

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Knowledge Attitude and Practice Study on Vaccine hesitancy consultancy	Funding Code:	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Georgetown, Guyana
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1. BACKGROUND/CONTEXT

The Ministry of Health (MoH) in partnership with UNICEF is seeking 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 to including the COVID-19 Vaccine. The intends to seek populations' perspectives of the COVID-19 vaccine and vaccines in general for children under 5, adolescents and adults. This survey builds on the national COVID-19 acceptance survey and is expected to enable the development and adaptation of a plan of action that considers adults, adolescents and children in communities that have the lowest the COVID-19 vaccination uptake at the national, regional, and local levels.

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 this study.

2. Scope and Objectives

This consultancy is to conduct a KAP Study in selected communities, in Regions 1, 2, 4, 5, 6, 7, 8, 9 and 10 in line with the 2022 M&E work plan. Under the overall supervision of the Monitoring and Evaluation Specialist, the 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.

Other specific scopes include:

- Time:** the consultancy will be implemented between July and December, 31 2022.
- Programmatic:** The Consultant will concentrate on these communities exclusively. The social norms and other nuances of these communities will shape the reported patterns and conclusions of this data generation exercise.
- Thematic scope:** This consultancy will focus on primarily the hesitancy to take the COVID-19 vaccine and secondarily on hesitancy towards the vaccination programme in Guyana.
- Geographic scope:** This consultancy will focus on specific communities in Regions 1, 2, 4, 5, 6, 7, 8, 9 and 10.

3. METHODOLOGY

In order to ensure an understanding of the causes and underlying reasons increased uptake of the COVID-19 Vaccine among adults, adolescents and children, a mixed-method KAP study is being commissioned.

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. It should critically examine the information gathered and synthesize it objectively.

A Desk Review of relevant available COVID-19 and other Vaccination reports from the MoH. A review of literature will include but not limited to relevant materials listed below which will be made available to the Consultant. The Consultant is expected to review and reference all literature cited in the inception and final reports. The Consultant will, on his/her own accord, source other materials. MoH and UNICEF will make the following available:

- Reports of KAP surveys including the survey on COVID-19 Vaccine hesitancy
- Reports on general Vaccine hesitancy
- Completed Monitoring forms and reports from COVID-19 interventions
- Budget for the programme, workplans, monitoring system, etc.
- Administrative data related to the COVID-19 rollout in Guyana, etc.

The primary data will be collected through in-depth, Key informant interviews, focus group discussion, and case studies. 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. Subject to evolving COVID-19 social distancing regulations, the data collection methods will be reviewed before data collection.

Phase 2: Data collection

The Consultant is expected to:

- 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.

Sampling

Given that this is a mixed-method Study, the sampling methodology is also mixed. For the selection of personnel who will participate, a non-probability purposive sampling will be used, since the study targets specific locations.

The stratified sampling method will be used to select regions and communities. This was chosen since the selection of these communities will be random within and without the regions where the uptake is low.

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 MoH and UNICEF. The consultant will incorporate the comments received and submit the final report to UNICEF Guyana.

Data analysis, report writing, and presentation of findings

The Consultant will be responsible for the data analysis, writing of the report, and presentation of findings to partners:

- For the qualitative data analysis, the grounded theory methodology will be used, involving verbatim transcription, coding of data, development of themes, comparison and contrasting of themes, and recording of findings and theoretical propositions.
- The main findings will be presented by the Consultant to Stakeholders and two weeks will be allocated for comments.
- The writing of the report should be done in constant communication with UNICEF and MOH.
- The final report will be approved by MOH and UNICEF.

Validation of findings

Initial findings will be presented to stakeholders to assess the validity/accuracy of the findings and their relevance to the Guyana 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.

QUALITY ASSURANCE OF DELIVERABLES

A Technical Group, comprising of staff of the UNICEF and MoH at the country level, will be established to assure quality. The Group will assess the quality of all deliverables including instruments, curriculum, inception, and final reports. Comments by the technical group will be submitted according to a deadline respecting the agreed chronogram. The following deliverables are expected at the proposed timelines

Deliverable	# of days	% of Fee	Deadline
Inception Report – the inception report will describe how the consultancy will be operationalised and annexed with: <ul style="list-style-type: none"> • Instrument that will be used for data collection • A list of logistical requirements for the study 	7	20	By August, 10

<ul style="list-style-type: none"> A workplan for the study in the specific regions 			
Data Collection <ul style="list-style-type: none"> Conduct data collection exercises, draft report and submit to UNICEF Prepare PowerPoint presentation on the report and present to stakeholders 	25	50	By September, 30
Final Report with accompanying PPT to be submitted to UNICEF after incorporating feedback from MoH and UNICEF.	8	30	By October, 30

PROFILE OF THE CONSULTANT

These terms of reference are for an individual consultant with at least 10 years of experience in conducting mixed method 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 10 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 Guyana'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.
- Incorporate feedback from MoH and UNICEF 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 of Guyana and the core values (CRITAS) of UNICEF.

APPLICATION REQUIREMENTS

Interested persons are asked to apply by July 15, 2021 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 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:

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):

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

Estimated Consultancy fee			
Travel International	NA		
Travel Local (please include travel plan)	Regions 1, 2, 4, 5, 6, 7, 8, 9 and 10. Reimbursement or payment for travel upon submission of receipts and prior approval of plans and budget)		
DSA (if applicable)	NA		
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	Knowledge/Expertise/Skills required: As stated in section 7 above		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input checked="" 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 type="checkbox"/> Internet access required: <input type="checkbox"/>		

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:

- 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)