**TERMS OF REFERENCE**

**Purpose of the Assignment: Strengthening Supply Chain TA, Monitoring and Governance in Mozambique**

**Section Submitting: Child Health and Nutrition**

**Purpose and Objective:**

UNICEF Mozambique is in the process of identifying a consultant to support the National Logistic Working Group (NLWG) in strengthening the monitoring and evaluation processes for immunization supply chain and funding strategies for in Mozambique. Effective Vaccine Management (EVM) is an iterative process designed to support improvement planning for immunization supply chains in countries. With increasing need for the ISC governance in countries, WHO, UNICEF and partners are leading efforts to build local capacity to own, lead and monitor the Immunization Supply Chain (**ISC)** process with a country-driven long-term technical assistance (TA) delivery system. In line with this objective, countries and regions will work with local governance system e.g. NLWG, partners to implement the ISC justifying a data-driven monitoring and control system to ensure effective TA planning, delivery and M&E of TA across the ISC functions – EVM, Cold Chain equipment, Data for management, system re design and capacity development/professionalization including database for the application of funding opportunities in the supply chain. The engagement with **the local partners and institutions** to build local capacity is critical for EVM governance and effective application of EVM training tools and resources available in several languages.

This work will build on key strategies, plans and lessons learned at global, regional and country levels in alignment with Mozambique EPI c-MYP, GAVI strategy and ISC strategy. The initial phase of this work led to the development of the option paper - [**Technical assistance delivery framework for health supply chain: a joint partner efforts to improve access to vaccines, medicines and health technologies**](https://www.unicef.org/supply/reports/technical-assistance-delivery-framework-health-supply-chain-strengthening)  which defines the TA delivery framework, possible models and six new TA approaches and also mapping potential funding opportunities available globally . The next phase is its implementation in regions and countries with ISC as an entry point working with local partners and institutions. This activity is critical to the deployment of the COVID-19 vaccines through the national vaccine deployment plan (NDVPs).

The consultancy will achieve the following **objectives** to support ISC governance within the ministries of health and immunization programme:

* Strengthen local capacity for ISC monitoring, governance and technical assistance across the key fundamentals through the NLWG to enhance continuous improvement
* Increase the drive for engagement of local partners in immunization and its associated supply chain
* Build country capacity to apply for potential funding opportunities to support ISC.

This position will capacity build the lead of. Effective Vaccine Management Plan by the National Logistic Working Group and should be progressively phased out over the consultancy period.

1. **Methodology and Technical Approach:**

The consultant will be home based with possible presential meeting and work session with institutional stakeholder and partners. Regular bi-weekly remote meeting will be organized to provide updates. The consultant will use his/her own office equipment. As most of the work will be done remotely, the consultant must have high internet connectivity and must be available/reachable online throughout the consultancy.

The consultant will work under the supervision and guidance of Health manager and closely work with Immunization and Supply & Logistics specialist, UNICEF Country Office Mozambique. UNICEF will be responsible for the management of contract, assess consultant’s work, and evaluate performance based on deliverables. The consultant is expected to provide proof of insurance coverage prior to commencing the contract.

**2. Activities and Tasks:**

**2.1 Activities: -** Improve the ISC monitoring system for technical assistance and activities through the NLWG, EPI and partners covering strengthen EVM, Cold Chain equipment, Data for management, system in terms of design and capacity development/professionalization leveraging current initiatives

**Tasks: -** 1) Improving the EVMIP and dashboard to enhance effective ISC TA monitoring within the NLWG and provide recommendations 2) Bi-weekly update of dashboard using feedback from technical working groups, country meetings and reports. 3)Build capacity of the MoH EPI logistics Manager on iSC Monitoring System through use and updating of EMV tracker and dashboard

**2.2 Activities: -** Support actions to increase local partners in ISC improvement in Mozambique aligned to TA needs, EPI work plan and COVID-19 deployment plan

**Tasks:** - 1) Map all available partners, current and potential roles (capacities), including new ones; 2) Recommend and finalized the criteria to onboard local partners to strengthen the capacity for ISC 3) Recommend the areas in ISC for cost-benefit analysis exercises

**2.3 Activities: -** Building on existing systems and existing gap analysis, develop a system for NLWG to map, implement and track TA support and TA funding opportunities for supply chain improvement

**Tasks: -** 1) Identify and map the funding opportunities for the country to leverage on for its activities including new ones; 2) Create a database for the application of funding opportunities

* 1. **Activities:** - Attend relevant NLWG and ISC meetings and provide updates

**Tasks: -** 1) Participate in the NLWG meetings and relevant in-country meetings 2) Work with the NLWG leadership to improve the governance system as required 3) flag any issue.

**3. Deliverables and Payments:**

| **Deliverables/ Milestones** | **Duration (Estimated # of days or months)** | **Timeline/ Deadline** | **Estimated Workload** | **Schedule of payment** |
| --- | --- | --- | --- | --- |
| ***Deliverable 1:***Monthly Progress report of the 3 first months that includes overall status of the consultancy, Key activities conducted with the NLWG and government and progress on recommendations to improve EVMIP & dashboard,Monthly progress report should be submitted electronically to the Immunization and Supply & Logistics Specialists with copy to the section head*.* The monthly report should be submitted after 7 day of the preceding month ***Deliverable 2:***Map all available and potential new partners and provide recommendation to set the criteria to on boarding local partners to strengthen the capacity for ISC.***Deliverable 3:***Design a system, identify and map the TA funding opportunities for the country to leverage on for its activities including new ones and create a database for the application of funding opportunities***Deliverable 4:***Final report which shall incorporate recommendation to improve EVMIP & dashboard, system design and mapping of TA funding opportunity, mapping available local partners to strengthen the capacity for ISC. | 4 days per month / 12 days total 15 days21 days12 days | 7 days after completion of the monthEnd of the consultancyEnd of the consultancyEnd of the consultancy | 20% of the 4 months consultancy25% of the 4 months consultancy35% of the 4 months consultancy20% of the 4 months consultancy | Monthly after submission of progress report M1 – M2 – M3After delivery and approval of the deliverableAfter delivery and approval of the deliverableAfter delivery and approval of the deliverable |

**4. Management and Supervision:**

The consultant will report to Health manager in teamwork with Supply & Logistics Specialists, and Immunization Specialist of UNICEF Mozambique country office. Within the country, the consultant will work closely with the National Immunization Logistics Manager and its team. The consultant will also coordinate the UNICEF ISC global and regional teams.

The consultant will work with NLWG partners as a major stakeholder in immunization and will interact with key resource persons in ISC.

**5. Qualifications and Specialized Knowledge:**

**Academic qualifications:**

Advanced university degree in one or more of the following areas: Public Health, Supply Chain Management, Engineering, logistics management, Cold Chain management or related area. \*

First university degree combined with additional two years relevant professional work experience and understanding of relevant functions may be considered in lieu of advanced university degree.

**Work experience:**

A minimum of 5 years’ relevant experience at national and international levels in health systems strengthening, supply management, vaccines programming including cold chain and vaccine management. Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, risk management will be an asset.

**Specific knowledge, competencies, and skills required:**

Understanding of the principles of vaccine management, knowledge and experience with data collection, data management analysis and reporting are essential. Product knowledge on cold chain equipment, new cold chain technologies, procurement processes and good distribution practices could be beneficial.

**Language skills:**

Fluency in spoken and written English is a requirement. Working knowledge of Portuguese will be an asset

1. **Conditions of Work:**

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| **Items** | **Provided by UNICEF** | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness |  | x |  The consultant will be home based |
| Health Insurance |  | x | The consultant is expected to provide proof of insurance coverage prior to commencing the contract |
| Office Space |  | x | The consultant will use his/her own office equipment. |
| Computer in office premises |  | x | The consultant will use his/her own office equipment. |
| Access to printer in the office premises |  | x | The consultant will use his/her own office equipment. |
| Airtime |  | x | The consultant must have high internet connectivity and must be available/reachable online throughout the consultancy |

**7. In-country Travel.** *Requesting section to choose one option. To be deleted when bidding for lumpsum cost.*

**Not applicable as the consultancy service does not includes travel within Mozambique**

 Approved travel within Mozambique will be covered/reimbursed by UNICEF as follows:

Option a. Air tickets to be purchased by the consultant from approved airlines and reimbursed by UNICEF; per diem at 75% of the applicable UN Mozambique DSA rate (for the whole night spent outside the place of assignment), on a reimbursable basis; taxi/transport costs to and from the airport, on a reimbursable basis supported by the submission of original invoice/bill/receipt. All reimbursables to be included in their respective invoices.

Option b. Travel organised by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

**8. Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. Interested candidates should, in addition to submitting their CV and cover letter, indicate their all-inclusive fees (including travel, subsistence costs, etc.) for the services to be provided. The office shall select the individual who quoted the lowest fee from the list of individuals who are deemed technically suitable for achieving all tasks in time. The technical evaluation criteria are stipulated below.

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| **Item** | **Technical Criteria/Qualifications**  | **Max. Points** |
| **1** | **Education**  | **20** |
| **1.1** | Advanced university degree in one or more of the following areas: Public Health, Supply Chain Management, Engineering, logistics management, Cold Chain management or related areaFirst university degree combined with additional two years relevant professional work experience and understanding of relevant functions may be considered in lieu of advanced university degree. | 20 |
| **2** | **Work Experience**  | **50** |
| **2.1** | A minimum of 5 years’ relevant experience at national and international levels in health systems strengthening, supply management,  | 30 |
| **2.2** | Vaccines programming including cold chain and vaccine management.  | 10 |
| **2.3** | Managing large-scale projects and working in resource-limited settings | 5 |
| **2.4** | Monitoring and evaluating supply chains, experience in risk management | 5 |
| **3** | **Technical Skills and Knowledge**  | **30** |
| **3.1** | Understanding of the principles of vaccine management | 10 |
| **3.2** | Knowledge and experience with data collection, data management analysis and reporting  | 5 |
| **3.3** | Product knowledge on cold chain equipment, new cold chain technologies, procurement processes and good distribution practices could be beneficial. | 5 |
| **3.4** | Fluency in spoken and written English  | 5 |
| **3.5** | Working knowledge of Portuguese | 5 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** | **85** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* |

**9. Remarks:** *Provide any other comments as necessary.*

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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    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   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:

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 **Child data role**[ ]  YES    [x]   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):

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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)   |