

Minutes of the Pre-Proposal Conference

Date & Time: January 24, 2022 at 1530 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

“Establishment of Long-Term Agreement (LTA) for recruitment of manpower, payroll and associated services to UNDP in India”

RFP/009/IND-2022 - Event #IND10 - 0000011370

Mr. Arun Arumughan from Procurement Unit of UNDP welcomed the representatives of the participating agencies. The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies.

Mr. Sanjeev Mishra from Programme Team of UNDP provided an overview of the scope under RFP.

Thereafter, the participated bidders raised various queries and UNDP's team responded. UNDP clarified that only written responses through the minutes of the meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which is being provided in these minutes of the meeting. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP; and advised that – “financial proposal must be password encrypted, further do not disclose price on the technical proposal/ eTendering portal, otherwise proposal will get disqualified”.

Mr. Vijay Thapliyal from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

Clarifications were requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as *Annexure-1*. The list of participants attached as *Annexure-2*.

Please go through the weblink below for accessing the UNDP e-tendering user guide for bidders and video guide on how to register a bidder profile on e-tendering and video guide on how to submit a bid on e-tendering.

https://procurement-notices.undp.org/view_notice.cfm?notice_id=87076

<https://www.undp.org/procurement/business/resources-for-bidders>

Annexure-1

RFP Ref./Description: **RFP/009/IND-2022 (Event #IND - 0000011370)** – “*Establishment of Long-Term Agreement (LTA) for recruitment of manpower, payroll and associated services to UNDP in India*”.

Sl. No.	QUERY	RESPONSE
1.	Would request a better understanding on submission of profile for proposed HR Manager and deployment of the same prior to commencement of the project.	The details are mentioned in the RFP. The proposed manager must have core experience in HR. Refer Point-D of Section 5. Terms of Reference (RFP Page Nos. 30 to 32)
2.	A brief JD for front line staff would be highly appreciated.	Refer Annexure-3 of Minutes.
3.	Under the management of Assets there is a mandate to collect Rs.22,000 as a security deposit from the Fresh recruited Manpower, would require further understanding on the same.	It is a security deposit collected from the personnel for the laptop/mobile provided by UNDP. It will be reimbursed once the laptop/mobile is returned. The service provider is expected to manage the details.
4.	Security Deposit against UNDP Assets: There should be a capping of Rs 5,500 will be deducted per month for 4 consecutive months from the contractors salary. If the Contractor leaves within 1st month right after receiving the assets and is not contactable what is value the service provider needs to bear? What is the actual cost of the Laptop, Mobile, Sim combined as the total cost of the same is probably exceeding Rs.22,000.	The service provider will be expected to pay the cost based on a 10% depreciation from the date the product is purchased.
5.	The current salary brackets given under the manpower break up range from employees above and below 1,00,000, would request you to provide the current average CTC of the employees.	Maximum number of personnel salary were UPTO INR 1,00,000. CTC will depend on the proposed “Fixed Fee per Activity” by the service provider.
6.	Would request you to please clarify the provision for travel management software.	There is no specific software required for Travel Management. However, it is on the Service Provider how they maintain the travel-related expenses but it should be a robust system.

Sl. No.	QUERY	RESPONSE
7.	Please clarify whether the service provider is required to completely manage the travel of the associates, however as per the tender document only reimbursement part is required to be managed, request further clarity on the same.	The travel for the personnel will be approved by UNDP and all arrangements which includes air ticket, Train ticket, accommodation arrangements will be done by personnel and will be reimbursed to them as per actual on monthly basis.
8.	Under Form G Page no 49. "Section III. Payments to Participants and staff : Amount Range (in a month)" please clarify.	The Service Provider shall provide miscellaneous payments - (i) Per Diem, transportation, boarding & lodging cost etc. to training participants, and (ii) reimbursements to 'contracted personnel' towards prior approved travel to front-line staff on accounts of logger installation. UNDP will reimburse the payments monthly upon submitting the supporting documents (approvals from UNDP) of receipts of payments. Service providers submit a separate invoice every month with detail of all approved expenses.
9.	Arrangement of Payments to Participants and staff (if such requested by UNDP): What are the components that has to be processed outside attendance cycle or shall not be processed along with Monthly Salary.	
10.	Payroll Management: What are the Components outside CTC structure that has to be processed along with Monthly Salary.	It should be limited to travel expenses.
11.	For Attendance management of the associates UNDP Tool will be extended or the agency needs to deploy their own software.	We expect the service provider to have a software in place. Our market research suggests that most of the service providers working in this category i.e. Third Party HR have software in place. The software should be align with project hierarchy's approval.
12.	Clarity on the clauses related to indemnification, Acts and omissions of Associates, Governing law and Jurisdiction and Arbitration.	Refer "GENERAL TERMS AND CONDITIONS FOR CONTRACTS" (RFP Page Nos. 54 to 67).
13.	Clarity on the clause related to Liquidated Damages.	Liquidated damage is not applicable.
14.	Need the confirmation as who will bear the Cost bearing on other payments such as retrenchment, maternity benefits, notice pay etc.	These will be borne by UNDP on a case-to-case basis.

Sl. No.	QUERY	RESPONSE
15.	Dedicated HR Manager: Will the client speak/meet with the HR Manager to check the expertise (Since there are points on the same) or will it go by the CV that we will be sharing? Will he be sitting in Clients office or Service providers office/If he needs to travel to multiple locations within zone who will bear the cost, Will there be any verification from UNDP's end on work experience etc?	<p>Reference checks of the proposed HR Manager will be done by UNDP.</p> <p>They will be placed in the service provider office.</p> <p>The cost of the travel of the HR managers should be borne by the service provider. Ideally, we expect the HR manager to be present in the zone in cases where they are based outside the zone, any travel should be borne by the Service Provider.</p>
16.	Technical Evaluation Criteria: Availability of Database of Health sector profiles, appx. 200 nos. for ready reference-What kind of Profiles UNDP is referring to/What is the Job role of these associate's day to day basis. Example Required.	<p>Most of the profiles are pertaining to the health staff including Vaccine Logistic & Cold Chain Managers (VCCMs), State Project Officers, Project Officer (Operations), and Project Officer (IT).</p> <p>Other profiles would be related to Environment, Governance etc.</p>
17.	Section 2. Proposed Methodology, Approach and Implementation Plan: Required Examples of 2.1,2.2,2.3 & 2.4 to be able to understand what actually UNDP referring to.	Bidder is expected to provide their methodology, approach, and implementation plan related to the Activities required under RFP.
18.	<p>UNDP will enter into Long Term Agreement with a maximum of 2 (two) vendors that will be ranked according to the combined scores.</p> <p>What is the % of number of associates (Transfer for Existing contractors & New Recruitment) that will be given between 2 vendors?</p>	<p>Rank 1 will be the preferred service provider and Rank 2 as a backup.</p> <p>Call-off contract will be awarded to the preferred (Rank 1) supplier based on fixed prices for three years as per Financial Proposals received in this RFP process.</p> <p>Second LTA holder (backup) will be contacted only in case of Rank-1 LTA holder is not able to deliver services within agreed timelines.</p>
19.	<p>Annual cost of Payrolling: What are the cost factors that we shall consider while proposing the fixed fee per activity apart from operation cost, service fee.</p> <p>For example the HR Manager who will be deputed in client place shall we consider his annual cost while proposing the fixed fee. It</p>	<p>The Major cost will be towards payrolling and reimbursements. The HR manager will be required to manage day-to-day activities and coordination. Most of the staff are currently working and the transition will be required once a new service provider is on board.</p> <p>For Zone wise calculation, Refer Section 5. Terms of Reference (B. Estimated Volume And Duration).</p>

Sl. No.	QUERY	RESPONSE
	would be a great help if we have a list/prior idea what are the cost that we need to keep in mind for proposing the best rate. What will be per the zone wise calculation.	For zone-wise weightage – Refer to Section 6 (Form G: Financial Proposal Form).
20.	<p>Payments to Participants and Staff:</p> <p>What are the components that can be considered under this head which will be processed outside salary cycle? What would be the zone wise calculation of this?</p>	<p>For components, refer to Response against Q.8 & 9.</p> <p>For Zone wise calculation, Refer to Section 5. Terms of Reference (B. Estimated Volume And Duration); and zone wise weightage – Refer Section 6 (Form G: Financial Proposal Form).</p>
21.	Security Deposits against UNDP Assets: what should be the Zone wise calculation of this.	For Zone wise calculation, Refer to Section 5. Terms of Reference (B. Estimated Volume And Duration); and zone wise weightage – Refer Section 6 (Form G: Financial Proposal Form).
22.	Bid Security: Request you to allow submission of Bid Security in the form of a Demand Draft or an FDR in favour of United Nations Development Programme (UNDP).	No Change in the RFP requirement.
23.	<p>Performance Security: The amount of Performance security as 10% of the total value of contract is very high, we request it should be reduced. Even the Govt of India has a guideline for Performance security as 3% of contract value.</p> <p>We suggest a notional amount of performance security say 50 lacs may be asked.</p> <p>Also please clarify the amount of Performance security shall be evaluated on the value of LTA for initial tenure of 12 months.</p>	As of now there is no change in the RFP requirement, however, the point is under consideration and final decision on the same will be informed separately.
24.	<p>In BDS there is no mention of documents to be submitted as hard copy...</p> <p>Is it only Bid Security to submit in hard copy. Please confirm.</p>	<p>Everything must be submitted via e-tendering portal.</p> <p>Bid security is to be submitted in hard copy at Reception, UNDP, 55 Lodhi Estate, New Delhi – 110003, however a scanned copy is to be uploaded on the portal.</p>

Sl. No.	QUERY	RESPONSE
25.	<p>Availability of Database of Health sector profiles, appx. 200 nos. for ready reference:</p> <p>Please confirm an excel database of such profile mentioning name, location, Qualification and Exp. is acceptable. Also contact details of the above resources need not to provide as it is a confidential data of the Bidders.</p>	Yes, it should be acceptable.
26.	<p>Previous Relevant Experience</p> <p>It is mentioned to submit the previous similar assignment completed in last 5 years only. Whereas we need to submit the experience for 20 years as per the requirement of Tech Evaluation Criteria. Can we add an additional Project Data Sheet for the same.</p>	Yes, Bidder can add additional project data sheet.
27.	<p>Bidders are requested to fill Bid / No Bid confirmation Form (Refer – Section 6 : Form H) and return it prior to bid closing. In case you are not interested, please provide reasons for the same.</p> <p>Please clarify about submission of this Form H.</p> <p>By Email: bids.india@undp.org or Hard copy or with proposal or at e-tendering portal.</p>	Bidder is to submit the form to dedicated email (bids.india@undp.org) only prior to bid closing.
28.	<p>Previous Experience: The bidder should have handled a minimum two (2) similar contracts involving payrolling of 350 human resources during the last 5 years in the development sector.</p> <p>Please relax it to “The bidder should have handled a minimum one (1) similar contracts involving payrolling of 350 human resources during the last 5 years in the development sector”.</p>	No Change in the RFP requirement.

Sl. No.	QUERY	RESPONSE
29.	<p>Performance Security: 10% performance security will be very high. Under Government Payroll Contracts, the Performance Security is kept upto 3% of the Annual Value of the contract.</p> <p>In view of the above, we request that Performance Security be kept at less than 3% of contract amount OR as a risk mitigation measure, we suggest that the monthly payroll amount be processed through an Escrow Account, and Performance Security requirement be waived.</p>	Refer Response against Q.23.
30.	<p>Technical Evaluation Criteria Section 1; Point 1.2 General experience of working on payroll management in multiple states in India</p> <p>In alignment with UNDP's RFP published in 2019 for similar services across 5 Zones, we request relaxation and change to the definition of large scale as follows:</p> <p>"Payroll processed for 100+ staff preferably in more than two states in the last 5 years".</p> <p>We also request that demonstration of geographical dispersion and pan-India payrolling be delinked from the large contract's criterion.</p>	No Change in the RFP requirement.
31.	Please confirm that the number of headcounts to be payrolled each month, as the number mentioned in RFP & estimated business volume is having some mismatch.	The estimated number of Resources to be payrolled each month is 775.
32.	<p>Terms of Reference</p> <p>Part E: Other Conditions Particulars:</p> <p>The service provider will ensure that the required 'contracted personnel' proposed will be on board before commencement of the agreement.</p>	Once the contract is signed with the service provider, we will expect the selected service provider to start the transition to move the personnel on their contracts.

Sl. No.	QUERY	RESPONSE
	<p>Queries: Project Staff can be contractually engaged by the Service Provider only after and/or from the date the Service Provider has been contracted by UNDP. Please explain.</p>	
33.	<p>Section 5. Terms of Reference Part E: Other Conditions (Point ii. Recruitment; Particulars:</p> <p>The service provider will publish at least one print media advertisement in most prominent newspaper (after approval from UNDP) for hiring of staff.</p> <p>Queries:</p> <ol style="list-style-type: none"> 1. Press advertising is expensive and typically yields a negligible number of applications. 2. We accordingly request that UNDP dispense with this requirement and only web advertising be carried out. 3. In the event press advertising is exceptionally considered to be essential, we request that the Service Provider be allowed to bill and recover the cost of the same from the project. 4. Will UNDP coordinate concessional DAVP rates for press advertising? 	<p>We acknowledge that Newspaper advertisement is expensive and it will be used only in exceptional cases. In those cases, the service provider is expected to seek at least two quotes and it will be reimbursed on actual.</p> <p>Publishing on Devnet and organization portal is mandatory and the same will be included in the proposal and no additional reimbursement will be made for the same.</p>
34.	<p>Section 5. Terms of Reference Part E: Other Conditions (Point ii. Recruitment; Particulars:</p> <p>All logistics arrangements and expenses during the hiring process for e.g. reimbursement of boarding, lodging, travel etc of the candidates or HR Manager will be managed by the service provider. UNDP will not additionally reimburse the same.</p> <p>Queries:</p> <ol style="list-style-type: none"> 1. Please confirm that costs of Venue, Honorarium and Travel Costs paid to Subject Matter Experts participating in the Final Interviews, if any, are to be borne by the 	<p>Currently, most of the interviews are on zoom and physical interviews will be done as an exception which will be conducted generally in the government premise.</p> <p>The Service Provider is to budget for their team, rest will be on case to case basis and will be on actual.</p> <p>Estimated 405 vacancies were spread over three year period and generally, single recruitment will be done for multiple vacancies.</p>

Sl. No.	QUERY	RESPONSE
	<p>Service Provider.</p> <p>2. Given that 405 vacancies are anticipated, conduct of in-person Final Interviews will be expensive, as well as time-consuming to organize. We request that all Final Interviews be carried out virtually, and in the event any of these need to be carried out in person, the Service Provider be allowed to exceptionally charge expenses incurred to the project.</p>	
35.	<p>Section 5. Terms of Reference Part J: Service Acceptance Level: Particulars: Process of monthly salary invoice UNDP Official Within 3-4 working days after verification</p> <p>Queries: We understand that payment of salary/ remuneration to project staff shall be made from funds advanced to the Service Provider by UNDP. Kindly explain the process you propose to follow.</p>	<p>By the 28th of each month the service provider will submit the Invoice to UNDP for each of the Zone separately; and based on the contract signed between the service provider and UNDP.</p> <p>The invoices should be accompanied by a list of contracted personnel deployed for the programme in the zone & state-wise along with their salary slips. The invoice should also be accompanied by a liquidation statement of the previous month, this statement will include the opening balance and closing balance.</p> <p>UNDP will ensure that all invoices are paid at the earliest with payment advice. Thereafter, the Service provider will make payments to the 'contracted personnel' latest by 7th working day of the following month by bank drafts/transfers or locally drawn cheques. These payments should be made after approval from UNDP.</p>
36.	<p>Section 5. Terms of Reference Part J: Service Acceptance Level (Travel Claims) - Release a payment to the staff Service Provider Within 2-3 days of receipt of the claims.</p> <p>Queries: We understand that settlement of travel claims of project staff shall be made from funds advanced to the Service Provider by UNDP. Please confirm.</p>	<p>We expect the travel expenses (For VCCMs only) to be covered in the monthly invoice.</p> <p>For other than VCCMs, the travel for the personnel will be approved by UNDP and all arrangements which includes air ticket, Train ticket, accommodation arrangements will be done by personnel and will be reimbursed to them as per actual on monthly basis.</p>
37.	<p>Availability of Database of Health sector profiles, appx. 200 nos. for ready reference.</p>	<p>Under the health portfolio, most of the profiles will be related to Cold Chain Managers or similar. In some cases,</p>

Sl. No.	QUERY	RESPONSE
	Requested to kindly clarify what kind of Health Sector profiles database (Doctors, Physiotherapist, Lab Technicians, Health Care Management Professionals etc) is expected from the bidding company or is it limited to the health staff includes Vaccine Logistic & Cold Chain Managers (VCCMs), State Project Officers, Project Officer (Operations) and Project Officer (IT).	<p>personnel with Public Health experience will also be required.</p> <p>In cases of non-health – Environment, Skills, Admin Support etc.</p>
38.	<p>Past experience of at-least two (2) large scale payroll contracts* in last 5 years (* Large Scale: payroll processed for 350+ employees in more than 2 states)</p> <p>Can the criteria be relaxed to payroll processed for 350+ employees in more than 2 states or 700+ employees in 1 state</p> <p>It is requested to consider the manpower strength that will include two states not specific number of manpower in particular state.</p>	No change in the RFP requirement.
39.	<p>Proposed methodology and project management plan (including SOPs/ procedures) with logical flow of activities.</p> <p>*Security Deposit against UNDP Assets</p> <p>What's the expectation of UNDP in this criteria? Kindly elaborate.</p>	We expect the service provider to have a system in place to track and maintain security deposits.
40.	<p>Proposed methodology and project management plan (including SOPs/ procedures) with logical flow of activities.</p> <p>*Payments to Participants and staff</p> <p>What's the expectation of UNDP in this criteria? Kindly elaborate.</p>	Service provider is to propose the methodology and plan for the activity based on their understanding of the RFP - Terms of Reference.
41.	Bid Security: Is this applicable for participation in the RFP.	Yes.

Sl. No.	QUERY	RESPONSE
42.	Security Deposits against UNDP Assets: Is this mandatory to qualify for the RFP.	Submitting Proposals for Parts or sub-parts of the TOR (partial bids) were not allowed. Bidder is to provide fixed fee for all activities required under the scope of RFP.
43.	Professional fees of all the existing / proposed resources are within the minimum wages?	Most of the staff will fall within the Minimum wages.
44.	The bid security bank guarantee is to be submitted post being short listed or at the time of proposal submission?	Along with the proposal, the scanned copy will be part of the bid and the hard copy to be submitted at Reception, UNDP, 55 Lodhi Estate, New Delhi - 110003.
45.	Management of security deposit against UNDP assets, how to maintain these?	Service provider is to propose the methodology and plan for the activity based on their understanding of the RFP - Terms of Reference.
46.	Whether the bidder has to budget for the travel, hotel and lodging of the HR managers and candidates for recruitment?	<p>The Service Provider is to budget for their team, rest will be on case to case basis and will be on actual.</p> <p>Currently, most of the interviews are on zoom and physical interviews will be done as an exception which will be conducted generally in the government premise.</p> <p>Estimated 405 vacancies were spread over three year period and generally single recruitment will be done for multiple vacancies.</p>
47.	Whether the bidder has to budget for advertisement? The ads in newspapers incur cost based on size and page so request these details be shared	Refer Response against Q. 33.
48.	Mode of contract - whether the resources are hired on consultancy or employment basis?	Employment basis. In cases where consultancy is required, the Service Provider will be alerted.
49.	Whether the bidder has to budget for insurance policy, or it will be paid by UNDP? The RFP mentions it will be paid on actuals but if you could elaborate.	Service provider is expected to seek at least two quotes and it will be reimbursed on actual.
50.	Please confirm on the payment terms of invoices - Monthly Salary bill & Monthly reimbursement bill.	After verification, UNDP will ensure that all invoices are paid at the earliest with payment advice.

Sl. No.	QUERY	RESPONSE
51.	In the Candidate screening process, we have also been advised to take assessment through a written test. Could you please let us know which test is this so that we can accordingly figure out the execution cost for the same.	<u>Screening Process:</u> Service Provider will prepare Long List and will share it with the project team. The project team will decide on the computer test/Interview date, interview type (in person or skype), panelist etc. Finalization of the Interview report, scoring sheet, and subsequent joining formalities will be the responsibility of the Service Provider.
52.	Regarding bank guarantee required as bid security at the time of proposal submission, what will happen in case we have not been awarded with LTA / contract under this RFP ? Would there be any lock in period to hold the bank guarantee or we can immediately get the same released from UNDP ?	After completion of the evaluation and award of LTA to the successful bidder, the bank guarantee of all other participating bidders will be returned.
53.	Is there any performance security involved ? Amount, Tenure & mode for the same.	Refer Response against Q. 23
54.	Validity of BID security to be submitted in the form of Bank guarantee.	150 days.
55.	Is bid security and proposal security are same.	Yes.
56.	Bank Guarantee for advance Payment mentioned on Page 16 point no 42.1 is this an additional deposited which vendor has to make apart from bid security.	As advanced payment upon signing of contract is not allowed and therefore it is not relevant to current RFP. Bidder is submit bid security along with their bid.
57.	Payment Provision : Page No 16 point no 44.1 . As per tender its mentioned credit for 30 days but during the time of pre bid conference it was confirmed that there will no credit involved for the reimbursement of salaries. We will need more clarity on how the payments is on credit or invoice and paid value.	Refer Response against Q.35.
58.	What should be the deposit for UNDP asset. No specific amount is mentioned in RFP.	Refer Response against Q.3 & 4.
59.	Please explain payment provision for the Travel of the associates.	Refer Response against Q.36.

Sl. No.	QUERY	RESPONSE
Key Points: <ol style="list-style-type: none">1. Please do not wait till the last moment to submit the bid, it is advised that the bid is submitted at least one day before the closing date.2. Please do not mention the financials anywhere on the e-tendering portal, it will lead to rejection of the bid.3. Please ensure the financial bid is password protected.		

Annexure-2

List of Participants who attended the Pre-Proposal Conference held on January 24, 2022 at 1530 hrs. through ZOOM [RFP/009/IND-2022 (Event #IND10 – 0000011370)]

A. The following were present from UNDP:

- Arun Arumughan
- Sanjeev Mishra
- Vijay Thapliyal

B. Representatives of the potential bidders attended the Pre-Proposal Conference.

1. Clifford Facility Services Pvt. Ltd.
 - Debasis Sengupta
 - Richie Sharma
 - Sudeep K Chakraborti
2. CTG Committed to Good
 - Jakob Kejerud-
3. Inductus Limited
 - Vivek Tiwari
 - Jivid Daimari
4. IPE Global
 - Aditi Attrey
5. ManpowerGroup Services India Pvt Ltd
 - Joy Batabyal
 - Shrabani Das
6. Paysquare Consultancy Limited
 - Akhil Kedia
7. PERSOLKELLY India Private Limited
 - Devika Yadav
 - Priyanka Bhandari

8. Quess Corp
 - Sushant Gandhi
9. Strategic Alliance Management Services Pvt Ltd (SAMS)
 - Sanjay Rastogi
 - Sridevi B
 - Kafil Akhtar
 - Simon Athaide
10. TalentPro HR India Pvt Ltd.
 - Santosh Jangid
 - Habbaza Hashmi
11. Urmila international services Pvt. Ltd.
 - Khushboo Pandey
12. V5 Global Services Private Limited
 - Ankit Khanduja
13. Workforce Consulting
 - Veer Pratap
14. Xeam Ventures Pvt. Ltd.
 - Amit Setia
 - Rohtash Kumar
 - Harinder Singh
 - Sanjeev Sharma
 - Shivam Kansal

Annexure-3

Frontline Staff for GAVI Project – Vaccine Logistic and Cold Chain Manager – 1 per district		
1	Duty Station	District CMO/DIO/RCHO office
2	Responsibilities	<p>VCCM is a member of the UNDP project implementation team in the field in operationalizing eVIN/CoWIN in the district under the supervision of Project Officer-Operations /Senior Project Officer (Based on State/ UT basis).</p> <p>VCCM shall be responsible for managing programme planning, implementation, capacity building, monitoring and reporting, for all cold chain projects in his/her designated district.</p> <p>➤ Programme Planning and Implementation:</p> <ul style="list-style-type: none"> Planning and execution of all activities related to eVIN/CoWIN implementation in the designated district, in close coordination with district DIO/ RCHO; Support the work of Cold Chain Handlers (CCH) at District Vaccine Store (DVS) and cold chain points in improving timely stock entries and their online visibility, including temperature performance of cold chain equipment. <p>➤ Technical assistance:</p> <ul style="list-style-type: none"> Support the District Immunization Officer (DIO) in all the activities pertaining to vaccine logistics and cold chain management in the district. This includes, but is not limited to, <ul style="list-style-type: none"> Vaccine stock forecasting Cold chain needs assessment Indent generation Storage and distribution planning for vaccines, syringes and Cold Chain Equipment (CCE) Planning for preventive maintenance of CCE Any other work assigned by the DIO as and when required. Support the DIO in organizing review meetings of Cold Chain Handlers (CCH) Develop vaccine collection and distribution cycle and ensure its implementation with support from District Vaccine Store (DVS) in-charge. Ensure all transactions (issue, receipt, discard, transfer etc.) of vaccines and syringes are entered in the eVIN system Review the online data entry of all vaccine and syringes transactions on daily basis and ensure regular & timely updating from all cold chain points. Regular analysis of consumption patterns, wastage rates, monthly reports etc. supporting DIO in taking corrective actions.

Frontline Staff for GAVI Project - Vaccine Logistic and Cold Chain Manager – 1 per district		
		<ul style="list-style-type: none"> • Monitor cold chain performance through remote temperature loggers and ensure prompt response to temperature excursions at cold chain points across the district. • Work closely with the district refrigerator mechanic to ensure timely repair of cold chain machines. • Visit all iced-lined refrigerator (ILR) points in the district and support the DIO in day to day monitoring and implementation • Work closely with State and district Level Health officials • Undertake field visits to monitor the implementation of the system and provide technical inputs to address gaps and bottlenecks in the implementation of eVIN. • Undertake field visits for 20 days in a month within district. • Prepare periodic status reports, annual reports, case studies, etc. in a qualitative and timely manner <p>➤ Capacity Building of Cold Chain Handlers:</p> <ul style="list-style-type: none"> • Conduct training sessions for CCH and plan for refresher trainings and training of newly recruited staff • Supportive supervision of CCH in effective vaccine logistics and cold chain management including temperature recording and handling. • Identify capacity-building needs on eVIN and undertake capacity-building activities district level for different levels of health professionals and field-level functionaries, facilitate learning exchanges <p>➤ Vaccine Temperature Management:</p> <ul style="list-style-type: none"> • Temperature logger installation, this includes <ul style="list-style-type: none"> ○ Verify master-data readiness before site installation, ○ Sign-off post logger installation ○ associate the temperature logger with CCE • Cold Chain Equipment and Temperature logger monitoring on a regular basis • Carry out ongoing maintenance of Assets, this includes <ul style="list-style-type: none"> ○ Update the configuration of temperature logger ○ Update/maintain the master-data in eVIN web application once logger is installed ○ Register a CCE or similar asset or a temperature loggers if they are not in eVIN system <p>➤ Admin and HR</p> <ul style="list-style-type: none"> • Develop Monthly workplan and Monthly activity report for submission to PO-Operations/ Senior Project Officer

Frontline Staff for GAVI Project - Vaccine Logistic and Cold Chain Manager – 1 per district		
		<ul style="list-style-type: none"> • Prepare Travel logs and vouchers • Attendance report, salary and TA issuing and leave approvals
3	Reports to	<ul style="list-style-type: none"> • Project Officer – Operations/ Senior Project Officer at UNDP for all programmatic aspects of eVIN and other immunization activities • District Immunization Officer – technical reporting for day to day work related to eVIN and UIP in general • State HR and Admin Lead of Service Provider – for Salary and other admin issues once approved by PO-Operations
4	Education	Minimum of a Graduation Degree in Business Administration/Public Health/ Hospital Management/social Sciences/Material Management/Supply Chain Management from a reputed University /Institution.
5	Experience	<ul style="list-style-type: none"> • A minimum of 3 Years of professional work experience at the State level/District level on implementation project in the health sector • 2-3 years proven experience in the public health system and programs at district level. Experience in vaccines supply chain and cold chain will be preferred • Should have good knowledge of the health system of country and states • Experience in managing information technology driven projects will be an asset • Should have analytical, negotiating, communication skills. • Experience of working in the State Government or other international development organization will be an asset. • Good knowledge of written and spoken English is required. • A good working knowledge of local language of the duty station will be needed.