

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: International Consultant (Polio Team Lead)	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
Purpose of the Assignment: Strategic, Technical, and Operational and coordination support to the MoH/EPI and the UNICEF Zambia Country Office (ZCO) to the polio (WPV1 and nOPV2) Out-Break Response (OBR) through effectively planning, budgeting, operations management, monitoring, and reporting of quality Supplementary Immunisation Activities (SIAs) campaigns towards achieving high (above 95%) coverage of bi-valent Oral Polio Vaccine (bOPV) and novel Oral Polio Vaccine Type-2 (nOPV2).		
Scope of Work: <p>Zambia received an alert of a confirmed Wild Polio Virus 1 case being detected in one of the districts in Malawi on 17th February 2022. This was the first case of wild poliovirus in Africa in more than five years. The country received notification of another WPV1 in Mozambique on April 1, 2022. Furthermore, more cases of WPV 1 were notified in children under 5 years in 2022 in Tete Province in Mozambique, which shares border with Eastern province in Zambia. The threat of Polio remains high in Zambia due to the circulating Vaccine Derived Poliovirus type 2 (cVDPV2) importation through the porous border of Angola and DR Congo as well. And this threat was confirmed, since a cVDPV2 was notified on the 3rd of Nov 2022 in an Environmental Surveillance sample at Katete District in Copperbelt province having genetic sequence linkage with Botswana, highlighting the need for heightened cross border surveillance, and ramping up response measures in Zambia.</p> <p>In line with GPEI's Outbreak Preparedness and Response Technical Team (OPRTT) guidance, a coordinated multi-country Outbreak Response (OBR) was initiated by the health authorities of Malawi, Mozambique, Tanzania, and Zambia supported by GPEI. Synchronizing with the Regional multi-country response plan, the MoH Zambia with support from GPEI partners planned for an intensive polio outbreak response with four rounds of polio Supplementary Immunisation Activity (SIAs) campaigns in 2022 (Round-1: 21–25 March 2022 (3 provinces, 30 districts); Round-2: 25–29 April 2022 (entire country – nationwide, 10 provinces, 116 districts); Round-3: 11th -15 August 2022 (entire country – nationwide, 10 provinces, 116 districts) and Round-4: 29 Oct - 01 Nov 2022 (entire country – nationwide, 10 provinces, 116 districts).</p> <p>Zambia reported the first cVDPV2 case in Oct 2022 from Copperbelt province and till date total of 8 cases reported from five districts in three provinces. With the detection of cVDPV2 from Children and environmental samples, the country has responded to this outbreak through 5 rounds using nOPV2 vaccine. The 1st round of nOPV2 was conducted in Feb 2023, and the most recent round of nOPV2 campaign was conducted in July 2024. However, due to the Polio outbreak in neighbouring countries as well as the high risk of cVDPV2 spread in other countries in the region and as per RRT recommendations, Zambia need to strengthen and update the Polio outbreak response, support post outbreak enhancement plan, strengthen active case search of AFP cases, strengthen community awareness and acceptance and support updating of the Polio outbreak response plan July 2024 – July 2025.</p> <p>The overall objective of the regionally coordinated outbreak response is to contribute to achieve the high coverage (over 95%) of polio vaccination among children under five years administering the bi-valent Oral Polio Vaccine (bOPV) and novel Oral Polio Vaccine type-2 (nOPV2) through effectively planning and implementation of quality polio Supplementary Immunization Activity (SIA) campaigns. The specific objectives are to:</p> <ul style="list-style-type: none"> • Improve overall programme planning, budgeting, operations, management, monitoring and reporting of polio Outbreak Response (OBR). • Strengthen oversight and coordination of UNICEF country office polio response teams on vaccine, cold chain, and logistics management, SBC, and finance and administrative support. • Improve timely collection and reporting with preparation of weekly/monthly polio updates, donor reports, and other reporting related to polio OBR programme. 		

The polio OBR involves outbreak coordination, planning, budgeting, and programme management; vaccine, cold chain, and logistics management; surveillance and reporting; and advocacy, communication, and social mobilization (ACSM) including risk communication and media management. As per the global Standard Operating Procedures (SOP) of GPEI, UNICEF is accountable for leading and supporting the government in the areas of ACSM, Risk Communication and Media Management, Vaccines and Logistics Management, Cold Chain System Operations and Maintenance, as well as technical advice and assistance on micro-planning, programme coordination and management in collaboration with World Health Organisation and other GPEI partners.

UNICEF is looking for International Consultant as Polio Team Lead to coordinate the technical assistance in various areas. This ToR is prepared to seek the services of an international consultant (Polio Team Lead) to provide overall programme planning, coordination, operations, and management support by coordinating the work of a large polio team of around 15 consultants and National UNV officers under the guidance of Chief Health and HIV. The roles of the Polio Team Lead surge consultant to lead UNICEF polio team is critical of channelling UNICEF’s technical assistance (TA) to the Ministry of Health (MoH) to effectively plan and implement the high-quality polio SIAs campaigns towards stopping the polio transmission.

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:

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: 2024	Requesting Section / Issuing office: Health and HIV Section	Reasons why consultancy cannot be done by staff: UNICEF Health Section is currently supporting MoH and Immunisation Partners to simultaneously manage multiple concurrent vaccines preventable disease outbreaks: i) polio (WPV1 and cVDPV2) outbreak; ii) measles outbreak and response; and iii) cholera outbreak. Outbreak response activities are expected to continue until end of this year or mid next year. The polio OBR involves outbreak coordination, planning, budgeting, and programme management; vaccine, cold chain, and logistics management; surveillance and reporting; and advocacy, communication, and social mobilization (ACSM) including risk communication and media management. These are huge tasks requiring a full time engagement of an expert and can’t be absorbed by the existing staff of Health Section.
---------------------------------	---	---

Included in Annual/Rolling Workplan: Yes No. If No, please justify: It’s part of Health 2023–2024 RWP, and the consultancy is fully funded by GPEI under the polio OBR plan and budget.

Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) – using regional/global polio roster. <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment		
If Extension, Justification for extension:					
Supervisor: Chief Health and HIV		Start Date: ASAP	End Date:	Number of Days (working) 84 working days (4 months)	
Work Assignment Overview: Under the overall guidance of Chief Health & HIV, and with day-to-day interactions and support of Immunisation Specialist (P-3), the consultant (Polio Team Lead) will work closely with the MoH/EPI, ZNPHI, WHO, CDC, USAID, BMGF, Rotary, and other in-country polio (GPEI) partners to improve the planning, budgeting, operations, management, monitoring and reporting of UNICEF ZCO polio OBR programme with implementing high quality SIA campaigns by administering bOPV and nOPV2.					
Tasks/Milestone:		Deliverables/Outputs:		Deadline for submission (days/months)	Estimated Budget (USD)
1) Review of initial OBR plans, activities, and budget; and subsequent consultation with MoH/EPI, UNICEF, WHO, CDC, USAID, and other in-country GPEI partners on the outbreak responses for further assessment, analysis, and improved planning.		An inception report with detailed work-plans with proposed remedial measures and recommendations to improve consultancy assignment and outputs.		20 October 2024	
2) Review existing strategies and plans on Zambia polio outbreak response and prepare an updated improved OBR plan incorporating inputs and comments from MoH/EPI, GPEI partners, and members of polio Emergency Operations Centre (EOC).		Updated polio outbreak response plan 2025 with detailed budget and M&E framework developed and submitted.		15 November 2024	
3) Coordinate and facilitate the supportive supervision, monitoring, and reporting of the SIAs campaigns including day to day monitoring and supervision of the campaigns planning and operations; and advise/support MoH/EPI in the analysis of coverage data and support them in further improvements in planning, operations, and management of SIAs campaigns.		Round-2 of nOPV2 campaign coverage analysis and reporting with recommendations for further improvement of SIAs planning and management prepared and submitted		15 December 2024	
4) Coordinate UNICEF support to the national polio Emergency Operations Centre (EOC), Regional multi-country coordination meeting, MOH/EPI national polio coordination meeting, and other coordination platform and provide regular feedback to UNICEF. Provide Polio OBR updates, minutes prepared, and Recommendations and Action points followed-up through polio EOC and polio donor reports (the weekly and monthly polio updates and polio donor reports.		Monthly reports and the donor reports prepared and submitted on time).		15 January 2025	

5) Debriefing and drafting final report of the assignment with the achievements and progresses, weaknesses and strengths; and implementation challenges with proposed remedial measures for improvements.	Final report on the completion of consultancy assignment.	30 Jan 2025	
Estimated Total Consultancy Fees (All Inclusive)		84 days	
sTravel International (if applicable)	One economy class return		
Travel Local (please include travel plan) – will be provided through separate TA	N/A	N/A	
Living cost - DSA (if applicable) In the event DSA is paid for the consultant for Lusaka, and if the assignment constitutes field trip outside Lusaka, the consultant will receive additional DSA for local travel to a maximum of Lusaka DSA.	DSA for Lusaka for 4 months	4 months	
Communication costs (Calls and Internet)		4 months	
Total estimated consultancy costsⁱ			
Minimum Qualifications required:			
<input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Medicine, Epidemiology, Public Health, Population Health, Child Health, MCH, and Health Sciences etc.	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> – A minimum of 7 years of professional experience in immunisation programme management, vaccine campaigns, supplementary immunization activities planning and management at the national or international level preferably in a developing country is required. – Relevant experience in immunisation programme, polio supplementary immunization activities (SIA), project development and management in any UN system agency or organization is an asset. – Experience of working in an emergency setting is required. – Ability to work in most extreme hardships. – Ability to work independently and to meet deadlines. – Ability to write clear and concise reports in English. – Demonstrated ability to effectively work and communicate in a multicultural environment. – Computer literacy with high ability to use excel spread sheets. – Completed training on Basic and Advanced Security in the Field. 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/>		<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: based at polio EOC/MoH If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>	
<i>Approval of Deputy Representative Operations (if Operations):</i> _____		<i>Approval of Deputy Representative Programme (if Programme):</i> _____	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan/or for Sections reporting to the Rep)</i> _____			

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.