**United Nations Children’s Fund (UNICEF) - Viet Nam**

**Terms of Reference**

**Individual Consultancy**

**National Consultant, based in Hanoi, support planning and deployment of COVID-19 vaccination in Viet Nam**

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| **Title** | Support deployment of COVID-19 vaccination in Viet Nam |
| **Purpose** | UNICEF Viet Nam is seeking an individual consultant to support the planning and deployment of COVID-19 vaccination in Viet Nam in 2021-2022 |
| **Location** | Based in Ha Noi |
| **Duration** | 11.5 months (with possible extension) |
| **Start Date** | 22 March 2021- 31 Feb 2022 |
| **Reporting to** | Maternal and Child Health Specialist, CSD Programme, UNICEF |
| **WBS/PBA**  **Funding Expiry Date** | *To be confirmed (DFAT)*  *To be confirmed* |
| **Project and activity codes** | To be confirmed |
| **General Ledger number** |  |

**Background**

In the beginning of the COVID-19 pandemic, Viet Nam faced high risk of transmission as the country is in close geographical proximity of and had robust trade activities with China. In an effort to contain the outbreak, the Government has imposed strict regulations including travel restrictions, school closures and shut down of non-essential service facilities. These measures were effectively implemented and helped the country put the first wave of COVID-19 under control. However, despite this initial success, the country recorded its first COVID-related deaths in July 2020 when faced with the second wave. As of 8th Feb 2021, Vietnam recorded 2,050 infection cases (in which 923 cases were imported from outside Vietnam, 1,127 cases of local infection), 35 deaths from patients with serious underlying conditions, including Da Nang (31 cases), Quang Nam (03) and Quang Tri (01). New cases are inevitable due to country reopening as well as the problem of illegal border crossings.

The pandemic, together with its control measures, have major multidimensional impacts on the lives of all populations in Viet Nam, especially children, women and other vulnerable groups. Among the most serious is the disruption to essential healthcare (including reduced health seeking behavior), nutrition services and education; parents and caregivers struggle with alternative childcare arrangements, with some children left alone at home, others drawn into child labour; loss of income and social distancing is leading to economic and psychological stress, which among others, results in increased levels of domestic violence, gender based violence affecting women and children. Women are also particularly vulnerable given their presence in the informal sector and recognizing the double burden they shoulder to earn money to keep food on the table, as well as their role in caring for children and the elderly family members. Therefore, it is critical that Viet Nam remains vigilant and prepared to minimize any potential damage**.**

**Rationale**

Introducing a new vaccine especially for COVID-19 is a highly complex process with many important steps involved, including national regulatory pathways; human resources and training; logistics and cold chain; service delivery to establish priority target populations; data collection and monitoring to ensure coverage is adequate and safe; and social mobilisation and community engagement, so people are aware of what is going on and have confidence in COVID-19 vaccines. Having considered above-mentioned unique challenges of COVID-19 vaccine introduction, WHO and UNICEF introduced the Vaccine Introduction Readiness Assessment Tool (VIRAT) to support countries in developing a roadmap to prepare for vaccine introduction, assess and monitor the readiness progress, and identify gaps to inform areas for potential support from partners.

As a trusted, long-term partner of the Government in Viet Nam, UNICEF is committed to providing support for MOH to plan and implement the NDVP, specifically focusing on strengthening the cold chain system and communication.

**Purposes**

* The overall purpose of this consultancy is to contribute to the successful introduction, planning and deployment of the COVID-19 vaccines through the COVAX Facility, reaching up to 20 per cent of the population in Viet Nam by the end of 2021.

**The specific purposes**

* To support timely procurement and supply and use of vaccines supported by COVAX; ensuring timely monitoring and reporting of the process and results.
* To successfully develop and implement the deployment plans for cold chain system strengthening;
* To support the planning and implementation of COVID-19 outreach sessions in the hard to reach areas.

The consultant will work closely with relevant Departments of Ministry of Health such as the General Dept of Preventive Medicine (GDPM), the National Expanded Programme on Immunization (EPI), the Drug Administration, the National Institute for Control of Vaccines and Biologicals, the provincial Center for Disease Control (CDC), WHO, and UNICEF Supply Division (SD) and Operations (OPS) and Communication Sections of UNICEF Viet Nam.

**Location**

The working location for the consultant is based in UNICEF’s Ha Noi Office, UN House with travel to provinces.

**Objectives/tasks**

Support MOH, GDPM and national EPI to develop and approve project documents on COVID-19 vaccination including cold chain system strengthening as required;

1. Support GDPM and National EPI to develop vaccine forecast and distribution plan, importation of vaccines including customs clearance, monitoring the use of vaccines by MOH and national EPI;
2. Review the results of the previous cold chain assessments such the Effective Vaccine Management Assessment (EVMA), the Cold Chain Sizing Tool (CCE Tool), the National Annual Cold Chain Inventory and identify and finalize the actual cold chain gaps at all level;
3. Conduct series of consultations with the MOH, GDPM, national EPI, provincial CDCs, WHO, GAVI, UNICEF SD, and other relevant stakeholders on planning, development, approval and implementation of the cold chain deployment plans;
4. Support the MOH and national EPI to prepare an application form for COVAX cold chain equipment (CCE) supply and to submit it to COVAX Facility/GAVI by deadline;
5. Support MOH and National EPI to develop cold chain deployment plans supported by UNICEF and COVAX Facility/GAVI;
6. Cooperate with UNICEF SD on development of TOR and selection of contractors for bundled services of CCE, develop the country Costed Operational Plan (COP) and obtain endorsement of MOH and National EPI on the COP;
7. Support the implementation of the CCE deployment plans including custom clearance, regular monitoring before, during and after completion of CCE deployment;
8. Support training needs assessments, development of materials and capacity building in cold chain management and logistics for EPI staff and healthcare workers;
9. Convene debrief sessions as required to present the cold chain deployment plans with PowerPoint presentation for the MOH, national EPI, provincial CDC and other relevant stakeholders;
10. Support the planning and implementation of COVID-19 vaccination outreach sessions in the hard to reach areas;
11. Develop a monitoring system and progress reports on implementation of UNICEF’s support and donor reports as required;
12. Other technical assistance and tasks that might to be required by UNICEF and MOH and national EPI.

**Methodology and Expected deliverables and timeline**

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| **Tasks** | **End Product/deliverables** | **Duration/**  **Deadline** |
| 1. Support development and approval of relevant project documents required for COVID-19 vaccination and cold chain deployment. | * The required project documents are approved by MoH | * 29 April 2021 |
| 1. Support MOH and national EPI to receive vaccine upon arrival and monitor the use of vaccines in Viet Nam | * Customs clearance of COVID-19 vaccines is obtained by national EPI within 24 hours upon arrival at the ports of entries * Quarterly forecast and updated reports on use of COVD-19 vaccines in Viet Nam | * Based on vaccine delivery plans * Quarterly |
| 1. Review the results of the previous cold chain assessments (desk review and info from key stakeholders) and identify and finalize the actual cold chain gaps at all level | * Final list of cold chain equipment and necessary device is finalized and endorsed by MOH and national EPI | * 9 April |
| 1. Support the MOH and national EPI to prepare an application form for COVAX cold chain equipment (CCE) supply and to submit it to COVAX Facility | * Application form for COVAX cold chain equipment financed by Gavi is submitted by MOH | * 19 May |
| 1. Conduct consultations on planning, development, approval and implementation of the cold chain deployment plans | * Consultation meetings are organized and well attended by relevant stakeholders and short meeting notes are written | * Monthly basis |
| 1. Support MOH and National EPI to develop and obtain MOH’s approval on cold chain deployment plans supported by UNICEF and COVAX Facility/Gavi | * Cold chain deployment plans are finalized and approved by MOH (**most preferably combination of support by Gavi and UNICEF**) | * 31 May |
| 1. Support UNICEF SD on development of a Costed Operational Plan (COP) for CCE and obtain endorsement of MOH and National EPI | * Timely technical input is provided to UNICEF SD for development of COP * COP is developed by UNICEF and endorsed by MOH and National EPI | * 30 July (to be discussed with and confirmed by UNICEF SD) |
| 1. Support the implementation of the CCE deployment plan including custom clearance, regular monitoring before, during and after completion of CCE deployment | * Conduct at least one monitoring visit per month on deployment of CCE plans and vaccination * Successful installation and hand-over of CCEs | * Monthly basis * Completion before 31 Nov 2021 |
| 1. Support training needs assessments, development of materials and capacity building in cold chain management and logistics for EPI | * Training need is identified * Training materials are developed * EPI officials in charge of cold chain and logistics are trained | * 31 Dec 2021 |
| 1. Support the planning and implementation and monitoring of COVID-19 vaccination outreach sessions in the hard to reach areas | * Outreach plan is developed and monitored * Outreach sessions are monitored | * Monthly basis |
| 1. Develop progress reports on implementation of UNICEF’s support and donor reports as required | * Monthly implementation reports are made * Donor reports are developed per deadlines | * Monthly basis |
| 1. Other technical assistance and tasks that might to be required by UNICEF and MOH and national EPI | * Completion of other technical assistance and tasks as required in a timely and effective manner | * Monthly basis |

**Management and Reporting**

The national consultant will work under the direct supervision of the MCH Specialist UNICEF and overall guidance of the Chief, CSD programme at UNICEF. The consultant will operate in close cooperation with UNICEF SD; OPS and Comms of UNICEF Viet Nam, delegated staff of MOH, GDPM, National EPI … as required.

**Performance indicators for evaluation**

Indicator for completion and satisfaction measurement will be based on UNICEF Viet Nam own evaluation and judgement, and not that of the Consultant. This means that deliverables will be deemed to be satisfactorily completed by the Supervisor of the Consultancy. The Supervisor is required to provide timely and written feedback to the Consultant in order to avoid miscommunication and hold regular meetings with the Consultant as needed.

**Payment mechanism**

Payment will be made on monthly basis with monthly evaluation made by the supervisor on the deliverable tasks.

**Assessment criteria**

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment: Technical Qualification (max. 100 points) weight 70 %

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| **Technical Evaluation (70%)** | 100 points |
| At least a master’s degree or equivalent in health, public health or related field. | 25 |
| At least 10 years progress technical professional work experience at government level and/or professional experience working in with national and/or international institutions and programmes and projects in health, communication disease prevention and control, and immunization. | 30 |
| Experience in coordination, planning and implementation of supply and logistics and equipment in health, immunization and or related programmes/projects | 20 |
| Experience in coordination, planning and implement of capacity building in health, public health and immunization including cold chain equipment and logistics | 10 |
| Experience in planning and implement of immunization campaigns/SIAs at different level including outreach sessions | 10 |
| Experience of working in the UN or other international development organizations is most preferable | 5 |
| **Financial evaluation (30%)** | **100 points** |

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

**Qualification/Specialised Knowledge and Experience**

1. Education:

* An advanced degree or equivalent in health, public health or related field.

1. Work Experience:

* At least 10 years progress professional work experience at government level and/or professional experience working in with national and/or international institutions and programmes and projects in health, communication disease prevention and control, and immunization,
* Experience in coordination, planning and implementation of supply and logistics and equipment in health, immunization and or related programmes/projects,
* Experience in coordination, planning and implement of capacity building in health, public health and immunization including cold chain equipment and logistics,
* Experience of working in the UN or other international development organizations is most preferable,
* Good written and communication skills;
* Good computer knowledge;
* Fluency in English is required.

1. Competencies:

* Excellent communication skills
* Excellent organizational skills
* Demonstrable analytical and research skills, review and synthesis of data and information and planning experience

1. Language Proficiency:

* Excellent oral and written English skills are required.

**Submission of applications**

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

1. Letter of interest and confirmation of availability;
2. Technical proposal which clearly explains the outline on how to deliver the tasks and deliverables (preferably less than 3 pages);
3. Performance evaluation reports or references of similar consultancy assignments (if available)
4. Financial proposal: All-inclusive lump-sum cost including consultancy fee, travel and accommodation cost for this assignment as per work assignment.
5. CV/P11 form *(*[*UN Personal History Form*](http://www.unicef.org/about/employ/files/P11.doc)*)*

**General Conditions:**

The following general conditions shall apply. The consultant shall:

* Workstation: UNICEF Viet Nam
* Applicable DSA
* Official travel within the country: to the selected hard to reach areas and provinces in Viet Nam
* Be paid on a monthly rate.
* Individual Contractors who are working in a full-time capacity (for a minimum of 1 full month) and with the same working schedule as staff at the duty station (generally office-based, working five weekdays per week and following the office hours) receive Paid Time Off (PTO) credit at the rate of one- and one-half days (1.5 days) for each full month of service.
* Have his/her flight costs paid at economy rate from and back to their normal city/country of residence prior to taking up the appointment.

**Policy both parties should be aware of:**

* Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends
* Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
* No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
* For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office **before Travel Authorization is issued.**
* No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
* Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
* Consultants will not have supervisory responsibilities or authority on UNICEF budget.
* Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
* The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.