



Terms of Reference

Assignment Title	Individual Consultancy for the Duty-of Care COVID-19 Response and Vaccine Deployment Coordinator for UN in Malawi - IC/MWI/035-2021
Project	COVID-19 Response Project
Type of Contract	Individual Contract - International
Contract Period	65 working days or three months
Start date	16 September 2021
Supervisor	United Nations Resident Coordinator
Location	Lilongwe
Country	Malawi

Background

The worldwide pandemic of COVID-19 has been raging around the world since the end of 2019. Malawi is currently experiencing a third wave of COVID-19 and limited medical facilities and essential infrastructure throughout the country, as well as a low vaccination rate, mean that additional support is required to ensure that UN staff and their dependents have access to adequate prevention response and treatment.

A care management strategy for UN staff and their dependents was developed and plans put into action. The UN Duty-of Care group evaluated ICU and isolation facilities in Malawi. Based on the outcome that facilities in the country are marginal, the United Nations Country Team (UNCT, 19 Organisations) decided to create a COVID-19 treatment Centre for the United Nations Family and partnering INGO, targeting a population of around 3000 – 4000 people. The project was fully funded by the resident UN Agencies. The centre was ready to receive patients from mid-August 2020 and has been fully operational since 22nd September 2020.

Since May 2020, a Medical Evacuation Framework for COVID-19 cases amongst the UN staff and eligible dependents has been in place, resulting in the nomination of a COVID-19 coordinator for each of the concerned countries. Since September 2020, national and international staff of INGOs are also eligible.

Vaccinations against SARS-CoV-2 have been available in Malawi since 3 March 2021; the UN COVID-19 Treatment Centre served as vaccination centre for UN family, staff from affiliated INGOs and members of the Diplomatic Corps.



The COVID-19 Coordinator and Vaccine Deployment Coordinator function shall continue serving the UN in Malawi, with enhanced focus on the strengthening and upgrading of medical facilities available to the UN family on country level. A strategy for post-2021: The UN Malawi preparedness coping with the 'new normal' will also be developed with the support of the Coordinator.

References:

<https://www.un.org/en/coronavirus/covid-19-coordinators>

<https://www.un.org/en/coronavirus/vaccination>

Key objectives

To ensure that the UN fulfils its duty of care to staff in the context of the COVID-19 pandemic by

- ensuring effective coordination and delivery of medical care, including medical evacuation;
- leading the deployment of vaccines to UN staff and their dependents;
- managing the COVID-19 UN Treatment Centre; and
- facilitating the process to develop the post-2021 strategy.

Scope of work

Serve as COVID-19 Coordinator for COVID-19 response for the UN family, including MEDEVAC; coordinate all vaccination activities for the UN family and affiliated international organisations and diplomatic Corps; co-ordinate activities of the UN Medical Committee to enhance COVID-19 preparedness for the UN family for after 2021.

Expected Outputs and Deliverables

COVID-19 Coordinator Duty of Care & MEDEVAC

1. Lead the medical evacuation (MEDEVAC) process of COVID-19 cases at the duty station. Serve as the focal point for all COVID-19 MEDEVAC logistics, coordination, technical aspects and administrative questions related to COVID-19 MEDEVACs on a 24/7 basis; as per ANNEX 1
2. Perform further duties including information and knowledge sharing with Agency Focal Points and ensure preparedness of participating UN Agencies.
3. Liaise with and serve as focal person for the INGOs that are included in the UN COVID-19 MEDEVAC Framework
4. Work in close co-operation with the UN doctor from Partners in Hope, the WFP primary Health Care Clinic and the UN COVID-19 Treatment Centre
5. Work with Division of Healthcare Management in New York and MEDEVAC CELL in Geneva
6. Organise and facilitate at least bi-weekly online meetings with Agency Focal Points (UN Malawi and INGOs)
7. Participate and report at relevant internal UN meetings.

Vaccination Coordinator

1. Lead the vaccination process for COVID-19
2. Work together with WHO to collect information about all vaccination related technical issues
3. Organise and facilitate information and knowledge sharing with Agency Focal Points
4. Work together with VACCINATION TASK FORCE team Geneva
5. Supervise COMMUNICATION FOCAL POINT for Vaccine deployment in Malawi



COVID-19 Treatment centre (TC)

1. Focal person for all TC related issues
2. Liaison between Daeyang Luke Hospital Management and UN Agencies in Malawi
3. Support the hospital with running of the treatment centre, based on the agreed terms and conditions.
4. Handle and evaluate TC budget and available funding
5. Facilitate participation from INGOs in Malawi to the treatment centre
6. Support stakeholders in liaising with Health Insurances

UN Medical Committee

1. To convene meetings under the guidance of the Committee Chair
2. Topics to be covered:
 - a) COVID-19 treatment options on country level
 - b) Evaluating the current COVID-19 situation and threat for the UN staff and families in Malawi
 - c) Evaluating the three existing structures already supported by the UN Agencies resident in Malawi and other options to achieve quality duty-of-care medical services for the wider UN family
 - d) Developing a strategy for post-2021

Cooperation and supervision

1. Report to the Resident Coordinator's Office
2. Cooperate with the UNCT and other relevant UN entities
3. Support the RCO in the supervision of the Duty of Care Centre Operation Expert

Progress will be monitored as per the schedule of each deliverable outlined below:

Milestones	Percentage	Tentative due date	Approver
Payment upon submission and approval of monthly report covering COVID-19 Duty-of-Care & Medevac activities	30%	last day of each month.	UNRC
Payment upon submission and approval of monthly report covering vaccination activities in line with the availability of vaccines in the country	20%	last day of each month	UNRC
Payment upon submission and approval of monthly report covering TC activities	30%	last day of each month	UNRC
Payment upon submission and approval of a report covering UN Medical committee	20%	15.12.2021	UNRC



activities and facilitation of the development of the post-2021 strategy			
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Time frame

The assignment will run from 16 September to 15 December 2021 for a period of three months or 65 working days. Duties are based on the evolving COVID-19 emergency requirements in the country. Alterations to the TOR may be required, depending on the evolving of the Pandemic.

Institutional Arrangement

Monthly report on activities carried out, by end of last week of each month, addressing:

- COVID-19 Duty-of-Care & Medevac activities
- Vaccination activities in line with the availability of vaccines in the country
- TC activities
- UN Medical committee activities and facilitation of the development of the post-2021 strategy

Duty Station

Lilongwe, Malawi. Short time Transnational Teleworking (TNT) permitted if a stand-in colleague is physically available during time of absence. Depending on the COVID-19 situation in country, possible local restrictions and/or UN BCP level, partial working from UNRCO office shall be possible.

It is expected that the consultant will have to visit the hospital location. This requires movement with own vehicle, given the contact restrictions in time of COVID-19. The consultant will not need to enter the isolation ward once infectious patients are admitted.

Availability

Immediate availability is required in order to provide this service in the emergency response.

6.0 Education and Experience Required

- At least a Master's degree in any one of the following fields: Medicine, Pharmaceutical Science, Communicable diseases, Public Health or similar;
- At least 5 years experience working in the health sector;
- At least 5 years of experience in drafting and implementing projects;
- At least 5 years of experience working with operational supply chains;
- At least 5 years of experience in working in emergency settings and willingness to work in a tense environment with changing priorities is an asset
- At least 5 years of experience in working in complex environments with multi-stakeholder teams is desirable.

Competencies

- Good knowledge of English
- Technical competency in one or more of Medicine, Pharmaceutical Science, Communicable diseases, Public Health or similar



- Experience in coordinating the response to public health emergencies including in relation to medical evacuations
- Good communication skills
- Good writing and editing skills
- Awareness and understanding of the importance of speaking out and advocacy in humanitarian background.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
Atleast Master's degree in any one of the following fields: Medicine, Pharmaceutical Science, Communicable diseases, Public Health or similar	10	
Experience		54%
▪ At least 5 years experience in working in the health sector.	14	
▪ At least 5 years of experience in drafting and implementing projects;	10	
▪ At least 5 years of experience working with operational supply chains;	10	
▪ At least 5 years of experience in working in emergency settings and willingness to work in a tense environment with changing priorities is an asset	10	



▪ At least 5 years of experience in working in complex environments with multi-stakeholder teams is desirable.	10	
Competencies		6%
<ul style="list-style-type: none"> • Good knowledge of English • Technical competency • Ability to coordinate the response to public health emergencies • Good communication skills • Good writing and editing skills • Awareness and understanding of the importance of speaking out and advocacy in humanitarian background. 	1 1 1 1 1 1	
Technical Criteria		70%
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Latest updated Curriculum vitae (CV) or Resume
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNDP Malawi Procurement page](#)**
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

One return ticket is envisaged for this assignment. In general, UNDP should not accept travel costs exceeding those of an economy return class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.



In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email etenderbox.mw@undp.org with the **Mandatory email subject: Individual Consultancy for the Duty of Care COVID-19 Response and Vaccine Deployment Coordinator for UN in Malawi - IC/MWI/035-2021 (bids will not be considered, if failed to adhere to this instruction)** address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **24th August 2021 (Malawi Time)**.

For any clarification regarding this assignment please write to Susan Mkandawire on procurement.mw@undp.org. Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by:

Signature:

Name: Sabina Lauber

Title: Head of RCO a.i.

UNRCO Malawi