

# **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title:</b> National Consultancy for Conducting Knowledge Attitude and Practice Study on Vaccine Hesitancy in Suriname.	<b>Funding Code:</b>	<b>Type of engagement</b> <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b>  Paramaribo, Suriname
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## **1. BACKGROUND/CONTEXT**

Since the start of the pandemic countries all over the world including Suriname have been experiencing COVID-19 waves, during these waves increasing cases and deaths are of great concern to the government and its partners. In the absence of definitive therapeutic options for the management and control of this disease, vaccination as a primary prevention measure is the best option for controlling the disease and save lives through reduction of severe cases and deaths. The COVID-19 pandemic has brought the importance of resilient health systems back in focus and exposed weaknesses in health system. The vaccine roll out started in February 2021 in Suriname and since then various COVID-19 vaccines have been available. To date Suriname has reached 41% of the target population being fully vaccinated and partially vaccinated 45% (<https://covid-19.sr>).

Like many governments, Suriname has also decided to soften the stern measures for COVID-19 prevention aimed at reviving the economy and anticipating on increased population immunity with time. However, after initial strong uptake of the Covid-19 vaccine, Suriname has been experiencing limited vaccine uptake, delays in vaccination and vaccine hesitancy, despite the availability of a wide variety of Covid-19 vaccines.

In this regard the Ministry of Health underscores the importance to understand vaccination-related behavior, and with support from UNICEF it is initiating a study on vaccine hesitancy which seeks to explore and understand the population's perception regarding COVID-19 vaccination, and gain insight into the profile of unvaccinated persons. To gain understanding and insight in why vaccine hesitancy exists, the study should also identify factors associated with vaccine hesitancy among the young people and adults (18-49 years old) and identify strategies for improving vaccination coverage. It is also important to seek out the views of parents/care givers concerning the vaccination of their children. All these insights can inform approaches and strategies to effectively address vaccine hesitancy and increase the vaccine uptake at the community and local levels.

The main objective of the current study is to get a deeper understanding of the hesitancy in some communities to accept the COVID-19 vaccine. This study is expected to contribute to the review and adjustment of the national immunization program and intends to seek populations' perspectives of the COVID-19 vaccine and vaccines in general for children under 5, adolescents and adults.

The survey will also determine who are the hesitant populations and what are the enablers and barriers to vaccination uptake for these populations i.e., adults, adolescent, and children. It will also contribute to the development and adaptation of a plan of action that considers the unique features and characteristics of the COVID-19 vaccine. The essential elements that should be included in the plan for the introduction of the new vaccine or improve coverage for existing vaccinations programs will be informed by this survey.

Additionally, Government and its partners are focused on achieving the Sustainable Development Goals within the context of the Low Carbon Development Strategy 2030. These terms of reference are for the recruitment of a consultant to lead and implement this study.

## 2. Scope and Objectives

This national consultancy is to conduct a KAP Study in the age group of 15 years and older in the country in all districts Under the overall supervision of the Monitoring and Evaluation Specialist with the support of the Health consultant. The to be recruited consultant will lead the planning, implementing, and reporting of this mixed-method study. The findings of this data generation exercise will inform an understanding of the COVID-19 vaccine hesitancy challenges in selected communities.

### Objectives of the Consultancy

- To gain understanding and insight in why vaccine hesitancy exists (what are the reasons and why). Determine factors influencing vaccine uptake and vaccine hesitancy among the eligible population (disaggregated by geographical location, gender, and age group).
- To seek out the views of parents/care givers concerning the vaccination of their children
- To seek out the views of community leaders, main influencers, and other stakeholders
- To develop key recommendations for addressing Vaccine Hesitancy and increasing vaccine uptake at local levels

### Scope of Work

Under the overall supervision of the Monitoring and Evaluation Specialist, the consultant will:

- Develop a detailed workplan including timeline outlining activities to achieve the research objective
- Develop and conduct research to determine the factors influencing COVID-19 vaccine uptake among the eligible population.
- Include in the research, the perceptions of parents/caregivers concerning the vaccination of their children
- Develop key recommendations for addressing vaccine hesitancy and increasing vaccine uptake at local levels

### Methodology and Deliverables

Under the overall guidance of UNICEF, the consultant will perform the following tasks:

- Meet with UNICEF to refine the workplan for the consultancy.
- Develop a detailed schedule for the preparation of the data analysis research findings report
- Prepare and submit templates for final deliverables
- Prepare and share draft report for review and feedback
- Refine the research findings report considering all comments received.
- prepare all deliverables in English and submit electronic word versions.

Deliverables:

- Workplan and Final report outline
- Present data in excel sheet
- Draft research findings report in Microsoft word and a PowerPoint presentation

- Final research findings report in Microsoft word and a PowerPoint presentation

### 3. METHODOLOGY

#### *Phase 1: Inception: Desk review, development of research instruments, and submission of the inception report*

A mixed-method approach will be applied in the study combining qualitative and quantitative components to ensure complementary strengths and non-overlapping weaknesses. The analysis is expected to build on information collected from a variety of sources through different methods including review of administrative data, primary data collection from residents, community leaders, CSOs in the targeted communities, representatives of Ministry of Health/ service providers, and others.

The primary data will be collected through in-depth, Key informant interviews and data collected through existing questionnaires adapted to the country context, focus group discussion. All data collection instruments should be developed and pretested in the inception phase. The consultant is expected to ensure that the methodology allows for exploring the views of different stakeholders including Parents/Guardians, community members, leaders, social service providers, MoH and UNICEF.

#### *Phase 2: Data collection*

The Consultant is expected to:

- Do the sampling of target population within the age group of 15 and older in all 10 districts
- Based on existing questionnaires on vaccination hesitancy, customize and develop survey questionnaires to be administered to a sample within the age group of 15 and older in all districts
- Conduct KII and FGDs with Parents/Guardians, community members, leaders, social service providers, MoH, UNICEF and other key stakeholders.
- Manage all data in the field in accordance with principles of anonymity and confidentiality. The safety of data during the data collection phase will be the total responsibility of the Consultant.
- Collect the necessary data and conduct the appropriate analyses.

An analytical framework will be developed by the consultant, outlining how each question will be answered/measured and how the information will be collected. This matrix will serve to ensure data collection coherence, facilitate data triangulation, analysis based on both quantitative and qualitative data, and participation of stakeholders.

#### *Phase 3: Data Analysis and report writing.*

The process will start at the inception phase when the consultant will propose a detailed methodology and the structure of the final report. Data analysis will progress simultaneously with the desk review and the data collection. The draft final report will be reviewed by key stakeholders, MoH and UNICEF. The consultant will incorporate the comments received and submit the final report to UNICEF Suriname.

#### *Validation of findings*

Initial findings will be presented to stakeholders to assess the validity/accuracy of the findings and their relevance to the country's context. Stakeholders will be invited to provide feedback which will be documented and incorporated.

#### *Ethical considerations*

UNICEF supports evidence generation conducted in full compliance with ethical considerations, including during Study, research, and data collection. UNICEF supports data generation in full compliance with ethical considerations. No information, including data, that are reviewed for this assignment or data to which the

Consultant is privileged during the assignment - as a direct or indirect result of being the Consultant for this assignment - can be shared and or be used by the Consultant neither can s/he approve the use of the whole or any part of it, for personal or professional purposes, without approval in writing from the Ministry of Health and UNICEF, jointly. The Consultant is required to disclose in writing any experience, of himself or his immediate family, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise during this assignment.

The following deliverables are expected at the proposed timelines

Deliverable	# of days	% of Fee	Deadline
<b>Inception Report</b> – the inception report will describe how the consultancy will be operationalised and annexed with: <ul style="list-style-type: none"> <li>Instrument that will be used for data collection</li> <li>A list of logistical requirements for the study</li> <li>A workplan for the study in the specific regions</li> </ul>	7	20	By August, 10
<b>Data Collection</b> <ul style="list-style-type: none"> <li>Conduct data collection exercises, draft report and submit to UNICEF</li> <li>Prepare PowerPoint presentation on the report</li> </ul>	20	50	By September, 20
<b>Final Report</b> with accompanying PPT to be submitted to UNICEF after incorporating feedback from MoH and UNICEF.	10	30	By September, 30

## PROFILE OF THE CONSULTANT

These terms of reference are for an individual consultant with at least 5 years of experience in conducting studies. The following characteristics are required and desirable.

### Required:

This consultancy is for a Consultant who must possess the following competencies:

- The Consultant should possess an Advanced University Degree in Social Sciences, Anthropology, Sociology, Social Work, or any other related fields. Specialization in mixed-method study will be an advantage -
- A minimum of 5 years of professional experience in conducting studies and research
- Proven experience in the design and methods of qualitative and quantitative study and research.
- Proven experience in facilitating and collecting information, including data collection with children
- Knowledge of the equity and gender approaches and their application
- Fluency in spoken and written English
- Good ability to write reports clearly and concisely.
- Strong organisational, and presentation skills

### Desirable:

- Previous work experience with the United Nations System.
- Experiential knowledge of Suriname's sub-regional contexts.

### Responsibilities of Key stakeholders

*UNICEF, in collaboration with MoH, will:*

- Meet initially with the Consultant to ensure a shared understanding of the assignment and to clarify expectations
- Follow-up and provide support to the consultant throughout the consultancy.
- Review inception report and provide feedback
- Review and approve the presentations and methodology
- Support pretesting and observe data collection missions, etc.
- Review and provide feedback on draft report after the study
- Approve the final report before final payment is made to the consultant
- Provide the consultant with materials/reports to support preparation for study.

*The Consultant will:*

- Meet initially with officials from MoH and UNICEF to discuss the consultancy and timelines in detail.
- Review all documents as provided by MoH and UNICEF
- Submit inception report with all relevant annexes (data collection tools, list of literature relevant for the study etc, detailed work plan with deliverables and timelines.
- Incorporate feedback and finalise inception report before proceeding to data collection.
- Conduct study (in person), and prepare a draft report (Microsoft word) and Prepare PowerPoint presentations (PPT)
- Prepare and submit a comprehensive final report that addresses all comments and recommendations made by MoH and UNICEF.
- The consultant shall act in a manner within the laws of the country and the core values (CRITAS) of UNICEF.

### APPLICATION REQUIREMENTS

Interested persons are asked to apply by July 15, 2022 online (link will be provided in Advertisement). Please ensure the application is completed thoroughly and the following is shared with the expression of interest. Successful candidates will be notified by the UNICEF Human Resources officer by the end of the second week after the application closes.

- A technical proposal for the assignment
- A financial proposal for the assignment

The *technical proposal* should include a detailed methodological proposal, a CV, examples of study, and other relevant information to ensure the quality of the presented proposal and minimise the disqualifications.

The *financial proposal* should be a lump sum and should include consultant's fee, travel costs / survey costs and per diem, etc.

### Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

☐ YES ☒ NO

If YES, check all that apply:

<b>Budget Year:</b> 2022	<b>Requesting Section/Issuing Office:</b> Monitoring and Evaluation	<b>Reasons why consultancy cannot be done by staff:</b> This task requires an international expert	
<b>Direct contact role</b> <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 immediate physical proximity, with limited supervision by a more senior member of personnel:			
<b>Child data role</b> <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):			
<b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify			
<b>Consultant sourcing:</b>  <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both  <b>Consultant selection method:</b>  <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desktop Review/Interview)		<b>Request for:</b>  <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment	
<b>If Extension, Justification for extension:</b>			
<b>Supervisor:</b> Monitoring and Evaluation Specialist	<b>Start Date:</b> August 1	<b>End Date:</b> September 30, 2022	<b>Number of Days:</b> 40

<b>Estimated Consultancy fee</b>			
Travel International	NA		
Travel Local (please include travel plan)	To all districts including interior		
DSA (if applicable)	NA		
<b>Total estimated consultancy costs<sup>i</sup></b>			
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines	<b>Knowledge/Expertise/Skills required:</b> As stated in section 7 above		
<b>Administrative details:</b> Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/>		

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**Conditions and remarks:**

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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check. Successful individuals will be required to produce the following:

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- Certificate of good health
  - Proof of Health Insurance
  - Statement of good standing
  - Designation of beneficiary form
  - Fully inoculated
  - Mandatory training certificates from UNICEF's e-learning platform (prior to commencement of the Assignment)