

United Nations Children's Fund

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
Supervisor:	Start Date: 01/05/2023	End Date: 29/02/2024	

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant - COVID-19 Vaccine Delivery Support		<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time* *maximum end date 30 June 2023	ACCRA
Purpose of Activity/Assignment: To provide technical assistance to the Ghana Health Service for COVID-19 vaccine delivery in Ghana.			
Scope of Work: <ul style="list-style-type: none"> Map vaccine inventory tools and dataflows at national and subnational level stores and support National Logistics Working Group and Emergency Operations Centre (NLWG/EOC) to develop and implement compulsory data collection SOPs. Support revalidation of Supply Chain and Waste Management section of country National Deployment and Vaccination Plan (NDVP) for COVID-19 Support NLWG/EOCs to effectively manage the arrivals, storage, temperature monitoring and control during storage and distribution and redistribution, vaccine accountability, disposal and waste management for COVID-19 and routine vaccines Support the strengthening of vaccine inventory tools to automate data collection on vaccine arrivals, dispatch and closed vial wastage Support vaccine forecasting (initiate forecast accuracy verification and revision exercise) on six monthly basis Support country with targeted assessment and monitoring of iSC performance, especially with stock management, per EVM2.0 guidelines and iterative development and implementation of improvement plans within a cycle of continuous improvement Facilitate capacity development activities in line with EPI training plans 			

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Provide orientation to Regional vaccine accountability coordinators on how to complete VUR, Form A and narrative vaccine management report	Two capacity development workshops organized, and report submitted	31 st July	
Quantify vaccine requirements for regions and quantify regional requirements for all the vaccine management tools. Provide technical support to regions on vaccine management and retrieval	<p>3rd quarter stock management data including on forecast/actual quantities, stock-on-hand, consumption rates, expiry dates, open and closed vial wastage, critical operational challenges reports provided.</p> <p>3rd Quarter Monthly vaccine accountability reports drafted and submitted (report will include stock receipts, distribution, utilization, and wastage rates) and shared with NLWG, UNICEF country and regional offices</p>	31 st August	
Provide technical support for the preparation of all vaccine management reports and maintain electronic records of all vaccine management reports	Vaccine stock, consumption, expiry, destruction and relocation data collected, analyzed, presented and shared with NLWG and UNICEF. This also includes analysis of the barriers in data use and promotion of smart demand for it and report submitted.	30 th September	
Quantify vaccine requirements for regions and quantify regional requirements for all the vaccine management tools. Provide technical support to regions on vaccine management and retrieval	<p>4th Quarter stock management data including on forecast/actual quantities, stock-on-hand, consumption rates, expiry dates, open and closed vial wastage, critical operational challenges reports provided.</p> <p>4th Quarter Monthly vaccine accountability reports drafted and submitted (reports will include stock receipts, distribution, utilization, and wastage rates) and shared with NLWG, UNICEF country and regional offices</p>	31 st October	

Review Regional level vaccine consumption data and performance indicators, verify and compile in the vaccine management report for each level. Undertake data analysis and ensure that corrective actions taken	Immunization data quality reviews conducted, and report submitted	30 th November	
Field monitoring and capacity building for COVID-19 vaccine management, retrieval and accountability	Supervision and monitoring conducted in 4 Regions and report submitted	31 st December	
Work with Regional Cold Chain Equipment Manager to develop CCE maintenance and waste management implementation plan	CCE maintenance and waste management implementation plan developed, and report submitted	31 st January	
Build Capacity of district staff involved in vaccine management, logistics and cold chain management in accordance with the guidance note and available learning modules	Subnational teams trained on the relevant SOPs and guidelines to use the tools effectively	29 th February 2024	

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required*: x <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other University degree is required, preferably in relevant field (e.g., business planning, supply chain management, economics, international development studies, medicine, procurement, logistics, or other quantitative degree). Applicable work experience can substitute in cases where university degree is not aligned to a relevant field. An Advanced degree an advantage.	Knowledge/Expertise/Skills required*: <ul style="list-style-type: none"> • At least five years of experience in international public health programme management including at least three (3) years in immunization, with experience in low- and middle-income countries, preferably in the areas of: • Logistics management systems • Supply chain bottleneck and root cause analysis • Familiarity with inventory policies, allocation, ordering and distribution strategies and other supply chain operations • Health systems strengthening • Assessing and measuring supply chain performance • Experience interfacing with national ministries of health an advantage. 		

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.
