

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
National Immunization Consultant-Supply Chain	WBS: 2460/A0/06/100/102/008 Grant: SC220798	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time *	Vientiane, Lao PDR

Purpose of Activity/Assignment:

With the rising cost of vaccines and the greater storage capacity now required at every level of the cold chain, countries must maintain lower stock levels, reduce wastage, accurately forecast vaccine requirements, and prevent equipment break-downs. This requires a consistently high standard of supply chain management, which can only be achieved if all the links in the supply chain comply with current standards for storage and distribution. Lao PDR in collaboration with UNICEF conducted the National EVM Assessment in October 2022 to assess the strength and weaknesses of the Immunization Supply chain against the global standards. It involved the assessment of 80 sampled vaccine stores across 11 provinces and 23 districts of the country. Lao PDR witnessed a cumulative EVM score of 78%, an increase of 9% from the last EVM assessment in 2014.

The National EVM assessment highlighted some key focus areas including vaccine and logistics distribution, vaccine and stock management, cold chain MIS, and supply chain monitoring, across different levels of immunization supply chain. The comprehensive and continuous improvement plans (cIP) for the next four years have been developed in collaboration with Government of Lao PDR and other stakeholders. UNICEF is leading the implementation of supply chain activities and is committed to support Ministry of Health in achieving the EVM cIP targets 2023-26.

This consultancy will provide technical assistance to UNICEF Lao PDR in improving Vaccine Management and Vaccine stock reporting at all levels. In addition, the consultant will support implementation of key EVM IP recommendations including gap analysis in vaccine management, CCE capacity planning, development/revision of SOPs, capacity building through eLearning modules etc. The specific requirements and expectations are indicated in the deliverables section. The consultancy requires good knowledge and understanding of EVM 2.0 requirements and sub-requirements.

Scope of Work:

Under the supervision of the Cold Chain Specialist, the consultant will provide technical assistance on following key areas/activities:

- Improving **vaccine visibility/LMIS** below district level through revision/updating of DHIS2 monthly reporting template, capacity building to improve data reporting at all levels for **efficient vaccine management** and reduced vaccine wastage, review meetings for low performing HCs and hands on coaching- supportive supervision.
- Technical Assistance for implementation of **EVM IP** recommendations and provide outputs/results on **identified targets** (indicated separately in next table/next page)
- Data cleaning and quality assessment of the **Inventory Gap Analysis (IGA)** data with monthly updates to UNICEF and EPI manager
- Revision of the monthly vaccine reporting template for health centers and **Capacity building of Health centers staff** to improve vaccine management including monthly reporting on DHIS2
- Solarization of NIP vaccine store** to meet additional energy requirements and demonstrate an energy efficient innovative model for cold chain
- Support preparedness and supply chain related activities during **MR Campaign**
- Capacity building of Health Workers and roll out of **eLearning modules**
- Updating the progress in the meeting of **National Logistics Working Group (NLWG)**
- Participation in monthly and all **coordination meetings** and supply chain related meetings
- Coordination with NIP and MCHC to plan the **field travel** linked to deliverables
- Working with UNICEF Immunization officer and cold chain assistant and guide/advise revision of cold chain and vaccine management training material for training of Immunization staff based at Provinces, district and at Health facility level.

The **duration of this consultancy is 23 months**. For planning purpose, the timelines have been indicated in below table. However, the actual timelines will be agreed with the successful applicant based on technical proposal. The deliverables will require extensive planning and travel to achieve the results. Therefore, Consultant will be allowed to travel seven days a month to achieve the deliverables throughout the consultancy period and therefore the lumpsum cost can be derived/estimated accordingly.

In addition, the consultant will provide analysis and support for implementation of following EVM IP targets:

- ✓ The national cold store (room containing cold rooms) is properly ventilated.
- ✓ The national store and all regional stores have functional fire alarms and smoke alarms.
- ✓ All vaccine stores and health centers have functional certified fire extinguishers.
- ✓ Dry goods in national, regional and district stores are not stored on the floor, but on shelves, pallets, or pallet racks.
- ✓ Dry goods in national, regional and district stores are not exposed to direct sunlight

- ✓ All vaccine cold rooms in regional stores have cooling unit duty sharing systems, manual or automatic.
- ✓ All vaccine cold/freezer rooms at the national store and all regional stores have voltage regulators/stabilizers.
- ✓ All vaccine refrigerators and freezers have voltage regulators.
- ✓ All regional and district stores have suitable standby generators
- ✓ All regional and district stores and health centers have sufficient coolant pack storage capacity.
- ✓ All regional vaccine stores have suitable mechanical handling equipment, where required.
- ✓ All regional stores have vaccine transportation vehicles with sufficient capacity to accommodate the expected maximum load of vaccines and dry goods.
- ✓ All vaccine transportation vehicles meet minimum Road Safety Requirements
- ✓ The refrigeration systems in all refrigerated vehicles meet minimum requirements
- ✓ All regional vaccine stores have insulated containers with sufficient capacity to accommodate the expected maximum load of vaccines.
- ✓ All vaccine refrigerators/freezers at the national and sub-national store have backup temperature monitoring devices.
- ✓ All health centers are equipped with vaccine request and receipt forms, and a vaccine stock record form (paper or electronic) that have all the required fields.
- ✓ Quality Management Systems: Central vaccine store equipped with proper setup, standard processes, and tools to practice recommended EVM guidelines

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” 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](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Health	Reasons why consultancy cannot be done by staff: <i>The consultancy requires a national expert in Immunization Supply Chain which is currently not available in Health section. The deliverables also demand extensive travel and focused time to implement EVM Improvement plans. This Technical Assistance is also part of Gavi TCA funding 2024-25 approved for UNICEF and has been agreed with Gavi to improve vaccine management in the country.</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension: Not applicable		
Supervisor: Dheeraj Bhatt, Cold Chain Specialist	Start Date: 1 st February 2024	End Date: 31 st December 2025 Period:23 months

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	
Deliverable 1: Vaccine management/ LMIS, Capacity building and MR Campaign	- Conduct desk review of existing vaccine management tools and monthly reporting templates/forms	Feb 2024	
	- Review the beta version of eLearning modules developed by UNICEF and make corrections if any		
	- Provide technical assistance for MR campaign preparedness and support development/updating of training material and operational guidelines		
Deliverable 2: Inventory Gap Analysis and Vaccine management/ LMIS	- Review IGA data and conduct data cleaning exercise in collaboration with NIP technicians and cold chain logistics consultant	Mar 2024	
	- Finalize data entry and update the progress in TWG meeting		
	- Revision of stock reporting templates and updating in DHIS - Submit training plan on vaccine management for Health center staff		
Deliverable 3: IPV2 introduction and Inventory Gap Analysis	- Provide technical assistance for introduction of IPV2. Participate in coordination meetings.	Apr 2024	
	- Support revision of IPV training material and development of operational guidelines		
	- Analyze CCE inventory data available on IGA platform and prepare plan for data entry of other commodities		
Deliverable 4: Capacity building and eLearning Vaccine management/ LMIS, MR Campaign	- Develop a rollout plan for eLearning modules and ensure tracking of progress of implementation	May 2024	
	- Develop SOPs for data entry and reporting of vaccine stocks		
Deliverable 5: eLearning and MR Campaign	- Support MR post campaign evaluation activities - Conduct orientation of HWs on eLearning toolkit	Jun 2024	
Deliverable 6: Vaccine management trainings	- Develop training material and support capacity building of health center staff on new reporting templates - Conduct training of HC staff from 20 priority districts on vaccine management	Jul 2024	
Deliverable 7: Vaccine management/ LMIS feedback	- Vaccine stocks data analysis and monthly feedback mechanism established - Monthly progress update on vaccine stocks and feedback shared with MCHC, NIP and provinces	Aug 2024	
Deliverable 8: Solarization of NIP store and vaccine management	- Support necessary preparedness at NIP Vaccine store to initiate solarization activity - Support site assessment and document the requirements to be ensured before installation of equipment and panels - Conduct training of HC staff from 20 priority districts on vaccine management	Sep 2024	
Deliverable 9: EVM Improvement plan (Target 1,2 and 3)	-Assessment/Situation analysis of presence and functionality of a) Ventilation systems, b) smoke and fire alarms and c) fire extinguishers at Central vaccine store and provincial vaccine stores -Determine the need and budget estimate for a) overhaul of existing ventilation systems b) replacement and procurement of fire and smoke alarms and, c) re-certification, replacement, and procurement of fire extinguishers. -Develop a proposed plan for periodic maintenance and testing of these systems including estimated annual budget for operations and maintenance. -Submit a draft plan of action to achieve these targets.	Oct 2024	
Deliverable 10: Annual Supply Chain Review	- Prepare progress update and PPTs for Annual Supply Chain Review meeting - Coordinate with MCH and finalize budget and necessary logistics arrangement -Draft meeting of minutes and final report of the workshop	Nov 2024	

Deliverable 11: EVM Improvement plan (Target 4,5)	<ul style="list-style-type: none"> -Analyze the requirement of dry storage space across all the vaccine storage points. -Classify all vaccine stores in different categories based on the level of investment required in the dry store - shelves/pallets/racks only, minor refurbishment/ expansion of existing dry store, and construction of new dry store. Estimate budget for the procurement of proposed equipment. -Develop a draft country guidance document for dry store management based on WHO/UNICEF or EVM guidelines for EPI. -Submit a draft plan of action to achieve this target. 	Dec 2024	
Deliverable 12: EVM Improvement plan: (Target 6 and 7)	<ul style="list-style-type: none"> -Assessment/ Situation analysis of installed cold rooms across the country and stratification by age, manufacturer, applicable warranty/AMC, and the functional automatic or manual cooling unit duty sharing mechanism. -Identify the reasons for faulty automatic duty sharing mechanism and history of repairs undertaken (if any). -Submit a draft plan of action to achieve this target following CAPA approach. 	Jan 2025	
	<ul style="list-style-type: none"> -Assessment/ Situation analysis of installed voltage regulators for vaccine cold room/freezer rooms at Central vaccine store and all the cold chain hubs. -Determine the need and estimated budget for repair and procurement of voltage regulators. -Submit a draft plan of action to achieve this target. 		
Deliverable 13: EVM Improvement plan: (Target 8 and 9)	Analyze the situation and need of voltage stabilizers (by type) for refrigerators/freezers across all vaccine stores. Quantify the requirement of voltage stabilizers for procurement along with estimated budget.	Feb 2025	
	Analyze the situation and need of generator sets at provincial and district vaccine stores. Classify the vaccine stores based on their requirement for new generators or for repair of existing generator sets. Estimate the budget for annual operations and maintenance of generators at central, provincial and district level. Develop SOPs for repair and maintenance of generators. Submit plan of action to achieve this target.		
Deliverable 14: EVM Improvement plan: (Target 10 and 11)	Analyze the situation and need for additional coolant pack storage capacity at all provincial and district vaccine stores. Propose suitable/appropriate supply cycle of vaccines in line to country's EPI guidelines and SOPs. Identify the need for procurement of freezers along with budget estimates.	Mar 2025	
	Assessment/ Situation analysis of suitable mechanical handling equipment at central vaccine store and all the cold chain hubs. Determine the need for procurement along with budget estimates.		
Deliverable 15: EVM Improvement plan: (Target 12,13, 14)	Assess the need for a vaccine transportation vehicle at all levels. Determine the capacity gaps related to transportation of vaccines and dry goods at all levels Develop SOPs for use of vaccine transportation vehicles, branding guidelines, road safety requirements, scheduled maintenance, and contingency planning. Submit a draft plan of action to optimize the current fleet of vehicles and estimate annual budget requirements for operation and maintenance of the vaccine transportation vehicles.	Apr 2025	
Deliverable 16: EVM Improvement plan: (Target 15)	Analyze the situation and need for insulated containers (cold box and vaccine carriers) across the country based on vaccine distribution plan and target population on largest distribution route. Determine the capacity gaps, prepare the forecast for next five years Quantify the procurement of cold boxes and vaccine carriers.	May 2025	

Deliverable 17: EVM Improvement plan: (Target 16)	Analyze the need for temperature monitoring device at National and sub-national stores including a buffer stock for both storage CCE and transportation vehicles. Develop a plan to safely discard broken thermometers/30 DTR or other temperature monitoring devices. Develop SOPs and job aids on correct use of thermometers, 30 DTR or other used temperature monitoring devices.	Jun 2025	
Deliverable 18: EVM Improvement plan: (Target 19)	Review the current cold chain and vaccine management system/capacity/processes practiced at central vaccine store. Develop/revise SOPs in line to EVM guidance and provide recommendations to establish a quality management system at central vaccine store	Jul 2025	
Deliverable 19: Temperature Monitoring Study	- Prepare protocol for conducting the Temperature monitoring study - Estimate the procurement need for temperature monitoring devices to be used for the study	Aug 2025	
Deliverable 20: Temperature Monitoring Study	- Coordinate with MCH and finalize budget and necessary logistics arrangements - Conduct orientation of participants and deploy the temperature monitoring devices	Sep 2025	
Deliverable 21: Annual Supply Chain Review	- Prepare progress update and PPTs for Annual Supply Chain Review meeting - Coordinate with MCH and finalize budget and necessary logistics arrangement - Draft meeting of minutes and final report of the workshop	Oct 2025	
Deliverable 22: Temperature Monitoring Study	-Analyze temperature monitoring study data -Submit first draft of the temperature monitoring study report	Nov 2025	
Deliverable 23: Final progress report on implementation of EVM IP	-Submit a final report detailing out the progress of implementation of EVM Improvement plans	Dec 2025	

<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <ul style="list-style-type: none"> • Bachelor's degree in medicine or Public Health or any other related field • Advanced degree in Public Health will be an advantage 	<p>Knowledge/Expertise/Skills required*:</p> <ul style="list-style-type: none"> • 3 to 5 years of experience in Immunization, cold chain Effective Vaccine Management and related initiatives at National or Provincial level • Candidates having hands on experience of conducting/leading EVM trainings and assessment would be an advantage. • Familiarity with the Lao PDR health system context is required • Experience in providing technical assistance to the government staff and capacity building activities. • Ability to work in a multidisciplinary team and have the initiative to work independently to meet deadlines • Excellent analytical, report writing and communication skills.
<p>Evaluation Criteria (This will be used for the <u>Selection Report</u> (for clarification see <u>Guidance</u>))</p> <p>A) Technical Evaluation (maximum 100 Points), 75points</p> <p>Degree Education in (20 points)</p> <ul style="list-style-type: none"> ✓ Bachelor's degree in medicine or Public Health or any other related field. Advanced university degree in Health sector will be an advantage <p>Knowledge of (20 points)</p> <ul style="list-style-type: none"> ✓ Effective Vaccine Management and other global immunization initiatives ✓ Cold chain inventory management and SOPs ✓ Knowledge of vaccine stock management tools and systems ✓ Capacity building through Mid-level manager modules and eLearning tools ✓ Supplementary Immunization activities like PIRI and campaigns ✓ New Vaccine introductions <p>Experience in (40 points)</p> <ul style="list-style-type: none"> ✓ Conducting EVM assessments and development of improvement plans ✓ Managing Immunization supply chain systems and tools ✓ Trainings on cold chain and vaccine management, eLearning tools etc ✓ Handling Routine immunization activities related to supply chain, SIAs, new vaccine introduction, vaccine distribution, stock management etc. <p>Quality of past work (20 points)</p> <ul style="list-style-type: none"> ✓ Assessment of previous work including written and analytical skills ✓ Reference checks <p>B) Financial Proposal (100 points), 25 points</p> <p>The maximum number of points shall be allotted to the lowest Financial Proposal that is opened /evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.</p> <p>The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview, if required.</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: No</p> <p>Internet access required: No</p> <p>Consultant will be deployed at NIP (Government office)</p>

Submission of applications:

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum including medical insurance with medivac, travel and accommodation cost for this assignment as per work assignment

¹ 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

Text to be added to all TORs:

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.