, e-mail
8. Knowledge/familiarity with the national flagship programs (Routine immunization and polio/ measles rubella vaccination campaign, COVID vaccination, Effective Vaccine Management, NCCMIS)
9. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
10. Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.
11. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage

***Primary Health Care (Aspirational District) Coordinator***

1. Education: A university degree in one of the following fields is required: public health/nutrition, pediatric health, family health, health research, global/international health, health policy and/or management, socio-medical, health education, epidemiology, or another relevant technical field.
2. Experience: Minimum two years for Divisional & District level experience in the field of Reproductive, Maternal, Newborn, Child, and Adolescent (RMNCHA) Health and/or Immunization programs especially in context of India. Experience in designing/implementing primary health care interventions will be an advantage
3. Excellent technical knowledge in the field of public health including RMNCHA and immunization particularly in context of maintaining service continuity amidst COVID 19 Pandemic in India will be an added advantage
4. Language: Fluency in English is required. Knowledge of Hindi language and/or other local Indian language/s as relevant to the state is an asset.
5. Good negotiation and influencing skills supported by excellent communication and presentation skills is desirable.
6. Computer literate and conversant with MS Office and its application, internet, e-mail
7. Knowledge/familiarity with the primary health care interventions/ approach and knowledge about national flagship programs pertaining to Maternal Health & HIV AIDS (LaQshya, Midwifery initiative, SUMAN, PMSMA, MPDSR, JSSK, JSY, PMMVY, EMTCT/PPTCT, NACP, EID) Newborn Health (Comprehensive Essential Newborn care services- SNCU, NBSU, NBCC, HBNC and Child health care packages including HBYC, IMNCI, IDCF, SAANS etc.) Immunization & Cold Chain (Routine immunization and polio/ measles rubella vaccination campaign, COVID vaccination, Effective Vaccine Management, NCCMIS)
8. Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations
9. Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.
10. Working knowledge on analysis package like SPSS/ EP-Info/STATA will be an added advantage
11. **DUTY STATION**

The position would be responsible for providing technical support to national / state / divisional / district level adolescent health, maternal health including HIV-AIDS, newborn & child health and/ or immunization programming in UNICEF supported states in India, with specific deliverables to be achieved for improved health outcomes. The positions would be based at Country Office or State or selected district HQs within the states. Possible locations are: New Delhi, Bhopal, Bhubaneshwar, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Srinagar, Kolkata, Lucknow, Mumbai, Patna, Raipur, and Ranchi. The candidates should indicate all the levels at which they are willing to be placed.

1. **SUPERVISOR**

Health Specialist

1. **OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

Must be willing to travel extensively in the state / country if the COVID-19 pandemic situation permits and necessary approval for travel is granted by appropriate authority as per UNICEF travelling norms.

**8. ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)**

11.5 months (Full Time) or short duration depending on the need

**9. SELECTION PROCESS**

The criteria for evaluation will be as follows:

1. Language and content of cover letter - Min 07/Max 10
2. Relevant Education Qualifications  - Min 14/Max 20
3. Relevant work/technical experience       - Min 21/Max 30
4. Quality of work samples(two) - Min 28/Max 40

Candidates' who score 70 marks and above and score the minimum points against each of the above sub-criteria will be considered for inclusion in the roster

Total points to qualify in overall technical evaluation     Min 70/Max 100

**10. PAYMENT SCHEDULE**

Monthly payment on submission of progress reports on updated tasks and activity report for supporting the particular thematic area, duly approved by the supervisor/s. Payment of per diem and field travels are subjected to approval by supervisor on actuals travel undertaken.

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1. **HOW TO APPLY**

Your application should be made through the online Portal (TMS weblink) and should contain the following 4 attachments:

Candidates can apply to more than one thematic area if their qualification, experience, and desired skills match different thematic areas.

* + 1. **A Cover letter** explaining the motivation for applying and explaining how the qualifications and skillset of the candidate are suitable for one or more of the five thematic areas **(to be uploaded online under cover letter)**
    2. **Curriculum Vitae** (CV) **(to be uploaded online under CV/resume)**
    3. A total of Two work samples (ppt/ report) for any of the thematic category, to which the application is being submitted–
       - *Maternal Health and EMTCT Contractor*:

a) Maternal Health and/or HIV- AIDS related program document/reports/ publications/ b) Maternal Health and/ or HIV-AIDS related data analysis (PPT/report)

* + - * *New-born and Child Health Contractor:*

a) New-born Health and/or Child Health related program document/reports/ publications/

b) New-born Health and/ or Child Health related data analysis (PPT/report)

* + - * *Adolescent Health Contractor:*
        1. Adolescent Health related program document/reports/ publications/
        2. Adolescent Health related program data analysis (PPT/report)
      * *Immunization and Cold Chain Contractor:*

a) Immunization and /or cold chain related program document/reports/ publications/

b) Immunization and /or cold chain related program data analysis (PPT/report)

* + - * *Primary Health Care (Aspirational District) Coordinator:*
        1. RMNCHA Health related program document/reports/ publications
        2. Immunization related program document/reports/ publications
    1. **Mandatory Questionnaire for the thematic area to which the candidate has applied:**
  1. Maternal Health and EMTCT Contractor (Annex 1)
  2. New-born and Child Health Contractor (Annex 2)
  3. Adolescent Health Contractor (Annex 3)
  4. Immunization and Cold Chain Contractor (Annex 4)
  5. Primary Health Care (Aspirational District) coordinator (Annex 5)

\*Please note without submitting the required documents and completion of the questionnaire for at least one thematic area, your application will be considered incomplete.

1. Name of States: New Delhi, Jammu & Kashmir, Uttar Pradesh, Rajasthan, Bihar, Jharkhand, West Bengal, Assam, Nagaland, Manipur, Mizoram, Nagaland, Tripura, Sikkim, Arunachal Pradesh, Odisha, Madhya Pradesh, Chhattisgarh, Maharashtra, Telangana, Karnataka, Andhra Pradesh, Kerala, Tamil Nadu [↑](#endnote-ref-1)
2. UNICEF State Offices and States Covered

   Srinagar- Jammu and Kashmir

   Bhubaneshwar- Odisha

   Lucknow- Uttar Pradesh

   Jaipur- Rajasthan

   Patna- Bihar

   Ranchi- Jharkhand

   Kolkata- West Bengal

   Guwahati- Assam, Nagaland, Manipur, Mizoram, Nagaland, Tripura, Sikkim, Arunachal Pradesh

   Bhopal- Madhya Pradesh

   Raipur- Chhattisgarh

   Mumbai- Maharashtra

   Hyderabad- Telangana, Karnataka, Andhra Pradesh

   Chennai- Kerala, Karnataka

   *\* 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.* [↑](#endnote-ref-2)