



## Terms of Reference (ToR)

<b>Reference #</b>	PN/FJI/108/21
<b>Consultancy Title</b>	<b>Malaria Advocacy, Communication and Social Mobilization Strategy Development Consultant</b>
<b>Project Name:</b>	A malaria free Vanuatu, contributing to the good health and well-being of the population
<b>Location</b>	Port-Vila, Vanuatu
<b>Application deadline</b>	16th December 2021
<b>Type of Contract</b>	Individual Contractor (IC)
<b>Post Level</b>	National Consultant – Vanuatu
<b>Languages required:</b>	English and Bislama
<b>Duration of Initial Contract:</b>	2 months with 30 working days (Dates of assignment: 01 February to 31 March 2022)

### Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

UNDP is a lead agency in UNAIDS for addressing the dimensions of HIV and AIDS relating to human rights, gender and sexual diversity. In addition, UNDP contributes to public health and development partnerships through collaborations with the Global Fund to Fight AIDS, Tuberculosis and Malaria (the 'Global Fund'), Roll Back Malaria, Stop TB Partnerships, and special programmes on human reproduction and infectious diseases that disproportionately affect poor populations.

As part of its wider engagement with the United Nations, the Global Fund has partnered with UNDP since 2003 to ensure that grants are implemented, and services are delivered in countries facing complex challenges. The partnership focuses on three closely linked areas of work: implementation support, capacity development, and policy engagement. For implementation support UNDP serves as an interim Principal Recipient (PR) (currently in 25 countries) in a variety of settings including countries that face capacity constraints, complex emergencies, poor governance environments, political upheaval, or donor sanctions. It does so upon request by the Global Fund and/or the Country Coordinating Mechanism (CCM) and when no national entity is able to assume the role at the time. UNDP's role as PR is an interim arrangement until national entities can assume full responsibility for implementation and the capacity of national partners (Government and CSOs) is also strengthened to ensure long-term sustainability of health outcomes.

In December 2020, UNDP was once again nominated by the PIRMCCM for the role of PR for two grants in the Western Pacific region: 1) Malaria, covering Vanuatu only; and 2) Multi-Country TB/HIV Programme covering 11 Pacific Island Countries (PICS) namely Republic of Marshall Islands, Federal States of Micronesia, Kiribati, Vanuatu, Tuvalu, Samoa, Tonga, Cook Islands, Nauru, Niue, and Palau. The current funding cycle is for 1 January 2021 – 31 December 2023.

The Vanuatu malaria Project Goals are fully aligned to the National Strategic Plan for Malaria Elimination (NSPME) for 2021-2026, which is to

1. Prevent re-establishment of transmission in all provinces where transmission has been interrupted
2. Achieve zero indigenous malaria cases in all provinces of Vanuatu by the end of 2023
3. Receive World Health Organization (WHO) certification of malaria-free status in 2026

The projects contribution to this malaria elimination approach is through the provision of long-lasting insecticide treated bed nets (LLINs), enhancing malaria case management, and support to building a resilient and sustainable health system with focus on health information management and human resource capacity. In addition, the project aims to build the capacity of the Ministry of Health for a sustainable response and strengthen monitoring and evaluation systems. It is funded by the Global Fund and implemented by UNDP in collaboration with the Vanuatu Ministry of Health Malaria and Other Vector Borne Diseases Control Program (NVBDCP). The World Health Organization also provides technical assistance with support for other activities through partners such as the Australian Government, Rotarians Against Malaria and the Vanuatu Red Cross Society.

Under the overall supervision of the Programme Manager, the **National Consultant** will liaise with the Ministry of Health and partners to develop a new **Vanuatu Malaria Advocacy, Communication and Social Mobilization Strategy (2022-2026) (MACSMS)**, to enhance reach, effectiveness and sustainability of malaria vector control, diagnosis, treatment, surveillance and response activities to enable malaria elimination and certification, as set out in the NSPME.

### Consultancy description and rationale

In Vanuatu, malaria has historically been one of the leading causes of ill health. However, significant progress has been made over the last few decades, with annual parasite incidence (API) dropping from an estimated 198 per 1,000 people in 1990, to 74 per 1,000 in 2003 and to just 1.7 per 1,000 in 2020. The province of Tafea succeeded in achieving malaria-free status in 2017. According to the NSPME, the Vanuatu Ministry of Health aims to eliminate local malaria transmission from the country by the end of 2023 with WHO certification of malaria-free status in 2026.

As laid out in the NSPME, the NVBDCP seeks to achieve its malaria and elimination targets by working in close partnership with provincial health services to ensure very high levels of prevention – primarily with LLINs – and universal access to quality-assured diagnosis and treatment being achieved and maintained. The NSPME seeks to mobilize local communities and their representative bodies to adopt healthy behaviours and retain a high level of awareness of the importance of malaria elimination to Vanuatu. Central to this is an effective and practical MACSMS.

With the existing five-year MACSMS expiring at the end of 2020, there is a need for development of a new strategy that builds on lessons and knowledge from the previous iteration and that is tightly aligned with priorities of the new NSPME 2021-2026.

The MACSMS is intended as a reference and guidance tool for national and provincial Malaria Officers tasked with implementation of the NSPME. It will provide guidance for development and implementation of advocacy, communication and social mobilisation activities, aimed at decision-makers, development partners, health care workers, beneficiaries and the broader population of Vanuatu. The MACSMS should take into consideration traditional and contemporary modalities for activities, from village-level meetings to mass media dissemination of key messages through social media. Crucially, the plan will be practical in nature and include prioritized and costed activities in the form of a work plan.

To develop the strategy, the **National Consultant** will work closely to support and coordinate all aspects of the planning and development with national counterparts such as the Vanuatu Ministry of Health, and its Malaria & Other Vector Borne Disease Control Program and Health Promotions team, WHO, as well as the UNDP Programme Management Team based in Suva, Vanuatu and Communications Analyst based in Thailand and other relevant stakeholders.

### Objectives of the assignment

The main objective of this assignment is to coordinate and develop a coherent MACSMS covering the period 2022-2026

in line with the National Strategic Plan for Malaria Elimination (2021-2026).

The specific objectives are:

1. Coordinate all aspects of the planning and development of the MACSMS.
2. Ensure meaningful consultation and coordination (with Civil Society/communities, Technical Partners and national coordinating structures), documentation, good governance and inclusive decision-making in the development and submission of the MACSMS.
3. Contribute to designing a fully costed work plan with measurable results.

### Scope of work

The National Consultant will undertake the following duties and responsibilities:

- Conduct a desk review of existing MACSMS (2015-2020) and progress against its work plan.
- Identify areas of the existing 2015-2020 strategy requiring revision and alignment with the new NSPME and other relevant key guidance (such as from WHO).
- Determine the scope and components of the MACSMS, ensuring that this is appropriate to the key audience and actionable in relation to expected resources.
- Maintain close and constant communication with NVBDCP, UNDP, WHO and other Vanuatu Malaria team members throughout the MACMS development process. This coordination includes involvement of stakeholders from initial communications and development of first drafts to review and approval of final versions.
- Share relevant document and guidance materials with all stakeholders.
- Organize, conduct and document comprehensive consultations with key stakeholders, including UNDP Programme Management Team based in Suva, Vanuatu and Communications Analyst based in Bangkok, Thailand, Ministry of Health, NVBDCP and Health Promotions teams and Provincial Malaria Supervisors, Civil Society constituencies, WHO, other technical and development Partners, and National and Provincial Coordinating Structures/Bodies.
- Ensure the results/feedback and recommendations of consultations are considered in the MACMS development process.
- Produce drafts of the MACSMS.
- Finalise the MACSMS based on feedback and inputs.
- Ensure the MACMS is endorsed by Ministry of Health using the appropriate materials/methods.

### Expected deliverables and timeline

Deliverable	Reporting period and key milestones	Due date	Percentage	Reporting
Deliverable 1	Payment upon submission and acceptances of : Inception work plan which outlines the proposed activities of stakeholder meetings, workshops, contact list of key actors and days to complete the assignment.	04-Feb-2022	10.00%	Workplan accepted by MOH & UNDP
Deliverable 2	Payment upon submission and acceptances of : Draft strategy which reflects the successful completion of the stakeholder meetings/ workshop which is reflected in the draft strategy, in line with the objectives of NSPME and other relevant key guidance.	04-Mar-2022	60.00%	Draft strategy submitted to MOH
Deliverable 3	Payment upon submission and acceptances of : Timely endorsement and complete submission of the draft costed work plan for implementing the MACSMS	11-Mar-2022	10.00%	Draft workplan submitted to MOH

Deliverable 4	Payment upon submission and acceptances of : Timely endorsement and complete submission of the final strategy and costed work plan for implementing the MACSMS	25-Mar-2022	20.00%	Final strategy accepted by MOH
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### Institutional Arrangement

- The Consultant will report to and work under the guidance of the UNDP Programme Manager.
- The Consultant will work closely with the national counterparts such as the Vanuatu Ministry of Health, and its Malaria & Other Vector Borne Disease Control Program and Health Promotions team, WHO, as well as the UNDP Programme Management Team based in Suva, Vanuatu and Communications Analyst based in Thailand and other relevant stakeholders
- The consultant is required to provide for his/her own computer.

### Duration of the assignment

- The **assignment duration is for 2 months and services will be required for 30 working days.**
- The **start date** is upon signing of contract and consultant's availability but no later than 1 **February 2022.**
- The **end date** of the contract is **31 March 2022.**

### Duty station

- The consultancy is primarily **based in Port Vila, Vanuatu.**
- Travel to outer islands may be anticipated based on country needs. Travel dates will be agreed based on the consultant's availability.

### Competencies

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Required skills and experience

#### Educational qualifications:

- Minimum Bachelor's degree in Social Science, Mass Communication, Journalism, International Relations, Human Rights, English, Development Studies, Economics and/or any other relevant subject.

#### Experience

- At least 2 years of experience in project-level or state/national-level project planning.
- Experience working in a multi-stakeholder governance environment.
- Familiarity with national Civil Society platforms
- Proven skills in conceptualizing and developing advocacy, communication and social mobilization strategies and designing action/work plans for implementation or assignments of similar nature
- Previous experience of working in the field of malaria prevention and control, preferably for malaria

- elimination.
- Previous experience of working in the Pacific, particularly in Vanuatu and knowledge of the context, is a strong asset.
- Excellent report writing and editing skills.
- Excellent communicator and facilitator.

#### **Language requirements**

- Excellent working knowledge of English and Bislama.
- Proficiency in computer application and information technology.

#### **Evaluation**

##### **Evaluation method and criteria**

Individual consultants will be evaluated based on the following methodology:

##### **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

*Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.*

##### **Technical criteria for evaluation (maximum 70 points)**

- Criteria 1: Minimum Bachelor's degree in Social Science, Mass Communication, Journalism, International Relations, Human Rights, English, Development Studies, Economics and/or any other relevant subject.  
– 10 points
- Criteria 2: At least 2 years of experience in project-level or state/national-level project planning. – 20 points
- Criteria 3: Proven skills in conceptualizing and developing advocacy, communication and social mobilization strategies and designing action/work plans for implementation or assignments of similar nature – 20 points
- Criteria 4: Previous experience of working in the field of malaria prevention and control – 10 points
- Criteria 5: Previous experience of working in Vanuatu and knowledge of the context is a strong asset– 10 points

Interviews maybe conducted for the technically qualified consultants as part of the validation process.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

##### **Price proposal**

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the herein specified duration.

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.

## Schedule of payments

Payment shall be provided upon satisfactory completion of the deliverables outlined in the Expected deliverables and timeline section and upon submission and acceptance.

- Upon completion of deliverable 1 – 10% (upon acceptance of deliverables)
- Upon completion of deliverable 2 – 60% (upon acceptance of deliverables)
- Upon completion of deliverable 3 – 10.00% (upon acceptance of deliverables)
- Upon completion of deliverable 4 – 20.00% (upon acceptance of deliverables)

Payment request submitted by the consultant must be certified by the UNDP Programme Manager and UNDP Programme Analyst, and accompanied by payment invoice.

- Payment is to be made within 30 days from receipt of the invoice/Certificate of Payment.

## Document submission

### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Current curriculum vitae**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Cover letter**, including a brief description of why the individual considers him/herself as the most suitable for the assignment and statement of how the consultant will deliver the services highlighting methodology and approach.
- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in United State Dollars (USD)  
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.

**Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.**

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

All required templates are available on the UNDP Procurement website: [www.pacific.undp.org](http://www.pacific.undp.org)

## Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

## Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Malaria Advocacy, Communication and Social Mobilization Strategy Development Consultant**) with reference (**PN/FJI/108/21**) and by 11.59pm, 16<sup>th</sup> December 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or

- [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)  
For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email:  
[imran.khan@undp.org](mailto:imran.khan@undp.org), cc [procurement.fj@undp.org](mailto:procurement.fj@undp.org)

**Women applicants are encouraged to apply**