

NATIONAL CONSULTANT TO SUPPORT SUPPLY & LOGISTICS FOR COVID19 VACCINES IN CAMBODIA.



UNICEF Cambodia

1. Background

In January 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a Public Health Emergency of International Concern (PHEIC). Vaccines will be the most effective mean to protect the populations from COVID-19, along with comprehensive efforts strengthen community positive behavioral changes. Cambodia identified its first confirmed case of COVID-19 in January 2020, since then all the confirmed cases were imported. Cambodia experienced community spread of COVID-19 in November 2020. While development of COVID-19 vaccine is progressing, COVAX AMC Facility committed to support 92 low and middle-income countries up to about 20% of country population.

For the successful of COVAX 19 vaccination campaign, close management of supply chain and logistics will be essential for deployment of the COVID-19 vaccine. This includes assessing of cold chain capacity and performance for safe storage space availability at each health facilities at all levels, monitoring stock and distribution to ensure that there is no interruption of routine and COVID-19 vaccine throughout the implementation course.

2. Purpose of the assignment

In response to government's request for in country logistics support, the Supply/Logistic Consultant will manage the In Country Logistics, for receiving, storage, and distribution of COVID-19 commodities such as vaccines, injection devices, PPE from the port of entry to the time when vaccines are given to target groups, based on access, vaccines scenario and implementing strategies.

3. Assignment tasks

Under the direct supervision of the Supply and Procurement officer, the consultants provide technical assistance to the supply chain operations of the Cambodia Country Office.

Specific tasks include:

1. Communicate and share the requirements and documents of COVID-19 vaccines with responsible authorities before the arrival of vaccine at the airport to avoid delay in clearing vaccine.
2. Review the current available Cold Chain Equipment (CCE) storage capacity at all sites; Forecasted storage need for COVID vaccine, Document the gaps where supplementary capacity will be required.

3. Conduct the assessment of private sector for cold chain equipment and engage with them for supply chain services (storage/transportation) in case of identified cold chain equipment gap based on different vaccine availability case scenario.
4. Conduct regular field monitoring in collaboration with Program and partners, including spot-checks to verify information and capacities
5. Ensure availability of plans to safeguard the security of staff (for transportation, storage) as well as security at primary storage facilities.
6. Provides technical assistance on Procurement Services requests from Government partners and NGOs (cost estimates, order confirmation, delivery, and settlement of accounts).
7. Monitors the status of transactions and provides progress updates to the partners.
8. Assists in the preparation of appropriate bidding documents (RFQ/ITB/RFP invitations to potential suppliers), and evaluates offers, bid tabulations, draft CRC submission documentation and makes recommendations for finalization of purchases according to established procurement rules, regulations and procedures
9. Assists in the implementation of the supply component of the Country Programme, with an emphasis on the procurement and delivery of UNICEF provided supplies.
10. Interacts with Programme Sections on the identification of supply needs, product specifications, quantification and sourcing options.
11. Assists in the preparation of Long-Term Agreements and service contracts.

To achieve the outputs of this assignment, the key activities that have to be undertaken include:

4. Expected deliverables

On day-to-day basis, the consultant shall support the Supply Section as described under point 3 following a monthly work program agreed to with the contract supervisor. A brief end of assignment report shall be required prior the last working day.

Deliverable and task (monthly deliverable 1-11).	Time frame	Due date
Detail work assignment and output are monthly routine work provided by the consultant to support the Covid19 activities as described below:		
<ul style="list-style-type: none"> - Develop Monthly workplan, detail approach for the workplan activities for each month (including days of field travel). 	First week of each month, upon contract signed	End of the month
<ul style="list-style-type: none"> - Issue support letters to local clearance agent to process the custom permit to import vaccines into Cambodia. - Ensure the accuracy of Shipping documents to be shared with the 	Upon contract signed and throughout the consultancy period	

partner along with the customer permit letter issue by UNICEF.		
- Timely submit vaccine arrival report (VAR) and other similar receiving reports to complete the upstream shipment process.	From date of contract signed throughout the consultancy period	
- Delivery and performance of supply chain and logistics for COVID-19 vaccines monitored with corrective actions implemented as needed.	Field monitoring detailed report completed and submitted by end of each month	
- Follow up delivery with vendors or Supply Division Focal point, based on the Target arrival date in the PO.	70% of PO deliver based on the agreed TAD.	
- Conduct bidding process and issue contracts in compliance to UNICEF rule and regulations.	100% records are available for internal information and auditing purpose. 90% of the bidding process received at least 3 valid bids	

5. Payment schedule linked to satisfactory deliverables

Monthly payments upon certification of services rendered satisfactorily in accordance with agreed monthly work plan and invoice submitted.

- 5% of total payment will be paid upon approval of deliverable 1
- 10% of total payment will be paid upon approval of deliverable 2
- 10% of total payment will be paid upon approval of deliverable 3
- 10% of total payment will be paid upon approval of deliverable 4
- 10% of total payment will be paid upon approval of deliverable 5
- 10% of total payment will be paid upon approval of deliverable 6
- 10% of total payment will be paid upon approval of deliverable 7
- **5%** of total payment will be paid upon approval of deliverable 8
- 10% of total payment will be paid upon approval of deliverable 9
- 10% of total payment will be paid upon approval of deliverable 10
- 10% of total payment will be paid upon approval of deliverable 11

6. Location and duration

The contract duration is initially for 11 months period, starting from April 2021 to February 2022. The contract may be renewed subject to satisfactory performance, availability of funding.

The consultant is expected to work full time during office hours. Workspace will be allocated for the consultants at the Supply Section for the duration of this contract.

The assignment is Phnom Penh based. The in-country travel outside duty station is estimated of 84 days, UNICEF will provide transportation. The DSA allowance will be paid to the consultant base on actual travel days each month.

7. Qualifications or Specialized Knowledge/Experience Required

- Completion of secondary education or equivalent, in relevant field such as Supply Chain management, logistics, and/or supplemented by courses in purchasing methods and/or accounting.
- At least seven years work experience, such as national or international in supply, logistics, purchasing, contracting and/or related fields. Work experience in developing countries desirable.
- High level knowledge of supply and logistic procedures
- Technical knowledge of health sector products desired.
- Good negotiating skills.
- Ability to work with minimum of supervision.
- Ability to extract and format data and to solve operational problems.
- Ability to organize work, set priorities and meet deadlines.
- Ability to handle work quickly and accurately under time constraints
- Ability to work in a team
- Basic knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics and risk management of supply chain operations.
- Knowledge of and experience with Enterprise Resource Planning (ERP) systems and procedures (e.g., SAP) is an asset.
- Strong communications and interpersonal skills, ability to ensure effective working relations with others, including the ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the work place. Client focused, and sensitive to others needs and expectations.
- Good judgment and decisiveness. Practical and solution oriented.
- Excellent written and verbal communication skills
- Ability to engage in substantive technical discussion with all stakeholders
- Fluency in English and Khmer

8. Contract supervisor

The consultant will work under the direct supervision of the Supply and Procurement officer. In addition to day-to-day interactions, supervisor will agree with the consultant on the proposed workplan and on regular meetings throughout the consultancy period. UNICEF Cambodia Supply Officer, who will be responsible for final review of the deliverables and certification of payments to the Consultant. The consultant will also be expected to closely liaise and update the UNICEF Supply Officer the deliverables related to the key task assignments. The Supply Officer will provide strategic direction and orientation to the consultant, as required, in addition to technical guidance from the Deputy Representative, Operations.

9. Penalties for underperformance

All payments are subject to satisfactory completion of tasks as agreed in monthly work plan. The contract supervisor shall certify and evaluate the work done.

Performance indicators: Consultants' performance will be evaluated against the following criteria: meeting TOR requirements, timeliness, quality of due deliverables, work relations, initiative/drive for results, communication, dependability/reliability in carrying the assignments.

10. Termination of contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

11. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability and availability
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Example/s of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available)
4. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.

12. Assessment Criteria

A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

NOTE:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification: **max. 70 points**

- Education (**15 points**)
- Relevant working experience (**40 points**)
- Knowledge and Skills (**15 points**)

b) Financial Proposal: **max. 30 points**

- The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum **50** points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.