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**Terms of Reference (TORs) for**

**Consultancy to support Gavi project implementation**

 **UNICEF Mongolia Country Office (MCO), Ulaanbaatar**

1. **Background:**

From 2004 to 2015, Gavi, the Vaccine Alliance, provided support to Mongolia to introduce three new vaccines and to strengthen health systems. However, in line with Gavi’s Co-financing and Eligibility and Transition policies[[1]](#footnote-1), once Mongolia reached a GNI per capita of $1,580 USD, the country entered the accelerated transition phase, and fully transitioned out from Gavi support at the end of 2015.

Therefore, as a fully transitioned, self-financing country, until recently, Mongolia has not been eligible for any further support from Gavi since its transition. Nevertheless, Mongolia has been beneficiary of continued provision of IPV, as the Gavi Alliance continues to support the global eradication of polio regardless of countries’ transition status.

The Gavi Alliance and its Board have increasingly recognised potential risks that can jeopardise a successful transition and the financial and programmatic sustainability of EPI programme. To mitigate these risks, the Board agreed to make available some complementary, post-transition engagement with transitioned countries until 2020.

Taking the opportunities of post-transition engagement, Mongolia requested for Gavi’s complementary support to enhance EPI sustainability through the provision of capacity building of staff in data analysis, support for conduct a data system review, support for communication guidance and tools regarding vaccine hesitancy and for hard to reach populations, and support to strengthen the cold chain.

The request was reviewed and approved by the Gavi Alliance over the course of October 2019. Governed by the Partnership Framework Agreement signed by Mongolia on 7 April 2015, the above support will be channeled through UNICEF and WHO.

* 1. **Purpose of the Consultancy:**

UNICEF MCO will be responsible for reporting on the progress of implementation of below activities through the Gavi partner reporting tool (https://partner.mygavi.org) on a bi-annual basis, and through teleconference on quarterly and monthly basis, as per the agreed milestones:

* Roll out of Interpersonal communication package for Immunization (IPC-I) as communication guidance and tools regarding vaccine hesitancy
* Development and institutionalization of operational guidance and tools for hard-to-reach populations
* support to strengthen the cold chain, including conduct of EVMA, staff trainings for sustained local capacity to carry out maintenance, and repairs

The purpose of this consultancy is to support timely and quality implementation and reporting of the above activities, by providing technical and coordination assistance to the national EPI team and relevant stakeholders, incl. MoH, NCCD, Municipality of UB, WHO and local academia. Specific roles and responsibilities of the consultant will be mutually agreed, based on the candidate’s expertise, and national EPI team’s need. The detailed description of the tasks can be found on in the approved proposal.

1. **Programme Area and Specific Project Involved:**

Output 101 MCH and adolescent health

1. **Work Assignments:**

Under direct supervision of Health Specialist, MCO, with support from Regional Immunization Specialist, EAPRO, The consultant will:

1. Develop consultancy workplan with clear milestones and proposed partnership strategies, after self-guided re-orientation to Mongolia’s EPI, with sustainability and equity focus (desk-review, meetings, if any, with key informants such as MoH, WHO, Municipality of UB)
2. Provide technical and coordination support in implementation of the Gavi-funded below activities, by leveraging existing and new partnerships
	* Roll out of Interpersonal communication package for Immunization (IPC-I) as communication guidance and tools regarding vaccine hesitancy
	* Development and institutionalization of operational guidance and tools for hard-to-reach populations
	* support to strengthen the cold chain, including conduct of EVMA, staff trainings for sustained local capacity to carry out maintenance, and repairs
3. Support quarterly and monthly updates and correspondences with Gavi
4. Support programme monitoring, and the final reporting
5. **Work Schedule and working days:**

The consultant is expected to work full-time and to regularly interact, and coordinate with MCO for whole duration of the consultancy.

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| **Target Date** | **Working days** | **Deliverables** |
| 28 February 2020 | 20 days | Inception report incl. a concise work plan. |
| Quarterly | Quarterly | Quarterly update to Gavi |
| 31 December 2020 | 11 months | Submit a final report, incl. outcome documents i.e. guidelines, tools (draft / approved) and recommendations for sustainability and change strategies, if any.  |
| **Total number of working days** | **11 months** |  |

1. **End Product(s):**
* A final report with key recommendations (around 10-15 pages) and a summary power point presentation (around 20-25 slides)
* Outcome documents i.e. guidelines, tools, training materials that are approved / recognized by the relevant authorities, including but not limited to MoH, NCHD, NCCD, NCPH, State registration office, MUB and district Governor’s office / Representatives’ Hall.
1. **Estimated Duration of Contract:**

01 Feb - 31 Dec 2020, total 11 months (negotiable)

1. **Official Travel Involved:**

Based in Ulaanbaatar, capital city of Mongolia,

Occasional trips to rural provinces, as/when needed.

1. **Qualification or Specialized Knowledge/Experiences Required**
2. Advanced university degree or equivalent with more than 2 years’ experience in EPI management, ideally with specific expertise of guideline development, operational researches and with experiences of training & supervision of field staff.
3. Excellent communication, writing, analytical, interpersonal and facilitation skills.
4. Sensitivity to cultural diversity and team works. Commitment to adhere UN policies and regulations.
5. Good health condition, as the current consultancy involves occasional field trips.
6. Fluent in English and Mongolian language.
7. **Contract Supervisor:**

Direct supervisor: Health Specialist, UNICEF MCO

Overall oversight of quality of outputs supervised by the Health Specialist, MCO and Regional Immunization Specialist, EAPRO.

1. **Consultant’s Work Place:**

Consultant will work in close collaboration with UNICEF MCO. Desk space and access to internet will be provided during the consultancy period, where possible.

1. **Nature of ‘Penalty Clause’ to be Stipulated in Contract:**

UNICEF reserves the right to withhold the consultancy fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNICEF.

1. http://www.gavi.org/about/programme-policies/eligibility-and-transition/

http://www.gavi.org/about/programme-policies/co-financing/ [↑](#footnote-ref-1)