

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Consultant: Communication for Immunization	WBS: 2460/A0/06/880/004/00 7 Grant: SM 210266	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time*	UNICEF Lao PDR Office, Vientiane, Lao PDR

Purpose of Activity/Assignment:

For 75 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection, and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations, and governments.

UNICEF Lao PDR is committed to support Government of Lao People's Democratic Republic in its efforts to promote and protect rights of all children and to ensure quality and equity in healthcare for all the citizens. In continuation with these efforts, UNICEF Lao PDR is glad to be supporting the Ministry of Health to promote COVID-19 vaccination and its safety and effectiveness.

In association with the National Immunization Program (NIP), Centre of Communication and Education for Health (CCEH) and with support from World Health Organization (WHO) along with other development partners, UNICEF has launched a nationwide campaign- #VaccinateLaos. The campaign was launched to align with the vaccination rollout in the country in 2021.

The campaign not only advocates for the safety and effectiveness of the vaccine but also aims at building trust and awareness and reiterates importance of following COVID appropriate behaviors (CABs) like hand washing, wearing mask and maintaining physical distance.

The campaign has been receiving positive response and active engagement from vaccine recipients resulting in spreading the positive message and encouraging more people to get vaccinated.

Along with the campaign on social media platforms, UNICEF is also working closely with CCEH and mass organizations in Lao PDR to implement risk communication and community engagement (RCCE) activities. These activities are aimed at ensuring ownership, accountability and responsibility of communities to increase uptake of vaccination.

The COVID-19 pandemic has had an unprecedented impact on human lives and economies globally. Lao PDR is experiencing fluctuating COVID-19 cases despite ongoing vaccination efforts, which have faced challenges in communicating accurate and updated information. It is crucial to scale up communication efforts to emphasize the safety and effectiveness of the vaccine and the continued need for COVID appropriate behavior. Additionally, routine immunization must continue uninterrupted to prevent children from being deprived of life-saving vaccines due to disruptions caused by COVID-19. Strengthening communication around COVID-19 vaccination and routine immunization in Lao PDR is essential to restore the lives of families and children and ensure that no one is left behind in these difficult times.

UNICEF Lao PDR plans to procure the services of a Communication for Immunization consultant. This would be a full-time consultancy which would involve timely coordination with the representatives of MOH and mass organization at central, province and district level for implementation and monitoring of various RCCE activities on-ground. The consultant will also facilitate organizing field visits as and when required and would also participate in these visits.

The consultancy would also entail regular coordination with various implementing partners regarding dissemination of communication materials.

The consultant must be a mid-level professional and possesses good communication skills in Lao and English. The consultant is also expected to manage dissemination of various communication materials through the national and regional partners.

Under the overall guidance of Social and Behavioral Change Specialist in UNICEF Lao PDR, the consultant will work closely with the CCEH and UNICEF Lao PDR to strengthen RCCE. In particular, the consultant will:

1. Ensure timely coordination with representatives from the Ministry of Health (MOH) and mass organizations at central, provincial, and district levels for effective implementation of RCCE activities.
2. Organize and conduct monitoring field visits in close coordination with the Center for Communication and Education in Health (CCEH) and the National Immunization Program (NIP) to assess the progress and identify areas for improvement.
3. Review reports from provincial and district representatives to identify challenges and barriers in conducting RCCE activities on the ground and provide recommendations for addressing them.
4. Participate in field visits along with UNICEF and MOH representatives to ensure effective implementation of RCCE activities. Facilitate translations for non-Lao speakers to ensure that information is accessible to all.
5. Support the NIP Immunization Unit at provincial and district levels in organizing district-level workshops, briefings, and trainings on the importance of strengthening risk communication and community engagement (RCCE). This will involve engaging local government health officials, health workers, members of Village Development Committees, mass organizations, and local media.
6. Support health center staff in conducting social mobilization and RCCE activities with village chiefs, community leaders, and Village Health Volunteers to promote the benefits of COVID vaccination and reaching zero-dose children for vaccination.
7. Support district and health center-level staff in implementing targeted messages in local languages using appropriate means of communication to reach underserved, hard-to-reach, and remote communities.
8. Perform generic tasks related to coordination for dissemination of communication materials to ensure that they are effectively distributed.
9. Assess gender-based barriers to health literacy, vaccine literacy, and vaccination uptake and provide recommendations to address them.
10. Collaborate with the gender specialist for intervention planning and implementation, to ensure that gender considerations are integrated into all aspects of the RCCE activities.

Child Safeguarding

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

YES NO If YES, check all that apply:

Direct contact role YES 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:

10 months (i.e. youth advocates aged 17+)

Child data role YES 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: 2023	Requesting Section/Issuing Office: Communications, Lao PDR	Reasons why consultancy cannot be done by staff: <i>The Section currently lacks the capacity to undertake the identified streams of work in a coherent and timely manner. Some of the activities are tied to donor funds which are time bound.</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: All the activities are contained in the 2022/23 rolling workplan of the section.		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: 		
Supervisor: SBC Specialist, Khavi Homsombath	Start Date: 18/9/2023	End Date: 30/9/2024

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
Provision of technical and coordination support for strengthening RCCE activities on Covid19 and Routine Immunization, including the 20 low performing districts for MOH 1	<ol style="list-style-type: none"> 1.Coordinating with representatives from the Ministry of Health and mass organizations to organize monitoring field visits and review reports to identify challenges and barriers. Output: 3 reports summarizing the findings from field visits and review reports. 2. Facilitating and supporting the organization of workshops and trainings on RCCE and IPC. Output: 2 workshops and trainings organized and conducted. 3. Conducting social mobilization activities and implementing targeted messages to increase vaccination uptake. Output: 2 social mobilization activities conducted and 10 targeted messages developed and disseminated. 4. Disseminating communication materials that provide accurate and reliable information about the benefits of COVID-19 vaccination and Routine Immunization as well as HPV. Output: 2 communication materials developed and disseminated. 6. Providing a report summarizing feedback and insights gathered from community meetings and other engagement activities. This report would include recommendations for improving risk communication and community engagement strategies related to COVID-19 vaccination and Routine Immunization in Laos. Output: 1 report summarizing feedback and insights gathered, including recommendations for improving risk communication and community engagement strategies. 	November 30 2023	
Provision of technical and coordination support for strengthening RCCE activities on Covid19 and Routine Immunization, including the 20 low performing districts for MOH 2	<ol style="list-style-type: none"> 1.Coordinating with representatives from the Ministry of Health and mass organizations to organize monitoring field visits and review reports to identify challenges and barriers. Output: 3 reports summarizing the findings from field visits and review reports. 2. Facilitating and supporting the organization of workshops and trainings on RCCE and IPC. 	January 30 2024	

	<p>Output: 2 workshops and trainings organized and conducted.</p> <p>3. Conducting social mobilization activities and implementing targeted messages to increase vaccination uptake.</p> <p>Output: 2 social mobilization activities conducted and 10 targeted messages developed and disseminated.</p> <p>4. Disseminating communication materials that provide accurate and reliable information about the benefits of COVID-19 vaccination, Routine Immunization as well as HPV..</p> <p>Output: 2 communication materials developed and disseminated.</p> <p>5. Assessing gender-based barriers and collaborating with the gender specialist for intervention planning and implementation.</p> <p>Output: 1 report summarizing the findings from the gender assessment and recommendations for addressing gender-based barriers.</p> <p>6. Providing a report summarizing feedback and insights gathered from community meetings and other engagement activities. This report would include recommendations for improving risk communication and community engagement strategies related to COVID-19 vaccination and Routine Immunization in Laos.</p> <p>Output: 2 report summarizing feedback and insights gathered, including recommendations for improving risk communication and community engagement strategies.</p>		
<p>Provision of technical and coordination support for strengthening RCCE activities on Covid19 and Routine Immunization, including the 20 low</p>	<p>1.Coordinating with representatives from the Ministry of Health and mass organizations to organize monitoring field visits and review reports to identify challenges and barriers.</p> <p>Output: 3 reports summarizing the findings from field visits and review reports.</p>	<p>April 30 2024</p>	

<p>performing districts for MOH 3</p>	<p>2. Facilitating and supporting the organization of workshops and trainings on RCCE and IPC.</p> <p>Output: 2 workshops and trainings organized and conducted.</p> <p>3. Conducting social mobilization activities and implementing targeted messages to increase vaccination uptake.</p> <p>Output: 3 social mobilization activities conducted and 10 targeted messages developed and disseminated.</p> <p>4. Disseminating communication materials that provide accurate and reliable information about the benefits of COVID-19 vaccination Routine Immunization and HPV Vaccine.</p> <p>Output: 5 communication materials developed and disseminated.</p> <p>5. Assessing gender-based barriers and collaborating with the gender specialist for intervention planning and implementation.</p> <p>Output: 1 report summarizing the findings from the gender assessment and recommendations for addressing gender-based barriers.</p> <p>6. Providing a report summarizing feedback and insights gathered from community meetings and other engagement activities. This report would include recommendations for improving risk communication and community engagement strategies related to COVID-19 vaccination and Routine Immunization in Laos.</p> <p>Output: 2 report summarizing feedback and insights gathered, including recommendations for improving risk communication and community engagement strategies.</p>		
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<p>Provision of technical and coordination support for strengthening RCCE activities on Covid19 and Routine Immunization, including the 20 low performing districts for MOH 4</p>	<p>1.Coordinating with representatives from the Ministry of Health and mass organizations to organize monitoring field visits and review reports to identify challenges and barriers. Output: 3 reports summarizing the findings from field visits and review reports.</p> <p>2. Facilitating and supporting the organization of workshops and trainings on RCCE and IPC. Output: 2 workshops and trainings organized and conducted.</p> <p>3. Conducting social mobilization activities and implementing targeted messages to increase vaccination uptake. Output: 2 social mobilization activities conducted and 10 targeted messages developed and disseminated.</p> <p>4. Disseminating communication materials that provide accurate and reliable information about the benefits of COVID-19 vaccination, Routine Immunization as well as HPV.. Output: 4 communication materials developed and disseminated.</p> <p>5. Assessing gender-based barriers and collaborating with the gender specialist for intervention planning and implementation. Output: 1 report summarizing the findings from the gender assessment and recommendations for addressing gender-based barriers.</p> <p>6. Providing a report summarizing feedback and insights gathered from community meetings and other engagement activities. This report would include recommendations for improving risk communication and community engagement strategies related to COVID-19 vaccination and Routine Immunization in Laos . Output: 2 report summarizing feedback and insights gathered, including recommendations for improving risk communication and community engagement strategies.</p>	<p>September 30 2024</p>	
		<p>TOTAL</p>	

Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
Health Insurance			
Mandatory insurance premium			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>▪ Bachelor's Degree in communication, social work, community engagement or any other relevant qualifications.</p> <p>*Minimum requirements to consider candidates for competitive process</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> ▪ Excellent communication skills in Lao and English ▪ Internet research skills, ability to handle and interpret data ▪ Good writing skills ▪ Be creative and proactive ▪ Ability to conceptualize, plan and execute innovative ideas ▪ Displays open, co-operative behavior with other team members ▪ Remains calm and in control, and good humored even under pressure ▪ Responds positively to critical feedback and differing points of view ▪ Sets priorities, produces quality outputs ▪ Flexibility to attend events during weekends, if needed ▪ Desire to work with and gain the confidence and respect of people with different language, national, ethnic and cultural backgrounds ▪ Respect for the principles of the Government of Lao PDR and United Nations ▪ Ability to multitask, respect timeframes and meet deadlines <p>*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (maximum 100 points), weight 80%. The passing mark of the technical evaluation 70 points.</p> <ul style="list-style-type: none"> ▪ Degree in Communication, HR or similar (20 points) ▪ Knowledge of team building and event management (30 points) ▪ Experience in staff engagement, development of organizational culture (30 points) ▪ Quality of past work (e.g. understanding, methodology) (20 points) <p>B) Financial Proposal (25 points), weight 20%</p>			

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.

<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>

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.