

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title – Senior Consultant, Policy Planning and Coordination for COVID-19 Vaccines Roll-out.	Funding Code/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><u>Purpose of the Assignment:</u></p> <p>Ministry of Health (MoH) Zambia has added COVID-19 vaccination to the set of tools required in the fight against COVID-19. The Zambia Immunization Technical Advisory Group (ZITAG) recommended that Zambia introduces COVID-19 vaccinations to combat the COVIDz/-19 pandemic. In line with the National Vaccines Deployment Plan (NVDP), Zambia has identified 46 per cent (8.46 million) of its total population to be vaccinated against COVID-19 by Dec 2022. Deployment of COVID-19 vaccines started in the month of April 2021, with multiple rounds of vaccine allocation so far.</p> <p>COVID-19 vaccine deployment is unique in terms of its scale, volume, and prioritized target groups in delivering these vaccines. Conventionally, vaccination programme has been primarily carried out by the health sector, however, COVID-19 vaccines entail key stakeholders beyond health sectors such as teachers, police, port of entry and immigration, social workers, and community leaders. Hence, MoH requires coordination and planning support across these sectors for efficient vaccination roll out. Currently, MoH does not have enough human resource capacity to undertake this massive task and would require dedicated support for policy, planning and coordination of COVID-19 vaccines rollout.</p> <p>With the above background, UNICEF is seeking to provide support to MoH by hiring one senior level national professional on Policy, Planning and Coordination who can be placed in MoH/EPI HQ for a duration of approximately 11.5 months to support the COVID-19 vaccination roll out in Zambia.</p> <p><u>Scope of Work:</u></p> <p>Under direct supervision of Health Specialist (RMNCAH) and overall guidance of Chief of Health and HIV/AIDS, the consultant will work with the Ministry of Health EPI unit, Provincial Health Directors (PHDs), District Health Directors (DHDs), WHO and other UN Agencies, NGO partners, CSOs and other implementing partners. Under this structure, the consultant is sought to provide high level policy, planning, and technical coordination support to the Ministry of Health to facilitate an efficient, multisectoral approach to the COVID-19 vaccine roll-out in Zambia.</p> <p>The key elements of the assignment are as follows:</p> <ol style="list-style-type: none"> i. Policy and Strategic Planning – The consultant will be the key focal point representing and channeling UNICEF's technical, managerial and coordination support to the National EPI Manager (NEPIM) of MoH to coordinate and manage the policy discourse related to strategic planning, multisectoral coordination, vaccines delivery and strengthening of vaccines uptake. This includes technical support for the design, review, implementation, and monitoring of COVID-19 vaccine roll out across the country. 			

- ii. **Programmatic and Strategic Coordination** - The consultant will support NEPIM to liaise and coordinate with MoH Public Health Director's office to organise and facilitate the stakeholders' consultation to review the COVID-19 vaccines allocations from COVAX, AVAT and other platforms, thereby enabling MoH to make informed decisions with regards to the acceptance of vaccines. The consultant will also be responsible for supporting the NEPIM to coordinate with ZNPHI, PHO, DHO, the UN system and other stakeholders on a regular basis. This includes organising quarterly review and coordination meetings at National and Provincial levels to ensure technical coordination; inform microplanning, liaison, and facilitation; and collecting and collation of information and data from PHOs/DHOs. It is expected that these meetings would serve as a platform for various pillars of vaccine rollout (Advocacy, Planning and Coordination, Supply Chain Management, Capacity Building, Service Delivery, Risk Communication and Community Engagement, and Resource Mobilization) across the districts and provinces to exchange information, identify gaps, prioritise needs, and identify solutions and actions.
- iii. **Planning and Coordination on Resource Mobilization and Partnership Management:** As the vaccine roll out would be in a phased manner across various population groups, coordination and review of the roll out of the phases will be extremely crucial. The consultant (Senior National Professional) under the guidance of UNICEF will support the MoH/NEPIM to help develop and update the budget (resource requirement) every month to implement the vaccines roll-out activities. The consultant will also support the NEPIM to maintain regular contact and liaison with key immunization partners on their support in line with the National Vaccines Deployment Plan (NVDP) budget. The consultant will also support NEPIM to coordinate with PHDs and DHDs on their resource requirements and gaps to the vaccine roll-out, including feedback on, and identification of, actions to address the gaps.
- iv. **Monitoring and Hands-on Support** – The consultant will undertake field visits to provinces, districts, and sub-districts for monitoring the vaccine rollout and provision of hands-on support to the health managers and vaccinators. He/she will participate in district and provincial review meeting to support microplanning, identify gaps and challenges and provide recommendation to MoH/EPI to improve the coverage, continuity and equity of the COVID-19 vaccination roll out.
- v. **Coordination and Liaison with other National Consultants** – The consultant (Senior National Professional) in consultation with UNICEF and MoH/EPI, will maintain regular contact and liaison with the national consultants for the various pillars of the COVID-19 vaccine roll-out. These are: four national (consultants) professionals that will be in the domains of i) immunization; ii) cold chain and vaccine management; iii) immunization logistics; and iv) monitoring and reporting. The Senior Consultant will provide on the ground hands-on to this team of consultants who will all serve as 'foot soldiers' for MoH/EPI unit on effective vaccine roll out in the country. The senior professional will closely work and coordinate with the other four national professionals to provide oversight for coordinated monthly work plans and implementation monitoring support.

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:			
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			
Budget Year:	Requesting Section / Issuing office:	Reasons why consultancy cannot be done by staff: The assignment requires services of an independent senior level national professional having expertise in the field of policy, planning and coordination of an immunization programme, capable of supporting COVID-19 vaccination rollout, involving multiple sectors and partners. The person is expected to work closely with MoH/EPI and across various levels of health system on a day to day basis for supporting the phased COVID-19 vaccination roll out plan. The task is huge and requires investing much more time exclusively to complete the assignment and hence not possible for existing UNICEF staff to undertake the tasks.	
2021 - 2022	Health and HIV Section		
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If No, please justify: The current position is part of the agreement between UNICEF and USAID to support the COVID-19 vaccines rollout for a duration of one year.			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <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: Not Applicable			
Supervisor:	Start Date: 1 st Nov 2021	End Date: 15 th Oct 2022	Number of Days (working) 11.5 months
Work Assignment Overview			

<i>Tasks/Milestone</i>	<i>Deliverables/Outputs</i>	<i>Timeline (days/months)</i>	<i>Estimated Budget ZMW</i>
<p>1. Support MoH structures at national, provincial and district level in policy, planning and coordination, and providing technical support to facilitate the implementation, review, monitoring, and reporting of COVID-19 Vaccination roll out in Q-1 of the consultancy.</p>	<p>Quarter 1 Progress Report comprising of following as per the agreed work plan with MoH/EPI –</p> <ul style="list-style-type: none"> ➤ Details of policy, planning, strategic and programmatic coordination efforts, and actions taken across various levels for planning, integration, follow up, technical and operational support to implement COVID-19 vaccine rollout activities along with meeting minutes/notes, progress/updates, and recommendations and follow-up. ➤ Details of planning and coordination support on resource mobilization and partnership management by the MoH/NEPIM with developing and updating the budget (resource requirement) every month to implement the vaccine roll-out activities. ➤ Report of National/Provincial review meetings organised in Q1 for COVID-19 vaccination with key actions ➤ Report of field monitoring, support through site visits/online/remote and support to districts with key findings, recommendations, and actions taken. ➤ Contribution to technical products, guidelines, programme reviews and technical presentations ➤ Update on coordination undertaken with other technical team members. 	<p>2.5 months (Quarter 1)</p>	<p>25% Payment</p>
<p>2. Support MoH structures at national, provincial and district level in policy, planning and coordination, and providing technical support to facilitate the implementation, review, monitoring, and reporting of COVID-19 Vaccination roll</p>	<p>Quarter 2 Progress Report comprising of following as per the agreed work plan with MoH/EPI –</p> <ul style="list-style-type: none"> ➤ Details of policy, planning, strategic and programmatic coordination efforts, and actions taken across various levels for planning, integration, follow up, technical and operational support to implement COVID-19 vaccine rollout activities along with meeting minutes/notes, progress/updates, and recommendations and follow-up. ➤ Details of planning and coordination support on resource mobilization and partnership management by the MoH/NEPIM with developing and updating the budget (resource requirement) every month to implement the vaccines roll-out activities. ➤ Report of National/Provincial review meetings organised in Q1 for COVID-19 vaccination with key actions 	<p>3 months (Quarter 2)</p>	<p>25% Payment</p>

<p>out in Q-2 of the consultancy.</p>	<ul style="list-style-type: none"> ➤ Report of field monitoring, support through site visits/online/remote and support to districts with key findings, recommendations, and actions taken. ➤ Contribution to technical products, guidelines, programme reviews and technical presentations ➤ Update on coordination undertaken with other technical team members 		
<p>3. Support MoH structures at national, provincial and district level in policy, planning and coordination, and providing technical support to facilitate the implementation, review, monitoring, and reporting of COVID-19 Vaccination roll out in Q-3 of the consultancy.</p>	<p>Quarter 3 Progress Report comprising of following as per the agreed work plan with MoH/EPI –</p> <ul style="list-style-type: none"> ➤ Details of policy, planning, strategic and programmatic coordination efforts, and actions taken across various levels for planning, integration, follow up, technical and operational support to implement COVID-19 vaccine rollout activities along with meeting minutes/notes, progress/updates, and recommendations and follow-up. ➤ Details of planning and coordination support on resource mobilization and partnership management by the MoH/NEPIM with developing and updating the budget (resource requirement) every month to implement the vaccines roll-out activities. ➤ Report of National/Provincial review meetings organized in Q1 for COVID-19 vaccination with key actions ➤ Report of field monitoring, support through site visits/online/remote and support to districts with key findings, recommendations, and actions taken. ➤ Contribution to technical products, guidelines, programme reviews and technical presentations ➤ Update on coordination undertaken with other technical team members 	<p>3 months (Quarter 3)</p>	<p>25% Payment</p>
<p>4. Support MoH structures at national, provincial and district level in policy, planning and coordination, and providing technical support to facilitate the implementation,</p>	<p>Quarter 4 Progress Report comprising of following as per the agreed work plan with MoH/EPI –</p> <ul style="list-style-type: none"> ➤ Details of policy, planning, strategic and programmatic coordination efforts, and actions taken across various levels for planning, integration, follow up, technical and operational support to implement COVID-19 vaccine rollout activities along with meeting minutes/notes, progress/updates, and recommendations and follow-up. ➤ Details of planning and coordination support on resource mobilization and partnership 	<p>3 months (Quarter 4)</p>	<p>25% Payment</p>

<p>review, monitoring, and reporting of COVID-19 Vaccination roll out in Q-4 of the consultancy.</p>	<p>management by the MoH/NEPIM with developing and updating the budget (resource requirement) every month to implement the vaccines roll-out activities.</p> <ul style="list-style-type: none"> ➤ Report of National/Provincial review meetings organized in Q1 for COVID-19 vaccination with key actions ➤ Report of field monitoring, support through site visits/online/remote and support to districts with key findings, recommendations, and actions taken. ➤ Contribution to technical products, guidelines, programme reviews and technical presentations ➤ Update on coordination undertaken with other technical team members 		
<p>5. Prepare and submit End of Assignment report as per agreed work plan.</p>	<p>Final Assignment Report detailing the achievements, progres, challenges, learnings from technical support to COVID -19 vaccination roll out and way-forward and recommendations to improve COVID -19 vaccination roll out and overall routine immunization strengthening in Zambia.</p>		
<p>Estimated Total Consultancy Fees (All Inclusive)</p>			
<p>Travel International (if applicable)</p>	<p>Not Applicable</p>		
<p>Travel Local (please include travel plan)</p>	<p>Lumpsum (Consultant will undertake extensive travel to provinces and districts every month)</p>		
<p>DSA (if applicable)</p>			
<p>Total estimated consultancy costsⁱ</p>			
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Public Policy, Public Health, International Health, Epidemiology, Health Sciences, Social Sciences or equivalent</p>	<p>Knowledge/Expertise/Skills required:</p> <ol style="list-style-type: none"> I. At least 8 years of relevant experience, including policy formulation, planning, coordination, design, reporting, microplanning and delivery of routine immunization and large-scale public health programmes integrated with routine immunization following a health system strengthening approach. II. Knowledge of the health system, immunization programme, vaccine management, logistics management, cold chain systems, programme monitoring and reporting in Zambia. III. Strong communication skills in English (spoken and written) IV. Proven experience in supervising health programmes particularly routine immunization /RMNCAH V. Proven ability to work effectively in cross-cultural and multi-cultural settings and teams, and to deliver high quality results within given time frames. 		

<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><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"/></p>
<p>Request Authorised by Section Head: _____ Request Verified by HR: _____</p>	
<p><i>Approval of Deputy Representative Operations (if Operations):</i></p> <p>_____</p>	<p><i>Approval of Deputy Representative Programme (if Programme):</i></p> <p>_____</p>
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i></p> <p>_____</p>	

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.