

International Consultant: Cold Chain and Logistics specialist



UNICEF Cambodia

1. Background

The unfolding COVID-19 pandemic has caused unprecedented disruptions of international, regional and local supply chains, undermining national response efforts and putting a strain on other critical and routine health services. This multi-faceted crisis has critically exposed the structural and operational limitations of existing health systems and underlying supply chain models and calls for increasing the investments aimed at supporting governments in their efforts to build and manage stronger supply chain systems that are able to leave no child behind, operate at minimum capacity and meet surging needs.

The COVAX Facility (COVID-19 vaccine) forms a key part of the Access to COVID-19 Tools (ACT) Accelerator, a global collaboration established to accelerate the development, production, and equitable access to COVID-19 tests, treatments, and vaccines. COVAX facility aims to accelerate the development and manufacture of COVID-19 vaccines and to guarantee fair and equitable access for every country.

The Government of Cambodia has a national target to vaccinate 10 million people before mid-2022, with at least 4 million vaccine doses coming through COVAX facility. Currently the country is experiencing its first widespread community transmission since Feb 20, 2021, where the Government is prioritizing resources and efforts to contain the outbreak and accelerate the roll-out of COVID-19 vaccination as per the National Deployment and Vaccination Plan (NDVP). Current implementation challenges to the COVID-19 vaccination roll-out includes a constrain on current health systems and health worker capacities as the supplies of vaccines is changing rapidly (volume, timeline of delivery) and the Government is accelerating and expanding vaccination roll-out across the country.

While cold chain capacity planning is continually updated and assessments are regularly conducted, the dynamic context requires strong strategic analysis and scenario-based planning and forecasting at national and sub-national levels, that is responsive to the changing context.

UNICEF is a key technical partner of MOH on the supply, cold chain management and logistics for COVID-19 vaccines. Key support areas to Government include cold chain capacity assessment, CCE procurement and installation, training support, development of SOPs and

tools for planning, stock management and reporting. In August 2020, UNICEF supported MOH to conduct an Effective Vaccine Management Assessment (EVMA) where an improvement plan has been drafted based on findings.

2. Purpose

The international CCL consultant will provide remote support to and work closely with UNICEF's national consultants that are already in place to support Government on supply chain management, and in particular CCL for COVID-19 vaccines. The CCL consultant will provide technical oversight, guidance, quality assurance and support data analysis to identify CCL gaps, priority actions and recommended solutions, in line with global guidelines, reporting requirements and best practices. This includes, supporting MOH in the implementation of relevant CCL priorities in the EVMA improvement plan.

3. Work Assignments

Under the supervision of the Chief of Health and Nutrition, the consultant will:

1. Provide technical support and quality assurance on all aspects related to CCL for COVID-19 vaccination, including strategies, deployment plans, assessments, data analysis, reporting (national and global)
2. Develop and review responsive, scenario-based planning, forecasting for the different COVID-19 vaccines arriving to the country over the next 12 months, including possibility of vaccines requiring ultra cold chain capacity and adapting and developing relevant tools, building upon existing systems and best practices
3. Support development/updating of strategies, SOPs, tools and job aids to strengthen microplanning, distribution, stock training and management, and reporting at all levels
4. Provide support in preparation of CCE related proposals, applications, reports and donor reporting
5. Support data management and analysis using available data sources to identify CCL gaps, issues and risks, including on capacities related to human resource, IT, equipment, energy, water and infrastructure.
6. Support development of plans of action to address priority issues and improve capacities at different/relevant levels
7. Participate in relevant sector and partner coordination on supply and logistics for COVID-19 vaccination
8. Support the updated mapping of potential port(s) of entry, points of storage (stores) and stocking, and fallback facilities in the country (storage at refrigerated temperatures, -20C and -70C) and transportation capacity for vaccines and ancillary products. Regular assess dry storage and cold chain capacity and infrastructure needs at all levels with regards to COVID-19 vaccine characteristics and determine actions to address identified supply and logistics gaps.
9. Develop COVID-appropriate standard operating procedures (SOPs), protocols, or guidelines for collection and disposal of medical waste, both hazardous and non-hazardous, to the relevant stakeholders. Assure that properly licensed waste

management providers (especially for hazardous waste storage, transportation and disposal) are identified and can be operationalized.

10. Support the updating and implementation of systems and protocols for tracking and monitoring the stock management, distribution, usage and recollection (reverse cold chain) of vaccines and key supplies through the Government's existing Vaccine Logistics Management and Information System (VLMIS), including operating procedures to reflect the characteristics of COVID-19 vaccines (i.e. vial size, VVM,).
11. Dissemination of delivery and acceptance protocols ensure monitoring arrangements are in place and identify supervisory focal points at each facility. Establish security arrangements to ensure the integrity of COVID-19 vaccines and ancillary products throughout the supply chain

4. Qualifications or Specialized Knowledge/Experience Required

- An Advanced University Degree in one or more of the following areas; Supply Chain Management, Cold Chain / Logistics or equivalent, Health
- Minimum of five years of progressively responsible relevant work experience in Immunization logistics and Supply Chain management in a developing country is required.
- Experience working in the UN system agency or organization is an asset. Familiarity with emergency response is an asset
- Fluency in English is required
- Strong communication, written and presentation skills
- Strong data analysis and management skills is an asset
- Ability to work well with others

5. Location

Consultant will be home based and work remotely. Consultant will be flexible to work with the UNICEF Cambodia team during regular working hours for the country as much as possible where it is reasonable. A routine work hour schedule will be agreed upon with the consultant at the start of the consultancy.

6. Duration

This consultancy is estimated to be a full-time assignment with an estimated 120 working days over a period of six months. The consultancy period is expected to start from June 21, 2021.

7. Deliverables

Deliverables	Duration	Deadline
Deliverable 1: Development /update of a CCL planning and forecasting tool based on different vaccine pipeline scenarios	20 days	By July 31, 2021
Deliverable 2: Cold Chain distribution strategy developed with a mapping of storage points and security arrangements in place for vaccines and ancillary products	20 days	By August 31, 2021
Deliverable 3: Strategy developed for waste management and reverse logistics, including SOPs, training materials, job aids and reporting tools	20 days	By September 30, 2021
Deliverable 4: Stock management systems updated to track COVID-19 vaccines, including availability of updated data management and visualisation tools	20 days	By October 30, 2021
Deliverable 5: CCL related assessments and mapping (e.g inventory, warehouse) are conducted regularly with gaps identified at different levels and proposed solutions and recommendations	20 days	By November 30, 2021
Deliverable 6: Reporting on CCL as per global standards is met, including completion through eJRF, donor and other reports required	20 days	By Dec 21, 2021
Total	120 days	

8. Reporting Requirements

Reports and documents to be prepared during the contract duration include:

- Monthly monitoring and progress reports: A maximum of 5 pages
- Final report: A maximum of 20 pages.

9. Payment Schedule linked to deliverables

<i>Deliverables</i>	<i>Payment (no travel – remote, home based)</i>	<i>Reporting Requirements for each deliverable</i>
Deliverable 1: Development /update of a CCL planning and forecasting tool based on different vaccine pipeline scenarios	15%	Updated assessment and mapping report
Deliverable 2: Cold Chain distribution strategy developed with a mapping of storage points and security arrangements in place for vaccines and ancillary products	20%	Tool and Monthly report

Deliverable 3: Strategy developed for waste management and reverse logistics, including SOPs, training materials, job aids and reporting tools	15%	Strategy documents and monthly report
Deliverable 4: Stock management systems updated to track COVID-19 vaccines, including availability of updated data management and visualisation tools	15%	Strategy documents and monthly report
Deliverable 5: CCL related assessments and mapping (e.g inventory, warehouse) are conducted regularly with gaps identified at different levels and proposed solutions and recommendations	15%	Stock management reports
Deliverable 6: Reporting on CCL as per global standards is met, including completion through eJRF, donor and other reports required	20%	Monthly report and donor, global reports

10. Administrative Issues

As this consultancy is home based providing remote support to the country office, there is no travel expected and the consultant is expected to use his/her own laptop to carry out the scope of the assignment.

11. The Paid Time Off (PTO)

The Paid Time Off (PTO) benefits apply to individual contractor and consultants who work on time-based contracts on an ongoing and full-time basis with a minimum contract duration of one calendar month (hereafter the "individual Contract").

Entitlement: The individual contractor will receive PTO credit at the rate of one-and half days (1.5 days) for each full month of service, to be credited on the last calendar day of the month, and up to 17 days for a maximum of 11.5 months contract.

Utilization: PTO may be taken in units of days and half days. In calculating the PTO to be charged, any absence of more than two hours but less than four hours (excluding lunch hour) is counted as half days; similarly, any absence of more than four hours (excluding lunch hour) is counted as one day.

Unused Paid Time Off: PTO is a benefit that must be used during the time of the contract. Any unused PTO cannot be carried to future contract and any accumulated PTO will be forfeited at the end of the contract.

12. Contract supervisor

Chief of Health and Nutrition

13. Nature of 'Penalty Clause' to be Stipulated in Contract

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

14. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents:

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: Consultancy fees (no travel required, remote home-based support only)

15. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee and any other administration cost to carry out the assignment during the contract period.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70 %

- Degree Education in Supply Chain Management, Cold Chain and Logistics or relevant field (20 points)
- Knowledge of immunization programs and health systems (20 points)
- Experience in the specific area of Cold Chain and Logistics for vaccines (40 points)
- Quality of past work (e.g. understanding, methodology) (20 points)

b) Financial Proposal (max. 100 points) weight 30 %

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 70 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.