

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

TITLE	FUNDING CODE	TYPE OF ENGAGEMENT	DUTY STATION
Consultant Provincial Cold Chain Management – Northern Cape		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	SOUTH AFRICA/ Pretoria
PURPOSE OF ACTIVITY/ASSIGNMENT:			
Under the direction and guidance of the UNICEF South Africa Chief of Health and Nutrition, the provincial cold chain management consultants, will support 6 provincial department of Health to implement the optimal vaccine management to contribute to the reduction of morbidity and mortality due to COVID-19 and other childhood vaccine preventable diseases.			
SCOPE OF WORK:			
<p>1. Optimal vaccine and cold chain management (30%)</p> <p>1.1. Maintain and ensure a constant cost-effective supply and storage of heat sensitive products.</p> <p>1.2. Ensure that relevant updated cold chain information is available to all staff involved in the cold chain.</p> <ul style="list-style-type: none"> • Ensure adequate formal and in-service training of all staff involved in cold chain and vaccine management. • Ensure the efficient usage of vaccines by limiting wastage and monitoring of activities. • Conduct monitoring and evaluation visits to facilities. • In the event of a cold chain failure at any level assist the pharmacist with deciding on action to be taken and/or liaise with the national cold chain manager. <p>1.3. Ensure adherence to policies regarding safe disposal and destruction of used sharps, syringes, and expired/wasted stock.</p> <p>1.4. Analyse and use data for action</p> <p>1.5. Support implementation of the national cold chain audit recommendations</p> <p>1.6. Risk management by identifying cold chain challenges through rapid assessment to determine adequacy (including transport and waste management capacities) at all levels, identify gaps and advise the medical depot and facilities on how to solve the problems.</p> <p>1.7. Identify training needs of health workers including reverse cold chain, and conduct training to address them.</p> <p>2. Gap analysis regarding cold chain equipment. (10%)</p> <p>2.1. Facilitate and monitor audits of cold chain equipment and records at facility levels, ensuring that any new cold chain equipment purchased for the COVID-19 vaccine introduction is also included in the programme equipment inventory and maintenance plan</p> <p>3. Assist the provincial program managers with the implementation of the policies during routine and during campaigns. (30%)</p> <p>3.1. In conjunction with the EPI manager and provincial medical store, support microplanning, ensuring that the logistic needs for a cost-effective distribution of vaccine are well articulated (including but not limited to timelines, roles and responsibilities, monitoring and implementation).</p> <p>3.2. Assist with financial and quantity estimates of vaccines and related medical items necessary for immunisation as needed</p> <p>3.3. Develop procurement and distribution plans as applicable and follow up procurement processes.</p> <p>3.4. Waste Management Maintenance of incineration facilities for SIAs</p> <p>3.5. Adapt/update checklist for ensuring cold chain and waste management readiness prior to the campaign</p> <p>3.6. Document lessons learned regarding cold chain during campaigns and share with provincial program managers and stakeholders to inform future immunization work.</p> <p>4. District supportive supervision and training (20%)</p> <p>4.1. Assist province with writing of SOPs and training of staff members regarding cold chain.</p> <ul style="list-style-type: none"> • Evaluate the quality of the training with the designated health workers on correct use and preventive maintenance of the new cold chain equipment. 			

<ul style="list-style-type: none"> Evaluate the content and quality of the training to technicians on preventive maintenance, installation, trouble shooting and repair of the new cold chain equipment. 			
4.2. Conduct monitoring and evaluation and supportive supervisory inspections including during campaigns to identify and correct inappropriate cold chain practices, safety and waste management.			
4.3. During campaigns oversee daily data aggregation reporting and analysis			
4.4. Assist with stock management, reinforcing the importance of adequate stock levels, forecast of vaccine requirements and reduction of wastage.			
4.5. Advise on vaccine allocation during stock shortages			
4.6. Make sure that vaccines collected after the campaign are accounted for and stored appropriately.			
5. Risk Management (10%)			
5.1. Identify and map cold chain risks, prepare management strategy in collaboration with national team and advise the medical depot and facilities on how to solve the problems.			
5.2. Plan, evaluate and participate in random quality survey during and at the end of the campaign.			
CHILD SAFEGUARDING			
Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES , check all that apply:			
Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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:			
Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
2021/2022	Health & Nutrition, UNICEF SACO	Provincial level support	
Included in ANNUAL/ROLLING WORKPLAN:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO, please justify:	
CONSULTANT SOURCING:		Request for:	
<input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		<input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method:			
<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, JUSTIFICATION for extension:			
Supervisor:	Start Date:	End Date:	Number of Days (working)
	01.01.2022	15.12.2021	253
Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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			

WORK ASSIGNMENT OVERVIEW			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Inception report - draft	<ul style="list-style-type: none"> • Rapid assessment indicating adequacy (including transport and waste management capacities) at all levels, gaps and possible solutions. 	30 days	Monthly
Inception report - final	<ul style="list-style-type: none"> • Report on training needs of health workers including on reverse cold chain. • Training plan developed and training scheduled • Report of review of audits of cold chain equipment • Cold chain programme inventory report inclusive of (any) new cold chain equipment purchased for the COVID-19 introduction. 	30 days	Monthly
Provincial Plans developed	<ul style="list-style-type: none"> • Provincial plan for implementing recommendations from the national cold chain audit 	30 days	Monthly
Provincial Plans developed	<ul style="list-style-type: none"> • Provincial financial and quantity estimates of vaccines and related medical items • Provincial procurement and distribution plans as applicable and follow up procurement process. • Provincial checklist for cold chain and waste management readiness 	30 days	Monthly
Pre-intra and post campaigns monitoring – First Round	<ul style="list-style-type: none"> • Campaign monitoring checklist developed/updated • Report on sites monitoring visits conducted before and during the campaigns • Daily and weekly stock monitoring reports during campaigns • Reports on vaccines remaining at the end of each round • Post campaign evaluation report 	30 days	Monthly
Pre-intra and post campaigns monitoring - Second round	<ul style="list-style-type: none"> • Campaign monitoring checklist developed/updated • Report on sites monitoring visits conducted before and during the campaigns • Daily and weekly stock monitoring reports during campaigns • Reports on vaccines remaining at the end of each round • Post campaign evaluation report 	30 days	Monthly
Stock Management and SOP updates	<ul style="list-style-type: none"> • Training report for stock management and cold chain (formal and in-service training). • Revised/updated provincial cold chain SOPs. • Report of monitoring and evaluation and supportive supervisory inspections. • Assist during stock take, reinforcing the importance of adequate stock levels, forecast of vaccine requirements and reduction of wastage. • Progress on the development of the public/private service level agreement on provision of immunisation and other preventive services commodities 	30 days	Monthly
Stock Management and SOP updates	<ul style="list-style-type: none"> • Capacity building • Demand estimation 	30 days	Monthly
Vaccine inventory, monitoring and allocation reports	<ul style="list-style-type: none"> • Report on recommendations for vaccine allocation during stock shortages 	30 days	Monthly

	<ul style="list-style-type: none"> • Inventory of vaccines after the campaign. • SVS registration and utilisation • Weekly SVS monitoring and compiling monthly report • Monthly report on vaccines procured against utilisation 		
Vaccine inventory, monitoring and allocation reports	<ul style="list-style-type: none"> • Monitoring and Evaluation of data 	30 days	Monthly
Risk assessment and management	<ul style="list-style-type: none"> • Mapping of cold chain risks and management for addressing identified risks. • Analysis of BCG uptake in facilities conducting deliveries • Report on cold chain audits conducted • Refresher training on continuous temperature monitoring to reinforce cold chain management at vaccine storage and vaccination sites 	30 days	Monthly
Final consultancy report	<ul style="list-style-type: none"> • Report of random quality survey conducted during and at the end of campaigns. • Report of lessons learned with regards to cold chain at provincial district and facility levels disseminated to all program managers and stakeholders to inform future planning Final report 	15 days	Monthly

Estimated consultancy fee			TBC
Travel international (if applicable)			
Travel local (please include travel plan)			TBC
DSA (if applicable)			
TOTAL estimated consultancy costsⁱ			TBC
MINIMUM QUALIFICATIONS required:	KNOWLEDGE/EXPERTISE/SKILLS required:		
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter disciplines: Ability to communicate effectively to varied audiences. Strong sense of team spirit, diplomacy Ability to build and maintain partnerships across government, UN agencies and NGOs Innovative and resourceful mindset to make solutions work in adverse conditions Ability to work under tight schedule, respond to multiple demands including within a changing environment. Innovative and resourceful mindset to make solutions work in adverse and stressful conditions. Excellent writing skills and demonstrable experience in qualitative and quantitative epidemiological information analysis, program monitoring and reporting. Languages needed: Fluency in English (verbal and written) and another South African language.	Education: Essential: B.Pharm degree, One year internship and one year community service completed. Registration with SAPC as a pharmacist. Additional experience especially in a similar function at the provincial level an added advantage. Minimum 5 years , additional experience especially in a similar function at the provincial level an added advantage. Knowledge of and work experience in: Cold chain management principles, Knowledge about policies ¹ and the format for compiling of Standard operational procedures, policies, circulars, and protocols.		
ADMINISTRATIVE DETAILS:			
Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based: Seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p> <p><i>Representative</i></p> <p>_____</p> </div> <div style="width: 45%;"> <p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p> </div> </div>			

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.

¹ Such as the Pharmacy Act, Medicines Control Act, National drug Policy, EDL, Drug supply management, Free state code list, Batho Pele principles.

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

HOW TO APPLY:

Interested and qualified candidates are requested to submit their application to the following link: <https://www.unicef.org/about/employ/?job=545480> by **29 October 2021**.

This notice will also appear on <http://www.unicef.org/about/employ/>, <http://www.unicef.org/southafrica>, UN Job List, UN Jobs

Please indicate your ability, availability and daily/monthly rate (in ZAR) to undertake the terms of reference above (including admin cost if applicable).

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.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from South African nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation

“UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.”
