UNDP

GENERAL INFORMATION

Title: Research Manager (National Consultant)
Project Name: Health Governance Initiative
Reports to: Health Governance Project Manager
Duty Station: Home-based
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 80 working days *within 5 months*

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
(4)	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	Completed P11 or CV with at least 3 (three) referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (coordination for program/activity planning, implementation and monitoring)

☐ intermittent

X full time/office based

The consultants will be based in Ministry of Health Office (Jakarta) and its high complexity of deliverables will require close coordination with PRs MoH – Immunization programme.

Provision of Support Services:

Office space:	**X** Yes	☐ **No**
Equipment (laptop etc):	☐Yes	**X No**
Secretarial Services	☐Yes	**X No**

If yes has been checked, indicate here who will be responsible for providing the support services:
Arry Lesmana Putra

Indonesia has a generally well performing immunization programme but there remain important discrepancies within and between regions and according to UNICEF there is a persisting immunization gap of 1.9M children under immunized[1]. Access to immunization and adequate coverage is a key element of the Universal Health Coverage which Indonesia is committed to attain by 2019. Central to the immunization programme is the vaccine supply chain. Assessments of the vaccine Supply Chain Management in Indonesia reveal (among other issues):

-   Poor visibility and unreliable stock monitoring (no real time stock monitoring) leading to poor planning, unequal distribution and delivery (e.g. demand-supply mismatch) and reactive management;
-   Suboptimal cold chain monitoring leading to wastage;
-   Substandard reporting, data flow and quality assurance on data;
-   Immunization workforce capacity (distribution, skills set, workload, etc)

These issues, in turn, cause delayed progress, limited impact (by constrained coverage and prolonged stock out), stalled new vaccine introduction and suboptimal immunization at population level.

Contextual factors negatively impacting the vaccine SCM in Indonesia (and immunization overall) include the decentralization of a complex health system, extreme geography imposing physical and logistical challenges for vaccine supplies and information flow and 'people factors. The later can be loosely described as including human resources landscape in the immunization programme (supply side) and a range of social determinants comprising varying degrees of community awareness and acceptance of immunization (based on level of education, belief systems, agency and socioeconomics). Although it is playing a critical role, vaccine Supply Chain has received comparatively little investment. Pressed to meet its commitment to Universal Health Coverage by 2019, Indonesia is in urgent need of innovation to improve vaccine supply chain management.

UNDP is scaling up the SMILE solution across 600 Community Health Centers in Indonesia in 2020 to improve vaccine cold chain logistics system, as part of the GAVI Post Transition Engagement grants for the Government of Indonesia. As part of initial coverage, SMILE has already been piloted in 58 cold chain points in two Cities in two Provinces, West Java and Banten. Moving forward, UNDP has now been asked by the Govt. of Indonesia to expand SMILE implementation to further include 600 cold chain points in 9 additional provinces. The final intent is to expand the SMILE implementation to all cold chain in Indonesia in a phase wise rollout during 2020-2024.

In short SMILE uses mobile and web-based applications to allow real time visibility of vaccine cold chain. It does so by digitizing stock supplies and storage temperature across the vaccine cold chain points. SMILE also helps track storage temperature of vaccines through SIM-enabled temperature loggers attached to the cold chain equipment. At the core of the project is a human resources development component supported by a defined supervision plan and a rigorous training regimen. The system provides an integrated solution to address widespread inequities in vaccine coverage by supporting state governments in overcoming constraints of infrastructure, monitoring and management information systems and human resources.

To ensure that SMILE will continue delivering high quality research and advocacy, SMILE Team is planning to hire a consultant to perform the role of SMILE Research Manager. The post holder is responsible for ensuring that the SMILE Project ensures high quality research, effective advocacy and the development of young people as research partners, and manage the successful

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[1] UNICEF

implementation of this strategy through mechanisms that uphold strong partnership and a positive and affirming working environment.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work
- Establish and maintain mechanisms to support the wellbeing of site research team, which translates as but is not limited to documenting issues related with ethics on researching and working with health sector.
- Backstop issues related with field work which include advising on resolving issues around partnership with intervention team (e.g Puskesmas, etc)
- During field work, assist researchers in establishing communication channels and partnerships with key stakeholders at subnational and central level (e.g MoH, Committee PCPEN, Health Offices, vaccine manufacturer, etc)
- Backstop issues related with field work which include advising on resolving issues around partnership with intervention team (e.g MoH, Committee PCPEN, Health Offices, vaccine manufacturer, etc)
- Lead the research development plan for the project, including designing the research methods to dissemination plan.
- Collaborate with project team to design and conduct internal evaluation, and survey, be part of its implementation which include facilitating participatory evaluation with key stakeholders, analysis process and completion of the project.
- Work with researchers and counterparts of SMILE projects, especially with Ministry of Health, and the lead of the Committee of PCPEN to translate research findings into advocacy tools e.g. position papers and policy briefs.
- Advise the Project team based on the research results for enhancing the project effectiveness as well as provide technical advice and support.
- Work with UNDP country office's communication team to develop and strategize stakeholder engagement on the issues, research and its findings, and meaningful youth participation in research.
- Establish and facilitate dialogue between research partners and central level stakeholders, including MoH, to understand research, its findings, and potential adoption in public policies.

Expected deliverables/outputs:

Expected deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Creating research development plan and technical approach methods	20 working days	December 31, 2020	Project Manager for HGI
2. Report on the Field Activities with the key stakeholders within National and Regional Scale	20 working days	January 31, 2021	Project Manager for HGI
3. Report in two research results (cost effectiveness on vaccine intervention and digitalization on supply-chain for immunization program) within national or sub-national scale	20 working days	February 28, 2021	Project Manager for HGI
4. Report on the use of research and its findings, and potential adoption in public policies and project improvement	20 working days	March 31, 2021	Project Manager for HGI

III.	**WORKING ARRANGEMENTS**

Reporting
The Consultant shall report to the SMILE National Coordinator and Health Governance Project Manager, for any queries and assistance on deliverable based.

Duration of Assignment
The duration of the assignment is 80 working days within 5 months, renewable subject to availability of funds and daily performance.

Payment
The consultant will be paid on a daily rate (based on the number of days worked) and on the approved report and Certificate of Payment.

Travel
In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed by UNDP upon submission of evidence

The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the expert.
Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

No	Destination	Frequency	Duration/days
1	N/A	-	-

IV.	**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

1) Academic Qualifications:
   Bachelor Degree within public health, economics, computer science and statistics, Master Degree with similar working experience is an advantage

2) Experience:
   - Minimum 10 years of proven experience with or academic exposure to statistics, data mining, pattern recognition, with good understanding of modelling and other quantitative research method.
   - Proven experience in quantitative research with experience of projection modelling is a strong asset, and qualitative and participatory research as additional asset.
   - Experience in working with national and subnational, development agencies, and or international agencies in health, economics, and research;
   - Experience in preparing monitoring reports on research design, progress and results.

3) Language:
   Strong written and spoken in English.

4) Other requirements:
- Excellent project management skills and experience of managing advocacy and/or research projects.
- Good understanding and supportive of health sector programs and innovation that contribute to cost effectiveness and other health outcomes.
- Proven experience of advocacy with existing relevant networks a strong asset.
- Excellent interpersonal, communication and diplomatic skills.
- Proven leadership and strategic thinking skills.
- Experience working with global and national researchers, and academics.

I. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis
When using this weighted scoring method, the award of the contract should 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 weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical		100
Criteria A: qualification requirements as per TOR:	70	70
1. Bachelor Degree within public health, economics, computer science and statistics, Master Degree with similar working experience is an advantage		20
2. Minimum 10 years of proven experience with or academic exposure to statistics, data mining, pattern recognition, with good understanding of modelling and other quantitative research method.		20
3. Proven experience in quantitative research with experience of projection modelling is a strong asset, and qualitative and participatory research as additional asset		10
4. Experience in working with national and subnational, development agencies, and or international agencies in health, economics, and research;		10
5. Experience in preparing monitoring reports on research design, progress and results		10
Criteria B: Brief Description of Approach to Assignment	30	30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10
		10

2.	Important aspects of the task addressed clearly and in sufficient detail		
3.	Logical, realistic planning for efficient project implementation		10