

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title: Consultancy for the Development of Oxygen Supportive Supervision SOPs and Tools and Integration into Existing Integrated Supportive Supervision (ISS) Tools	Funding Code:	Type of Engagement <input checked="" type="checkbox"/> Consultant (National) <input type="checkbox"/> Consultant (International)	Duty Station: Freetown
<p>Background:</p> <p>The COVID-19 pandemic highlighted the critical importance of medical oxygen in treating respiratory illnesses. At the height of the crisis, many countries struggled to cope with the surge in demand for oxygen resulting in preventable deaths. Expanding access to oxygen is crucial to ensure that health systems are better equipped to handle future pandemics and other health emergencies, thereby reducing mortality, and enhancing health outcomes. Beyond the pandemic, the prevalence of respiratory diseases such as pneumonia, chronic obstructive pulmonary disease (COPD), and asthma, childbirth complications such as asphyxia along with non-communicable diseases like cardiovascular conditions, continues to rise. These conditions often require oxygen therapy, making the expansion of oxygen access essential for managing disease burden and improving the quality of life and health outcomes.</p> <p>To address these challenges, the country developed a medical oxygen strategy as a framework to guide efforts in enhancing oxygen availability and utilization. To improve access, substantial investments have been made in oxygen systems, including the establishment of 10 new PSA plants and the procurement of oxygen concentrators and other devices for oxygen administration and patient monitoring. In addition, the country is now decentralizing availability of medical oxygen to the primary health care level and training health care workers on management and clinical use of oxygen. Ensuring the availability and proper management of medical oxygen in healthcare facilities is thus essential for patient safety and outcomes. To strengthen the supervision and management of oxygen systems, there is a need to develop comprehensive Standard Operating Procedures (SOPs) for oxygen support supervision and integrate these into the existing integrated Supportive Supervision Tools used by health facility managers and supervisors.</p>			
<p>Purpose and Objectives:</p> <p>The main goal of this consultancy is to evaluate current oxygen supervision practices (if any), develop detailed Standard Operating Procedures (SOPs), and design supportive supervision tools to be incorporated into existing supervisory frameworks. The aim is to integrate oxygen supportive supervision with other supervisory activities, enabling efficient execution and improving the management, distribution, safe, and appropriate use of oxygen across healthcare facilities.</p>			
<p>Scope of Work</p> <p>The Consultant will be required to:</p> <ol style="list-style-type: none"> 1. Review Existing Frameworks: <ul style="list-style-type: none"> • Conduct a thorough review of existing oxygen management guidelines, SOPs, and supportive supervision tools currently in use. • Identify gaps and areas for improvement in current supervision practices related to management of oxygen, administration and monitoring devices, storage, distribution, and clinical use. 2. Develop Oxygen Support Supervision SOPs and Tools: <ul style="list-style-type: none"> • Draft comprehensive SOPs for oxygen supervision, outlining clear roles, responsibilities, procedures, and guidelines for supervisors at various level ensuring alignment with national policies and international best practices. • Ensure that the SOPs cover key areas such as oxygen storage, handling, maintenance, usage, and monitoring. 			

- Ensure the SOPs are adaptable to different healthcare settings, including hospitals and Peripheral Health Units (PHUs)
3. Integration into Supportive Supervision Tools:
- Collaborate with relevant stakeholders to integrate the newly developed oxygen support supervision SOPs into existing integrated Supportive Supervision Tools.
 - Ensure that the integrated tools are user-friendly and applicable at various levels of healthcare system or supervisory contexts in Sierra Leone.
4. Stakeholder Engagement and Validation:
- Facilitate consultations and validation workshops with key stakeholders, including Ministry of Health representatives, health facility managers, and other relevant partners.
 - Incorporate feedback and finalize the SOPs and integrated tools.

Management, Organization and Timeframe

- This is an individual consultancy for a 6-month assignment. The Consultant will be stationed in Freetown with an estimated 15 days of travel to provincial sites.
- The consultant will work under the supervision of the Ministry of Health's Health Systems Strengthening Manager, with the UNICEF Health Specialist-Supply Chain serving as a secondary technical supervisor. They will collaborate closely with technical staff from the MOH Integrated Supportive Supervision (ISS) unit and MOH Directorates, including the Directorate of Policy, Planning and Information (DPPI), the Directorate of Reproductive and Child Health (DRCH), Directorate of Primary Health Care (PHC). The consultant will conduct a comprehensive desk review of existing MOH strategies, policies and guidelines related to the clinical use and management of medical oxygen and supportive supervision. Field visits to district hospitals and PHUs will be necessary to gather data on oxygen and supportive supervision practices. If needed, the consultant will also organize meetings with stakeholders for validation, technical discussions, and to gather input for the successful execution of the consultancy. This assignment is estimated to run for 50 days across 9 months up to June 30, 2024.
- Consultants are expected to provide their own work tools including laptop and other communication tools required.

Mode of Submission of Applications

Candidates will be required to submit a technical proposal and a financial proposal and the financial proposal should quote a lump-sum inclusive of fees, travel costs and communication costs. Financial proposals may be negotiated.

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline:	Payment Schedule
<ul style="list-style-type: none"> Develop inception report 	Inception report outlining the consultant's understanding of the assignment, methodology, work plan and timeline.	5 days	10% of total contract sum
<ul style="list-style-type: none"> Conduct a thorough review of existing oxygen management guidelines, SOPs, and supportive supervision tools currently in use Identify gaps and areas for improvement in current supervision practices related to management of oxygen, administration and monitoring devices, storage, distribution, and clinical use. 	Review report with framework of oxygen support supervision SOPs	5 days	10% of total contract sum
<ul style="list-style-type: none"> Draft comprehensive SOPs for oxygen supervision, outlining clear roles, responsibilities, procedures, and guidelines for supervisors at various levels. 	Draft SOPs for oxygen supervision	15 days	25% of total contract sum
<ul style="list-style-type: none"> Collaborate with relevant stakeholders to integrate the newly developed oxygen support supervision SOPs into existing integrated Supportive Supervision Tools. Script draft integrated supportive supervision tools 	Integrated supportive supervision tools with incorporated oxygen supervision SOPs/tools	15 days	25% of total contract sum
<ul style="list-style-type: none"> Conduct Stakeholder engagement and validation workshops/meetings to gather feedback. <ul style="list-style-type: none"> Incorporate feedback, revise as necessary and finalize tools 	Report on stakeholder consultations and validation workshops; Final revised SOPs/ tools	5 days	20% of total contract sum

Deliverable 5: Final report summarizing the consultancy process, outcomes, and recommendations	5 days	10% of total contract sum
	50 days	100%

Consultant Sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New Consultancy <input type="checkbox"/> Extension/ Amendment	
Consultant Selection Method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
Supervisor:	Start Date: 15 September 2024	End Date: 31 May 2025	Number of days: 50 days across 9 months

Estimated Consultancy Fee		
Travel Local / DSA (estimated 15 days)		
Communication (one off allowance)		
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> <ul style="list-style-type: none"> A university degree in one of the following fields is required: Public Health, Nursing, biological sciences or any field of health or another relevant technical field. 	<p>Knowledge/Expertise/Skills required:</p> <p>Experience</p> <p>The ideal candidate for this consultancy should possess the following qualifications and experience:</p> <ul style="list-style-type: none"> A minimum of 5 years of professional experience working within the Sierra Leone public sector health system Good knowledge and experience in using computer software applications, including word processing, spreadsheets, and corporate software packages. <p>Skills required:</p> <ul style="list-style-type: none"> Strong communication and report writing skills, with the ability to present complex findings in a clear and accessible manner. 	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based/ Consultant</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 type="checkbox"/></p>	

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.

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.