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

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| **Title**  Immunization Consultant | **Funding Code**  SC210296 | **Type of engagement**  Consultant  Individual Contractor Part-Time  Individual Contractor Full-Time | **Duty Station:**  Quinara, Guinea-Bissau |
| **Purpose of Activity/Assignment:**  Guinea-Bissau implemented three round of Covid-19 vaccination campaign it planned to continue with one round per quarter. Recently, the country also experienced two outbreaks (Poliomyelitis and Measles) which need to be handled through nationwide vaccination campaign. All these issues have mobilizing the human resources previously assigned to support routine immunization.  To mitigate risks of weakening the support that UNICEF has provided to the routine immunization due to various challenge that country is facing at same time, UNICEF Guinea-Bissau needs to urgently address overwhelming need for additional technical support that the E Expanded Programme on Immunization (EPI) to meet the critical deadlines and further strengthen the immunization service.  The consultant will work towards ensuring UNICEF provides supports to EPI campaign planning and implementation, monitoring of EPI programme/project activities, including capacity building. | | | |
| **Scope of Work:**  **Objective:** Provide technical assistance to the Expanded Programme on Immunization (EPI) to apply latest guidance, tools and methods to strengthen the country’s immunization system.  **Activities and Tasks:**  The consultant will support the Expanded Programme on Immunization (EPI) and UNICEF to attain the deliverables under the following EPI components:  **Evaluates and analyses the progress of immunization activities, including developing various technical reports and documentation**   * Regular analysis of collected data and reports, identifying gaps, recommending corrective measures and providing feedback to the respective partners and sites. * Preparation of regular report to reflect activities conducted, progress made, constraints faced and recommendations for way forward. * Reviewing and updating of locality micro plans for improving the Expanded Programme of Immunization (EPI) routine coverage in designated area.   **Monitors and coordinates the implementation of planned activities, campaigns, and field action**   * Support the EPI team on vaccine coverage analyses and microplanning for the second round of Periodic Intensification of Routine Immunization and Men-A campaign. * Liaise with UNICEF innovation focal point to improve the mechanisms for immunization data collection, entry and analysis. * Support operationalization of EPI Standard Operating Procedures (SOPs). * Lead the implementation of the Reach Every Child approach to achieve the national targets of routine immunization coverage.   **Manages training activities to strengthen capacity at various levels**   * Tailor the EVM training materials and conduct the training of EPI staff at all levels * Updating local guidelines and protocols on prevention and control of emerging and re-emerging vaccine preventable disease. * Training EPI staff on the updated guidelines and protocols.   **Methodology**  The consultant will work under the direct supervision of the Health Specialist (Immunization), and will work in close collaboration with UNICEF colleagues involved in the overall immunization effort, and with health authorities and other partners  Consultant needs to provide a financial offer including monthly remuneration and monthly travel fees. Estimated 20 days travel per month within Quinara or from Quinara to support other regions on development and implementation of annual regional plans. | | | |
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| **Child Safeguarding**  Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” 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](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) | | | |

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| **Budget Year:**  2022-2023 | **Requesting Section/Issuing Office:**  Child Survival and Development | | **Reasons why consultancy cannot be done by staff:**  Immunization specialist is overwhelmed with routine supplementary immunization tasks and the supervision of 12 POLIO consultants and there is need for consultant to support on routine immunization activities | | |
| **Included in Annual/Rolling Workplan***:*  Yes  No, please justify:  As per rolling work plan, there is need to strengthening health system. Since, the immunization specialist has been overwhelmed with other task which have prevented him to support health system strengthening, it was proposed to hire one national consultant to support on some EPI activities, so, the specialist can get time to work closely with implementing partner on capacity building and health system strengthening. | | | | | |
| **Consultant sourcing:**  National  International  Both  **Consultant selection method:**  Competitive Selection (Roster)  Competitive Selection (Advertisement/Desk Review/Interview) | | | | **Request for:**  New SSA – Individual Contract  Extension/ Amendment | |
| **If Extension, Justification for extension:** | | | |  | |
| **Supervisor:**  Midana da Silva | | **Start Date:**  01/11/2022 | | **End Date:**  14/10/2023 | **Number of Days:**  11.5 months |
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| **Work Assignment Overview** | | | |
| Tasks/Milestone | Deliverables/Output: | Timeline |  |
| **Evaluates and analyses the progress of immunization activities, including developing various technical reports and documentation** | EPI service gaps identified, and corrective measures included in the microplanning **+ Monthly Report** | End of each month |  |
| Updating local guidelines and protocols on prevention and control of emerging and re-emerging vaccine preventable diseases **+ Monthly Report** | End of each month |  |
| **Monitors and coordinates the implementation of planned activities, campaigns, and field action** | One rounds of Periodic Intensification of Routine Immunization implemented **+ Monthly Report** | February 2023 |  |
| Men-A campaign implemented **+ Monthly Report** | February 2023 |  |
| Innovative mechanisms for data collection and entry, and for regular analysis implemented. **+ Monthly Report** | January 2023 |  |
| Implementation of activities as per agreed upon EPI Standard Operating Procedures (SOPs) **+ Monthly Report** | June 2023 |  |
| Implementation of Reach Every Child approach to achieve the national targets of routine immunization coverage **+ Monthly Report** | June 2023 |  |
| **Manages training activities to strengthen capacity at various levels** | EVM training material tailored to the specific needs **+ Monthly Report** | August 2023 |  |
| EPI team (central and regional level) trained on Effective Vaccine Management (EVM) **+ Monthly Report** | September 2023 |  |
| Wrap-up reports **+ Monthly Report** | October 2023 |  |

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| **Minimum Qualifications required:** | **Knowledge/Expertise/Skills required:** |
| Bachelors  Masters  PhD  Other  University degree in one of the disciplines relevant to the following areas: Social Sciences, Medicine, Health, Public Health, Family Health, Child Development, Nursing, or a field relevant to international development assistance in Immunization and Child Survival & Health Care. | * Minimum 5 years progressively responsible experience in humanitarian/development contexts, emergency preparedness, complex emergency/multi-hazard disasters, community engagement and accountability to affected population work with UN, civil society and/or NGO, including programme management and/or coordination in major emergency response relevant to the cluster or other related area is required * Training and experience Immunization/health care. * Experience in knowledge management. * Background/familiarity with Emergency. * Fluency in Portuguese is required. Knowledge of another official UN language (English and/or French) is an asset. |
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| **Administrative details:**  Visa assistance required:  Transportation arranged by the office: | Home Based  Office Based:  If office based, seating arrangement identified:  IT and Communication equipment required:  Internet access required: |
| **Request Authorised by Section Head** | **Request Verified by HR:** |
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| *Approval of Chief of Operations (if Operations): Approval of Deputy Representative (if Programme)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Representative (in case of single sourcing/or if not listed in Annual Workplan)*    *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | |
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