

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: National Immunization consultant (EIR)	Funding Code WBS: 2460/A0/06/100/102/008 Grant: SM220494 and SC220798	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Duty Station: Vientiane, Lao PDR
<p>Purpose of Activity/Assignment:</p> <p>UNICEF is supporting Ministry of Health in implementation of Electronic Immunization Registration (EIR) system in Lao PDR. The digital health ecosystem in Laos comprises a blend of client-centric paper-based and digital systems. The Ministry of Health (MoH) has focused its digital health efforts on consolidating the District Health Information System 2 (DHIS2) as a Health Management Information System (HMIS), providing aggregated, high-level health data for operational planning.</p> <p>Before receiving Japanese funding through UNICEF for Supporting Digital Health Systems for Infectious Diseases Control, the Ministry of Health introduced the EIR system using GAVI Health System Strengthening (HSS) funding. However, further resources were required for nationwide rollout. Since May 2022, MoH and partners have conducted several rounds of technical consultations on EIR sustainability, agreeing to continue using DHIS2 for individual recording, as it was used for COVID-19 vaccine recording. In October 2022, DHIS2 was agreed upon as the primary tool for deploying EIR nationwide.</p> <p>The EIR system was piloted in Hadsaifong district, Vientiane Capital, led by MoH, Maternal and Child Health Centre (MCHC), and Department of Planning and Cooperation (DPC), with participation from development partners like UNICEF, WHO, and HISP Vietnam-Lao office. Training was conducted in January 2023 at the district hospital, where partners facilitated the sessions, marking the first time MCHC and development partners had access to the EIR system alongside district staff.</p> <p>Following consultations, the Ministry of Health decided to proceed with further trainings and scaling up the EIR system to all 18 provinces. UNICEF conducted master trainer training in July and completed nationwide training of all the health workers from August to December 2023. The scale-up was also discussed during the Annual EPI planning meeting, where UNICEF advocated for a clear roadmap, ensuring sustainability of investments in equipment, technology, and capacity building.</p> <p>UNICEF has recruited 25 data field support officers to ensure timely and quality implementation of the EIR system rollout. Trained by UNICEF and MoH, these officers were provided with laptops and deployed to provincial health offices to conduct monitoring, troubleshooting, data entry, and dashboard production.</p> <p>The preliminary report generated from the District Health Information Software (DHIS2) EIR indicates that by mid-January 2024, more than 70% of children under the age of two, totalling over 275,000 children, have already been individually registered in the system. This accomplishment is deemed significant for a project like EIR in its early stage of implementation.</p>			
<p>Scope of Work:</p> <p>Under the overall supervision of HSS Manager, the consultant will support implementation of EIR tracker in Lao PDR and will assist Immunization team in smooth execution and coordination of following tasks:</p> <ol style="list-style-type: none"> 1. Develop an action plan/road map for EIR implementation. 2. Develop training video script on EIR system operation. 3. Support the development of ToR for EIR performance assessment. 4. Work with the MOH teams from DPC, MCHC, NIP and T4D specialist of UNICEF for inclusion of findings and fixing any technical issues related to EIR. 5. Supervise EIR data officers who support in central and provincial hospitals by organizing regular weekly/monthly meeting to identify possible challenges which may be occurred during their mission at each facility. 6. Support in organizing and develop presentation for EIR annual review meeting. 7. Conduct supervision at subnational level to ensure EIR system well-functioning. 8. Follow up with provinces to identify key challenges on EIR system operation at each level and suggest recommendation to improve its coverage. 9. Regular analysis to triangulate data with DHIS2 & other digital systems to improve its performance. <p>The duration of this consultancy is 20 months. For planning purpose, the timelines have been indicated in below table. However, the actual timelines will be agreed with the successful applicant based on technical proposal. The deliverables will require extensive</p>			

planning and travel to achieve the results. Therefore, Consultant will be allowed to travel seven days a month to achieve the deliverables throughout the consultancy period and therefore the lumpsum cost per deliverable could be derived/estimated accordingly.

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: 2024	Requesting Section/Issuing Office: Health	Reasons why consultancy cannot be done by staff: <i>The consultancy requires a national consultant to support implementation of EIR system funded by Government of Japan. The health section lacks in-house national capacity to provide technical assistance to MOH on EIR data systems and HMIS which is critical to ensure successful implementation of EIR system in Lao PDR.</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: Not applicable		
Supervisor: Shukhrat Rakhimjanov, HSS Manager	Start Date: 1 st May 2024	End Date: 31 st December 2025

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget (% of payment)
Deliverable 1: Scale up of EIR system including deployment of data support officers	<ul style="list-style-type: none"> - Write the technical script to produce learning videos on how to operate EIR system. - Provide data analysis and support for MR SIA vaccination data. - Provide monthly updates on EIR to UNICEF and MCHC - Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR. - Provide monthly updates on EIR to UNICEF and MCHC 	May 2024	
Deliverable 2: Develop ToR for EIR	<ul style="list-style-type: none"> - Prepare terms of reference for a third-party assessment to evaluate the performance of EIR in Lao PDR. - Provide monthly updates on EIR to UNICEF and MCHC 	Jun 2024	

performance assessment	- Prepare and submit first draft of EIR road map		
Deliverable 3: upload EIR teaching-learning videos on EPI website, FB, YT	- Complete teaching-learning videos on EIR system operation and upload to EPI social media channels. - Provide technical assistance on RI activity in the 20 low performance districts. - Provide monthly updates on EIR to UNICEF and MCHC	Jul 2024	
Deliverable 4: Develop presentations for EIR refresher training	- Support in organizing and development of training materials for EIR refresher training. - Conduct monitoring visits to observe performance of EIR and support EIR data officers at subnational level. - Provide monthly updates on EIR to UNICEF and MCHC	Aug 2024	
Deliverable 5: Follow up on the EIR dashboard development	- Follow up with EIR core team in developing indicator reports dashboard. - Support in producing indicator report from EIR system. - Provide monthly updates on EIR to UNICEF and MCHC	Sep 2024	
Deliverable 6: Provide technical support to EIR data officers	- Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR. - Desk review on the EIR vaccination data in preparation to year end meeting of the UNICEF 25 data support officers - Provide monthly updates on EIR to UNICEF and MCHC - Provide monthly updates on EIR to UNICEF and MCHC	Oct 2024	
Deliverable 7: Online meeting to conclude 1 st phase of UNICEF data support officers	- Conduct a year-end online meeting to conclude the support of 25 UNICEF data officers at central and provincial hospitals. - Prepare necessary materials to support an annual report on EIR system performance. - Provide monthly updates on EIR to UNICEF and MCHC	Nov 2024	
Deliverable 8: Assess the need of tablets replacement	- Support in organizing and development of materials / presentations for the EIR annual review meeting. - Conduct desk review and analyze the vaccination data of 2024 and provide feedback to MoH and provinces. - Provide monthly updates on EIR to UNICEF and MCHC	Dec 2024	
Deliverable 9: Observe EIR system use at subnational level	- Assess the need of tablets replacement for health facility to ensure continuous EIR data entry. - Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR. - Provide monthly updates on EIR to UNICEF and MCHC	Jan 2025	
Deliverable 10: Observe EIR system use at subnational level	- Support on the design of data validation template of the data in the EIR system. - Provide technical assistance on RI activity in the 20 low performance districts. - Provide monthly updates on EIR to UNICEF and MCHC	Feb 2025	
Deliverable 11: Situation analysis on RI performance by data from EIR system	- Analyze the situation on the 1 st quarter of RI performance at province and district levels to identify high risk area on the possibility of VPD cases. - Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR - Provide monthly updates on EIR to UNICEF and MCHC	Mar 2025	
Deliverable 12: Develop template on supervision to assess RI performance	- Support in uploading the data validation template on to DHIS2. The template can be used by NIP, province, and district supervisor online during their supervision visit. - Provide monthly updates on EIR to UNICEF and MCHC	Apr 2025	
Deliverable 13: Assess the need of support for 20 LPD	- Situation analysis for the support to the 20 low performance districts. - Visit and use the data validation tool in the field to ensure the functioning of the tool and usable. - Provide monthly updates on EIR to UNICEF and MCHC	May 2025	

Deliverable 14: Situation analysis on RI performance by data from EIR system	- Analyze the situation on the 2 nd quarter of RI performance at province and district levels to identify high risk area on the possibility of VPD cases. - Provide monthly updates on EIR to UNICEF and MCHC	Jun 2025	
Deliverable 15: EIR Implementation	- Finalize the list of broken tablets and replace with the new one to HCs to keep ongoing immunization data entry in EIR system - Provide monthly updates on EIR to UNICEF and MCHC	Jul 2025	
Deliverable 16: EIR Implementation and field monitoring	- Visit and use the data validation tool in the field to collect data/information to conduct RI situation analysis. - Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR. - Provide monthly updates on EIR to UNICEF and MCHC	Aug 2025	
Deliverable 17: EIR Implementation and data support officers	- Analyze the situation on the 3 rd quarter of RI performance at province and district levels to identify high risk area on the possibility of VPD cases. - Provide technical assistance on RI activity in the 20 low performance districts. - Provide monthly updates on EIR to UNICEF and MCHC	Sep 2025	
Deliverable 18: EIR Implementation	- Provide technical assistance and supervision to the 25 EIR data support officers and conduct weekly meetings with them to ensure a smooth roll out of EIR. - Analyze the situation on the year-end of RI performance at province and district levels to identify high risk area on the possibility of VPD cases. - Provide monthly updates on EIR to UNICEF and MCHC	Oct 2025	
Deliverable 19: EIR Implementation and evaluation	- Provide technical assistance on RI activity in the 20 low performance districts. - Provide monthly updates on EIR to UNICEF and MCHC	Nov 2025	
Deliverable 20: Final Report	- Submit final report on EIR project implementation, lessons learnt and challenges.	Dec 2025	
Total			

Estimated Consultancy fee		
Travel International (if applicable)		
Travel Local (please include travel plan)		
DSA (if applicable)		
Health insurance		
Mandatory insurance premium		
Total estimated consultancy costsⁱ		

<p>Minimum Qualifications required*:</p> <p> <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other </p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> Bachelor's degree in public health or health systems data/MIS or any other related field 	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> Experience in immunization data management will be an advantage Knowledge/Expertise /Skills required. 3 to 5 years of experience in Immunization, cold chain Effective Vaccine Management and related initiatives at National or Provincial level Candidates having hands on experience of conducting/leading EVM trainings and assessment would be an advantage. Familiarity with the Lao PDR health system context is required. Experience in providing technical assistance to the government staff and capacity building activities. Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines. Excellent analytical, report writing and communication skills.
<p>Submission of applications:</p> <ul style="list-style-type: none"> Letter of Interest (cover letter) CV or Resume Performance evaluation reports or references of similar consultancy assignments (if available) Financial proposal: All-inclusive lump- sum cost including medical insurance with medevac cost, travel, and accommodation cost for this assignment as per work assignment 	
<p>Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>))</p> <p>✓ Technical Evaluation (75 points)</p> <p>Degree Education in (10 points)</p> <p>✓ Bachelor's degree in public health or ICT or any other related field</p> <p>Knowledge of (20 points)</p> <ul style="list-style-type: none"> ✓ Electronic Immunization Systems and other related data systems ✓ Solid understanding of Health Management information System (HMIS) ✓ Knowledge of data tools and software used under health programming. <p>Experience in (30 points)</p> <ul style="list-style-type: none"> ✓ Supporting government in Health-related data analytics ✓ Capacity building of health managers specially in EIR, HMIS or other health related data systems ✓ Handling Routine immunization data and MIS <p>Quality of past work (15 points)</p> <ul style="list-style-type: none"> ✓ Assessment of previous work including written and analytical skills ✓ Reference checks <p>✓ Financial Proposal (25 points)</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 50 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p>	

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, if required.

Administrative details:

Visa assistance required: ☐

☐ Home Based ☒ Office Based:

If office based, seating arrangement identified: ☒

IT and Communication equipment required: No

Internet access required: No

Consultant will be deployed at MCHC (Government office) with weekly reporting at UNICEF office

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.