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

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| **Title**  **Provincial Polio Vaccine Management Consultant** | **Funding Code** | **Type of engagement**  Consultant | **Duty Station:**  Maputo, Zambezia, Cabo Delgado, Sofala, Nissa and one “roaming” VM based in Maputo |
| **Purpose of Activity/Assignment:**  UNICEF Mozambique is in the process of identifying Vaccine Management Consultants for 4 months with a possibility to be extended. Vaccine Management plays a crucial role in the polio programme ensuring that the vaccines are stored and delivered properly, from arrival in provinces to administering it to the children. UNICEF Mozambique assists the Ministry of Health to have effective SBC to support national immunisation programmes and disease outbreak campaigns. Six (6) consultants will be hired that will be based in; Maputo, Zambezia, Cabo Delgado, Sofala, Nissa and one “roaming” VM that will be responsible for Southern Provinces.  The Vaccine-Derived Polio Virus type 2 - cVDPV2 and cVDPV1 cases reported in the provinces of Cabo Delgado and Nampula and Zambezia, raise particular concerns, given the virus was probably circulating by approximately two years. This is posing a treat for the entire country due to the existence of pockets of unimmunised/under-immunised children.  As a key partner of the GPEI, UNICEF has the mandate of providing assistance to ensure evidence-based, fast track and effective SBC response whenever a polio outbreak is confirmed, as well as the support to strengthen routine immunization. The organisation relies on highly trained and experienced personnel of staff and consultants to meet this obligation.  It is against the above premise, that UNICEF Mozambique needs to hire a polio vaccine management individual consultants, who are willing and will be available for immediate deployment to support the Mozambique logistics team and the Ministry of Health, and also to coordinate multiple partner agencies including WHO, CDC, BMGF, etc., for Polio Outbreak Response (OPR) and nOPV2 introduction | | | |
| **Scope of Work:**  The consultants will be based in the capital of provinces with frequent travel to the field to support the polio campaign activities in the provincial and district levels including health facilities. The consultants will use their own office equipment. The consultants must have high internet connectivity and must be available/reachable online throughout the consultancy in the provinces.  The consultants will work under the supervision and guidance of Polio Team Lead, Vaccine Management Specialist and Supply and Logistics Specialist and closely work with Cold Chain Officer and Immunization Specialist in UNICEF Country Office Mozambique. UNICEF will be responsible for the management of the contract, assess the consultant’s work, and evaluate performance based on deliverables. The consultants will be expected to provide proof of insurance coverage prior to commencing the contract. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| Work Assignments Overview | Deliverables/Outputs | Timeline | Estimate Budget |
| Prepare relevant provinces for nOPV2 vaccination campaigns in terms of materials, micro plans, vaccination forms, and plan trainings together with key GPEI partners and counterparts. | Clear plan for provinces, as per direction from central level, micro-plans in place | 1st September -20th October |  |
| APES trainings conducted in high-risk districts with GPEI partners according to GPEI workplan | Trainings conducted and followed upon | 1st September 15th October |  |
| Engage with key partners and apply appropriate logistical tactics or special strategies (e.g. pre-positioning, opportunistic low-key campaigns etc.) for making vaccines available in insecure areas. | Evaluate previous campaigns to ensure that weak spots are covered | Ongoing |  |
| Provide frequent and regular reports to the vaccine management specialist and Outbreak Technical Lead on all aspects of CCL&VM that will contribute updates for SITREPS, bulletins, and newsletters. Prepare reports as per GPEI requirement at end of each round and at end of final SIA round. | Said Reports and Updates produced as agreed | Ongoing |  |
| End of year analysis of key aspects of VM activities in key provinces | Analysis | 20th December |  |
| Collaborate with DPS/SPS at provincial level and WHO and other GPEI partner teams and the Outbreak Technical Lead/Coordinator to work on vaccine forecasting, develop cold chain and logistics aspects of the provinces outbreak response plan and adapt the outbreak SOP and nOPV2 management technical guidance at provincial level. | Said tasks done | Ongoing |  |
| \*Payment will be made at the end of each month, upon satisfactory submission of deliverables. | | | |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | | **Reasons why consultancy cannot be done by staff:** | | | |
| *2024* | *Health* | | *Polio is an outbreak that requires more manhours that are currently available in the office* | | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify: | | | | | | |
| **Consultant sourcing:**  National  International  **Competitive Selection:**  Advertisement  Desk Review  Roster  **Single Source Selection**  (Emergency - Director’s approval) | | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | | | | |
| **Supervisor:**  **Maureen Gallagher and Jan-Marcus Hellström** | | **Start Date:**  **September 1, 2024** | | **End Date:**  **31st December, 2024** | | **Number of working Days**  **4 months** |
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| **Estimated Consultancy fee** |  |  |  |
| Travel International (if applicable) |  |  |  |
| Travel Local (please include travel plan) | Included for each consultant in the SURGE budget |  |  |
| DSA (if applicable) | Included for each consultant in the SURGE budget |  |  |
| **Total estimated consultancy costs[[1]](#endnote-1)** |  |  |  |
| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** | | |
| Bachelors  Masters  PhD  Other  Enter Disciplines – Bachelor’s + 2 years’ experience or high school + 4 years’ experience in vaccine management | * A bachelor’s degree in supply and logistics, vaccine management, cold chain management or relevant field + 2 years of experience required. * A high school diploma and/or technical degree combined with 4 additional years of professional experience may be accepted in lieu of a bachelor’s degree. * Candidates with a minimum of three years relevant experience working with logistics or/and cold chain management preferably with vaccines and vaccination campaigns, especially polio campaigns will be prioritized. * Practical experience in the management of vaccines is desired. | | |
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| [**Competitive Selection Criteria**](https://unicef.sharepoint.com/:x:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7Bda0b1215-ade3-4345-8188-e2b7df9b2fa4%7D&action=default&uid=%7BDA0B1215-ADE3-4345-8188-E2B7DF9B2FA4%7D&ListItemId=353&ListId=%7B465BE47D-174D-4461-B4D6-18B9FC34CB32%7D&odsp=1&env=prod&web=1&cid=a9bfc2d5-3213-4b69-9b04-acb0c830c6d1) **(for clarification see** [**Guidance)**](https://unicef.sharepoint.com/:w:/r/sites/DHR/_layouts/15/Doc.aspx?sourcedoc=%7BB3E3517A-8BBF-4368-90FE-7DBCD31544EA%7D&file=Guidance%20on%20Completing%20the%20Selection%20Matrix%20for%20Consultants%20and%20Individual%20Contractors.docx&action=default&mobileredirect=true)  A) Technical Evaluation (maximum 100 Points) B) Financial Proposal (maximum of 0 Points)  **-**  **-**  **-** | | | |
| **Administrative details:**  Visa assistance required:  Home Based  Office Based: The consultant will have to coordinate with field offices with a UNICEF office. | **If office based,** seating arrangement identified:  IT and Communication equipment required:  Internet access required: | | |
| **Request Authorised by Section Head** | **Request Verified by HR:** | | |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)* | | | |
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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.

**In-country Travel.** *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option b. Exceptionally, travel organised by UNICEF through a Travel Authorization per the applicable policy, with standard terminal expenses, and per diem at 100% of the applicable UN Mozambique DSA rate.

**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](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) 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.

1. [↑](#endnote-ref-1)