

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Medical Oxygen Health System Strengthening Consultant	Funding Code/WBS: Grant: WBS:	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: LUSAKA, ZAMBIA
<p>Purpose of the Assignment: Technical, operational, and programmatic coordination and management support to UNICEF and MoH/BMETs (Ministry of Health Bio-Medical Engineering Technologists) to strengthen medical oxygen-ecosystem through the establishment, operation, and maintenance of oxygen plants so as to improve the quality of critical care requiring medical oxygen therapy.</p>			
<p>Scope of Work:</p> <p>Zambia recorded its first COVID-19 cases on 18 March 2020 and as of 12 May 2022, a total of 320,412 confirmed cases have been recorded with 3,983 deaths. Zambia has experienced four waves of the pandemic so far. Each successive wave of the COVID-19 pandemic was bigger in the number of people infected and in geographical expanse affected. The foregoing is true other than for the fourth wave, which caused few deaths but affected more people. The second and third waves of COVID-19 pandemic caused the most severe cases and therefore higher numbers of deaths. The severity of the second and third waves in 2021 exposed the weaknesses in the national health system. While the second wave strained the health system to the limit, the third wave overwhelmed the system to an extent where hospital beds ran short; staff had to be shifted around to manage the COVID-19 treatment centres, and there was shortage of critical medical requirements for case management of severely ill patients such as medical oxygen. Other accessories for delivery of medical oxygen too were in short supply. A lot of people especially from the poor peri-urban areas died in their homes while others presented themselves late for treatment at the hospitals. The number of deaths in health facilities plus community deaths overwhelmed hospital mortuaries' capacities.</p> <p>The health sector partners have realized the importance of supporting the strengthening of medical oxygen eco-systems which can cater for all situations where medical oxygen is needed. Investment in medical oxygen eco-systems in response to the needs of the COVID-19 pandemic, is as well a long-term investment in the health system for management of other conditions requiring oxygen therapy. UNICEF among other partners, is supporting the MoH to strengthen medical oxygen eco-systems in Zambia. UNICEF has supported the rehabilitation of oxygen plants; the establishment of a new PSA oxygen plant; development of national guidelines and SOPs on medical oxygen systems including for repair and maintenance of oxygen equipment; training of Bio Medical Engineering Technicians; and contributing to the formulation of a national oxygen strategy. The anticipated impact of these and other future commitments is critical in creating a resilient national medical oxygen eco-system.</p> <p>The key elements of the assignment are as follows:</p> <ol style="list-style-type: none"> i. Policy, planning, and coordination for medical oxygen eco-systems Provide technical assistance and coordination support to the Ministry of Health (MoH) in integrated planning, delivery and strengthening of medical oxygen systems in Zambia, including the design, review, implementation, and monitoring of various oxygen support interventions UNICEF has committed to. The consultant should undertake regular coordination with MoH, CPs and other stakeholders working in the oxygen space; including relevant ministries and partners; interface between the UNICEF health section and the MOH on medical oxygen systems and linkage with provincial and district health offices; and participate in medical oxygen system coordination / meetings/ working groups/ review platforms and ensure the availability of accurate, complete, and up-to-date information on the status of implementation of oxygen interventions. ii. Technical Assistance on Oxygen Strategy, Guidelines, Standards and Protocols Development Provide technical assistance on the implementation of the technical guidelines, SOPs, and job-aids on medical support systems. The consultant will coordinate with various service contractors hired by UNICEF for equipment maintenance, rehabilitation of PSA plants, rental of oxygen cylinders from private sector, among others. iii. Support to the UNICEF-UNOPS Partnership on the Installation of new PSA plant at Kitwe Teaching Hospital. The consultant will provide technical coordination, monitoring, follow up, supervision for successful implementation of this project in a timely manner. 			

- iv. **Creation of Medical Oxygen Equipment Repository**
The Consultant will create and maintain a database of all oxygen related equipment, accessories, and services that UNICEF procures from various sources. He/she will maintain and track procurement, service contract execution, delivery, supply, and end user monitoring including providing feedback and identification of strategic actions to address the gaps and challenges.
- v. **Programme Monitoring and Reporting**
Initiate and coordinate the drafting of the health sections inputs for the medical oxygen systems interventions, programme reviews, programme presentations, donor report inputs, annual report inputs, and other related programme documents.
- vi. **Field Monitoring and Supportive Supervision** – Undertaking required field visits to provinces, districts, and sub districts for project monitoring and supportive supervision for oxygen related intervention support.

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: 2022–2023	Requesting Section / Issuing office: Health & HIV/AIDS	Reasons why consultancy cannot be done by staff: The assignment requires services of a professional with expertise in engineering, specifically Biomedical Engineering, and specifically the field of medical oxygen production and distribution including medical Oxygen systems strengthening. Additionally, the assignment requires extensive field presence hence a task a UNICEF staff may not undertake predictably.
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Included in Annual/Rolling Workplan: Yes No. If No, please justify: Yes, it is included in Health AWP 2022

Consultant sourcing:

National International Both

Consultant selection method:

Competitive Selection (Roster)
 Competitive Selection (Advertisement/Desk Review/Interview)

Request for:

New SSA – Individual Contract
 Extension/ Amendment

If Extension, Justification for extension:

Supervisor:	Start Date: 1 st June 2022	End Date: 30 th April 2023	Number of Days (working): 11 months
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Work Assignment Overview: With day to day supervision of Health Specialist, and under the overall guidance and oversight of Chief of Health and HIV, the consultant will work closely with the Ministry of Health (MoH), Bio-Medical Engineering Technologist (BMETs), University Teaching Hospitals (UTHs), Provincial Health Directors (PHDs), District Health Directors (DHDs), UNOPS and other UN Agencies, private medical oxygen supply companies and other implementing partners to channel UNICEF's technical, operational and programmatic support to strengthen the national medical oxygen eco-system.			
Tasks/Milestone:	Deliverables/Outputs:	Timeline (days/months)	Estimated Budget (ZMW)
1. Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of medical oxygen eco-systems in Q-1 of the consultancy.	<p>Quarter 1 Progress Report comprising of following as per the agreed work plan –</p> <ul style="list-style-type: none"> a) Details of coordination efforts and actions taken across various levels for integration, follow up, technical support and implementation of medical oxygen eco-system support interventions along with meeting minutes/notes, progress/updates, and recommendations and follow-up. b) Progressive tracking, creation, and maintenance of medical oxygen supply repository through various funding sources, including identification of delays, critical gaps, priorities, and recommended actions taken. c) Report progress on oxygen PSA plant establishment at Kitwe Teaching Hospital and other plants' maintenance including issue, priorities, and recommended actions taken. d) Report progress updates on oxygen system guidelines, SOPs, and training of BMETs, and equipment maintenance. e) Report on program coordination support, supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken. f) Contribution to technical products, guidelines, donor reports, programme reviews and technical presentations. 	2.5 months (Quarter 1)	25% Payment
2. Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of medical oxygen systems in Q-2 of the consultancy	<p>Quarter 2 Progress Report comprising of following as per the agreed work plan –</p> <ul style="list-style-type: none"> a) Details of coordination efforts and actions taken across various levels for integration, follow up, technical support and implementation of medical oxygen eco-system support interventions along with meeting minutes/notes, progress/updates, and recommendations and follow-up. b) Progressive tracking, creation, and maintenance of medical oxygen supply repository through various funding sources, including identification of delays, critical gaps, priorities, and recommended actions taken. 	3 months (Quarter 2)	25% Payment

	<ul style="list-style-type: none"> c) Report progress on oxygen PSA plant establishment at Kitwe Teaching Hospital and other plants' maintenance including issue, priorities, and recommended actions taken. d) Report progress updates on oxygen system guidelines, SOPs, and training of BMETs, and equipment maintenance. e) Report on program coordination support, supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken. f) Contribution to technical products, guidelines, donor reports, programme reviews and technical presentations. 		
<p>g) Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of medical oxygen systems in Q-3 of the consultancy</p>	<p>Quarter 3 Progress Report comprising of following as per the agreed work plan –</p> <ul style="list-style-type: none"> a) Details of coordination efforts and actions taken across various levels for integration, follow up, technical support and implementation of medical oxygen eco-system support interventions along with meeting minutes/notes, progress/updates, and recommendations and follow-up. b) Progressive tracking, creation, and maintenance of medical oxygen supply repository through various funding sources, including identification of delays, critical gaps, priorities, and recommended actions taken. c) Report progress on oxygen PSA plant establishment at Kitwe Teaching Hospital and other plants' maintenance including issue, priorities, and recommended actions taken. d) Report progress updates on oxygen system guidelines, SOPs, and training of BMETs, and equipment maintenance. e) Report on program coordination support, supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken. f) Contribution to technical products, guidelines, donor reports, programme reviews and technical presentations 	<p>3 months (Quarter 3)</p>	<p>25% Payment</p>

<p>g) Support MoH structures at national, provincial and district level in coordination, planning and providing technical support to facilitate the implementation, monitoring, reporting, system strengthening and knowledge management of medical oxygen systems in Q-4 of the consultancy</p>	<p>Quarter 4 Progress Report comprising of following as per the agreed work plan –</p> <ul style="list-style-type: none"> a) Details of coordination efforts and actions taken across various levels for integration, follow up, technical support and implementation of medical oxygen eco-system support interventions along with meeting minutes/notes, progress/updates, and recommendations and follow-up. b) Progressive tracking, creation, and maintenance of medical oxygen supply repository through various funding sources, including identification of delays, critical gaps, priorities, and recommended actions taken. c) Report progress on oxygen PSA plant establishment at Kitwe Teaching Hospital and other plants’ maintenance including issue, priorities, and recommended actions taken. d) Report progress updates on oxygen system guidelines, SOPs, and training of BMETs, and equipment maintenance. e) Report on program coordination support, supportive supervision through spot visit/online/remote and support to districts with key findings, recommendations, and actions taken. f) Contribution to technical products, guidelines, donor reports, programme reviews and technical presentations. 	<p>2.5 months (Quarter 4)</p>	<p>25% Payment (Final payment linked to the final report)</p>
<p>g) Prepare and submit End of Assignment report as per agreed work plan.</p>	<p>Final Assignment Report detailing the achievements, progresses, challenges, learnings from technical support to medical oxygen systems; way-forward and recommendations to improve medical oxygen ecosystems beyond COVID-19 response, for overall RMNCH interventions.</p>		
<p>Estimated Total Consultancy Fees (All Inclusive)</p>			
<p>Travel International (if applicable)</p>	<p>N/A</p>		
<p>Travel Local (please include travel plan)</p>	<p>Office will provide transport support for field trip</p>		
<p>DSA (if applicable)</p>	<p>Lumpsum</p>		
<p>Total estimated consultancy costsⁱ</p>			
<p>Minimum Qualifications required:</p>	<p>Knowledge/Expertise/Skills required:</p>		

<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Bio-Medical Engineering, Public Health, Medicine, Health Sciences or equivalent.	<ol style="list-style-type: none"> I. At least 5 years relevant experience of managing and coordinating health systems strengthening (HSS) work, preferably in oxygen eco-system. II. Experience in design, reporting and delivery of health system strengthening programmes, specifically, in medical equipment/oxygen system and equipment maintenance would be an asset. III. Demonstrated experience and with staff possessing requisite skills in biomedical equipment operation and maintenance capacity development. IV. Knowledge of the health system and oxygen system in Zambia or developing country context V. Strong communication skills in English (spoken and written) VI. Proven experience in supervising health programmes VII. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high quality results within given time frames 				
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>				
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ⁱ 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.