

TERMS OF REFERENCE FOR INSTITUTIONAL CONTRACT

PART I	
Title of Assignment	COVID-19 VACCINATION - PRIMARY HEALTH CARE (PHC) INTEGRATION CONSULTANCY
Section & Supervisor	Health and Nutrition; Health and Nutrition Specialist
Location	Gaborone. Botswana. Travel in Botswana is required.
Duration	66 days over 3 months
Duration of contract	03 Months

1. BACKGROUND AND JUSTIFICATION

COVID-19 continues to be a global health threat even though the World Health Organisation (WHO) lifted the status as a public health emergency of international concern (PHEIC) on 5th May 2023, however it was previously declared as a public health emergency by the WHO on 20th January 2020. As of 4th June 2023, only 30.6 per cent of the African population had completed primary vaccination series, which is far below the global average of approximately 65.6 per cent. Despite the low coverage rates in Africa, the COVID-19 vaccination statistics make it the fastest and the most complex global vaccine campaign in history. Mass vaccination campaigns were used as a main delivery approach to reach the targeted populations widely and efficiently. However, in many countries this has come at a high cost in resources.

Health workers, financial, and other resources were diverted from providing essential health services (including routine immunization) to COVID-19 vaccination efforts. As a result, routine immunisation coverage rates have declined, and the risk of vaccine-preventable disease outbreaks has increased. The COVID-19 pandemic response justifiably required dedicated attention and resources to support rapid scale-up and delivery of COVID-19 vaccines – at times through coordination, financing, delivery, and other approaches in addition to already overburdened health systems. While this approach has put a strain on routine immunization and other national programmes, it also ushered innovative approaches to vaccine deployment, insights and innovations that can further benefit health systems in the long term. Despite many unknowns about the future of the pandemic and COVID-19 vaccination, it is time to plan for a more sustainable COVID-19 vaccination as an integral part of national immunization programmes, Primary Health Care (PHC), and other relevant healthcare services. Many countries are already integrating COVID-19 vaccination into their regular health services and exploring new entry points for vaccination of high-risk groups.

Like other countries, the Government of Botswana intends to integrate COVID-19 Vaccination into routine immunization and use lessons from the response programme to inform and improve the routine immunisation programme in the country. There is a need for technical support to move from mass campaigns for COVID-19 vaccination to integrating COVID-19 vaccination into routine immunization programmes, PHC and other relevant health services. The aim is to fully explore

potential areas for integration of different components of immunization programmes, PHC, and the healthcare system.

2. PURPOSE OF THE ASSIGNMENT

UNICEF Botswana intends to contract consultancy services to support the Government of Botswana through the Ministry of Health (MoH) in integrating COVID-19 vaccination into routine immunisation. The purpose of the COVID-19-PHC Integration Consultancy is to develop a National Costed COVID-19 Vaccination Integration Plan with tailored delivery strategies.

3. 1. SCOPE OF WORK

The main focus of the assignment will be the provision of technical assistance in setting up the existing health systems to deliver the COVID-19 vaccination through integration. This requires the identification of principles for integration of COVID-19 vaccination into routine immunization programme. The Government of Botswana will also be supported to assess the readiness at the national and district level PHC structures, develop the multi-year COVID-19 vaccination integration plan, and identify short-term capacity building and investment needs.

Specifically, the consultancy will involve the following:

- Conduct a desk review of key national strategic documents on COVID-19 vaccination rollout and immunization program (NDVP, national immunization strategy, Intra-action and or post-introduction reviews, periodic program reviews, multi-year comprehensive plan, tools, and other country experiences) and documents and use it develop an inception plan
- Organize stakeholder consultations at district level (06 districts) as well as a consensus building consultative workshop with the full engagement of the traditional EPI & non-EPI partners and relevant divisions within MoH (NCD, HIV, TB, MCH) to reach consensus and facilitate policy dialogue on the COVID-19 Integration Road Map.
- Building on the findings of the desk review and the proceedings of the consultative workshop, develop a costed National COVID-19 Vaccination Integration Plan into Primary Health Care using Routine Immunization as an entry point. The plan should have clear targets and delivery strategies with focus to reach the highest priority use groups. Indicators for costing of COVID-19 vaccine delivery and of integration and need for catalytic funding to streamline processes including human resource, capacity building, updating country guidance and tools, devices, cold chain equipment and ancillary equipment as well as cold chain maintenance, demand promotion, etc. should be mapped.
- Develop key principles and implementation guidelines for the multi-year COVID-19 vaccination integration plan.

4. LOCATION AND DURATION

The consultancy will take place remotely and in Botswana. Some of the stakeholder consultations are expected to take place at district level, which will require not more than four (4) field missions to selected District Health Management Teams (DHMTs) to better understand PHC service

delivery across Botswana. It is hoped that the development of a costed integration and implementation plan will be conducted over a three-month period starting 1st October 2023.

5. EXPECTED DELIVERABLES AND TIMELINES

Deliverables	Deadline	Payment schedule
1. Inception Report articulating the approach and methodology of the assignment.	31 October 2023	20%
2. Stakeholder consultation summary report detailing agreed upon integration road map	31 December 2023	60%
3. Draft costed integration plan – 70 pages max, including at a minimum, the following: <ul style="list-style-type: none"> a. Clear targets and delivery strategies with focus to reach the highest priority use groups b. Mapped indicators for costing of COVID-19 vaccine delivery and of integration and need for catalytic funding to streamline processes including human resource, capacity building, updating country guidance and tools, devices, cold chain equipment and ancillary equipment as well as cold chain maintenance, demand promotion, etc. c. Clear targets and delivery strategies with focus to reach the highest priority use groups d. Guideline for implementation of the integration plan 		
4. Final validated costed integration plan – 70 pages max	31 January 2024	20%
Total		100%

6. PAYMENT SCHEDULE

Payment is made on satisfactory completion of deliverables duly authorized by Deputy Representative and the Health and Nutrition Specialist. It is expected that each deliverable be submitted to and reviewed by UNICEF prior to proceeding to the next stage of the contract. All comments and inputs are expected to be addressed by the consultants, either through revision or justification.

7. DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Interested companies should meet the following minimum qualification criteria:

- Officially registered legal entity.
- At least 5 years proven relevant experience in developing PHC plans in the health sector.
- The firm should have a team of at least three people including a team leader, public health/immunisation expert, costing experts. The three experts (should each have at least 8 years of experience in their respective fields and holding at least a master's degrees.
- The company should have demonstrable experience in managing complex assignments for international organizations, and governments in Sub-Saharan Africa. Experience with UN agencies will be an added advantage.
- The company should share at least 3 samples of previous work done.
- The team will have solid procedures for quality assurance of work, procedures for confidentiality of information collected, etc.

All experts should be in possession of the following skills:

- Strong ability to multi-task and a drive for on-time delivery
- Excellent data collection and analysis skills, including demonstrated research skills and familiarity with capturing key themes from key informant interview and triangulating data from different sources (qualitative and quantitative)
- Work experience in southern Africa and/or similar country contexts is an added advantage.
- Excellent communication, writing and editing skills, and command of the English language, including ability to present information at different levels and to different technical and non-technical audiences.
- Demonstrated experience in engaging effectively with national governments and counterparts, professional associations and other key stakeholders.
- Proficiency in written and spoken English language is required; Knowledge of the local language will be an advantage.

Additionally,

Team leader: Advanced university degree in Public Health, Global/International Health, Health Policy and Management, Health Economics, Socio-medical Sciences, Health Education, Epidemiology, or related fields. At least 8 years' experience in managing health sector planning, health sector costing and budget analysis; in possession of an advanced university degree (masters/PhD).

Public health/immunization Costing expert: Advanced university degree in Public Health, Global/International Health, Health Policy and Management, Health Economics, Socio-medical Sciences, Health Education, Epidemiology, or related fields. At least 5 years of experience in undertaking costing exercises and budget analysis in support of public health programmes

Public health/immunization expert:

A minimum of 5 years of professional experience in immunization programme management,

vaccine campaigns, supplementary immunization activities planning and management at the national or international level required.

– Relevant experience in immunization programme, polio supplementary immunization activities (SIA), project development and management in any UN system agency or organization is an asset.

First university degree combined with relevant professional work experience and understanding of relevant functions may be considered in lieu of advanced university degree

8. REPORTING AND COORDINATION ARRANGEMENTS

The consultancy firm will report to a project steering committee composed of UNICEF, USAID and Ministry of Health technical leads. The Steering committee will be chaired by the Health and Nutrition Specialist, who will also be responsible for managing contractual obligations and other administrative issues.

9. ADMINISTRATIVE CONDITIONS

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

The selected consultant team will be governed by and subject to UNICEF's General Terms and Conditions for institutional contracts.

The company will use its own resources and materials in the execution of this assignment. The firm is expected to do in-country travel or work remotely depending on how the COVID-19 situation evolves.

10. RISKS

The primary risks are that the production of the different deliverables will be delayed and of poor quality. To mitigate these risks, the relevant sections will work closely with the company to ensure that timelines are being closely adhered to and the different outputs are of strong quality. At the same time, the Steering Committee will work with the researchers to ensure successful field work; and where gaps exist, alternative solutions are explored in advance. Lastly, quality assurance of content created will be done at every stage of the analysis by the Steering Committee.

11. SOURCING

The consultant will be identified and selected through competitive bidding following advertisement on a UNICEF Website.

12. SUBMITTING THE PROPOSAL

Interested companies should submit the following documents/information to demonstrate their qualifications:

a) Technical proposal

The company should submit a proposal explaining a short description of methodology or approach on how to deliver the assignment as per the TORs including field visits. The proposal should not be more than 20 pages long excluding CVs. The proposal should be accompanied by CVs of the team of professionals/experts who will be involved in the assignment, with clear description of their experience. Each CV should not be more than 6 pages long. Also, there should be a clear distribution of tasks and responsibilities among individual members of the consultancy team.

b) Financial proposal (inclusive of all fees and travel expenses)

The financial proposal should provide all fees, administration and field expenses. The financial proposal should include a breakdown of this lump sum amount (including fee and number of anticipated working days by each person, travel costs and per-diems for field missions to local authorities). The proposal should also specify expected payment terms (i.e. whether payments fall in instalments or upon completion of the entire contract). However, suffice to say that payments are based upon completion of an output as outlined in the TOR.

13. EVALUATION OF CANDIDATES

The bidders will be assessed against the following technical criteria and scores:

Evaluation Criteria	Specific details of the criteria	Maximum Score/ Points
Institution	<ul style="list-style-type: none">• Range and depth of experience in undertaking development of costed integration plan, at least 10 years of experience.• Diverse and qualified team.• Strength of client references• Experience with UN/ international organisations	20
Relevant Experience and qualifications	<ul style="list-style-type: none">• Team leader: At least 08 years' experience in health sector costing and budget analysis; in possession of an advanced university degree (masters/PhD)• Public health/immunization experts: At least 5 years of experience in undertaking costing exercises, PHC	

of key personnel	planning, of an advanced university degree (masters/PhD) Medicine, Pediatric Health, Nursing, Pharmacy, Public Health, Global/International Health, Health Policy and Management, Family Health, Socio-medical Sciences, Health Education, Epidemiology, or other fields relevant to immunization will be an added advantage.	40
Methodology and Approach	<ul style="list-style-type: none"> • Robust methodology for the development of the costed COVID-19 integration plan for Botswana • Realistic and well-thought-out action plan. • Clearly assigned roles and responsibilities • Overall quality of the proposal and clarity of presentation • Overall concord between terms of reference and proposal 	40
Total	(70% pass mark)	100%

The weight between technical evaluation criteria and price proposal would be assigned as 70/30 (technical/price).

Contract will be awarded to a company which meets the technical qualification requirements and provides best value for money (based on the financial offer).

Submission details

Proposal should be send to: BTW_procurement@unicef.org
 Closing date for Submission: 11th October 2023 @ 1159pm.
 Any enquiries regarding this advert should be sent to the above email. cc ritumeleng@unicef.org