

## Individual Consultancy: Technical Assistant to support the implementation of “National Communication Strategy for Immunization in Cambodia 2020-2023”



UNICEF Cambodia

### 1. Background

The National Immunization Programme (NIP) under the direction of the National Maternal and Child Health Center (NMCHC) plan to recruit a **Technical Assistant** to support the implementation of “National Communication Strategy for Immunization in Cambodia 2020-2023” based on CDHS 2014.

Currently, about 28% of Cambodian children under two years of age live without full immunization protection. These children are scattered throughout the country but are most commonly found in hard-to-reach, mobile, urban poor or minority communities. The reasons for these gaps in full immunization protection are many. Available evidence, however, points to issues such as lack of access; inconvenient or unknown immunization service times; lack of information, knowledge and hence importance placed on immunization in general; mistrust in safety of vaccines; afraid of AEFI and its multi-dose scheduling; suboptimal counseling skills of health workers and village health volunteers; absence or ineffective use of motivating communication materials; lack of community and influencer support in immunization as well as ineffective planning and execution of health promotion and monitoring activities by service providers at all levels of implementation. Most of these issues link service provision and communication closely together.

The efforts to boost routine immunization require the engagement of multiple of audiences. The primary audiences for behavior change communication efforts include parents (mothers and fathers + other care givers) of children under 24 months of age (0-23 months); pregnant women, women of childbearing age (WCBA); and Health care workers (midwives, nurses and other immunization administrators). The secondary audiences (direct involvement in social mobilization activities) such as Village Health Support Group members (VHSG) or Village Health Volunteers (VHVs); Commune Committee for Women and Children members (CCWC); Local influencers (e.g. village/ community leaders, religious leaders, etc), Community-based (CBOs) and civil society organizations (CSOs), and the general public.

### 2. Purpose

The purpose of this consultancy is to provide technical assistant and logistical support to National Immunization Programme for the implementation of the National Communication Strategy for Immunization.

For this purpose, the selected consultant is expected to sit at and work closely with National Immunization Program with traveling to province as require and agreed upon by the supervisor.

### **3. Work Assignments**

1. Provide core secretariat support to the National Immunization Program such as setting up and preparing for meetings and taking, distributing meeting minutes, and hiring the creative agency for producing materials, periodic progress tracking documentations, prepare for the reviews.
2. Coordinate with partner to review the existing communication materials, developed addition ones if required and finalize communication materials to support the implementation
3. Provide support for the development and implementation of Interpersonal Communication on Immunization to frontline workers
4. Provide daily support to the National Immunization Program to implement the communication strategy, on the top of progress and challenge which need to address
5. Build and maintain partnership through networking and proactive collaboration with national and subnational level, civil society organizations.
6. Assist the National Immunization Program to conduct launching/orientation/training events related to communication strategy and IPC skills.
7. Support the National Immunization Program to develop the monitoring tools and monitor the implementation of the National Communication Strategy on Immunization and assess the progress, and impact, including coordination with the selected research agency to complete the on-going baseline survey

### **4. Qualifications or Specialized Knowledge/Experience Required**

#### Qualifications and Experience

- University degree in communication, media, or health related, supplemented by courses the relevant fields such as behavioral change, communication, and social sciences.
- At least three years of work experience in communication and media relation at national and/or sub-national level.
- Proven experience in developing, implementing and monitoring communication for development and behavior change communication campaigns is an advantage.
- Proven experience in project management is an advantage.
- Previous work experience with international development organizations and/or government agencies is an advantage.

#### Knowledge and Skills

- Demonstrated knowledge of immunization related issues and current status of immunization in Cambodia
- Proven knowledge and understanding of the Cambodian context
- Excellent management, interpersonal, planning and coordination skills
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships

Competencies

- Communication
- Working with people
- Drive for results
- Relating and networking
- Applying technical expertise
- Formulating strategy and concepts

Languages

Fluency in spoken and written Khmer and English

**5. Location**

The consultant is expected to sit at and working closely with National Immunization Program office. Travel to provinces for a total of 15 days using the NIP vehicle is anticipated during the contract duration.

**6. Duration**

The consultant is expected to work for a period of 127 days with a possibility of the contract extension for the second period of 11.5 months, subject to performance, need and availability of funds. This includes in-country travel for a total of estimated 15 days. The indicative schedule of the work assignments with specific timelines is mentioned in “7. Deliverables.” The timelines are negotiable.

**7. Deliverables**

<i><b>Deliverables</b></i>	<i><b>Timeframe</b></i>	<i><b>Payment (including business travel fee) be directly linked with satisfactory deliverables</b></i>
<b>Deliverable 1:</b> The submission of: <ul style="list-style-type: none"> <li><input type="checkbox"/> One inception report that include work plan for objective #3</li> </ul>	Within two weeks after the contract is signed (10 days)	10 per cent

<b>Deliverable 2:</b> The submission of: <ul style="list-style-type: none"> <li><input type="checkbox"/> One quarterly progress report based on work plan for objective # 3;</li> <li><input type="checkbox"/> The implementation progress for IPC-I package</li> <li><input type="checkbox"/> Monitoring and reporting checklist and template</li> </ul>	By the end of the third month (20 days)	20 per cent
<b>Deliverable 3:</b> The submission of: <ul style="list-style-type: none"> <li><input type="checkbox"/> One quarterly progress report based on work plan for objective # 3;</li> <li><input type="checkbox"/></li> </ul>	By the end of the sixth month (25 days)	20 per cent
<b>Deliverable 4:</b> The submission of: <ul style="list-style-type: none"> <li><input type="checkbox"/> One quarterly progress report based on work plan for objective # 3;</li> </ul>	By the end of the ninth month (30 days)	20 per cent
<b>Deliverable 5:</b> The submission of: <ul style="list-style-type: none"> <li><input type="checkbox"/> One final report based on work plan for objective # 3;</li> </ul>	By the end of the contract (42 days)	30 per cent

## 8. Reporting Requirements

Reports and documents to be prepared during the contract duration include, but are not limited to:

- One inception report: At least 03 pages, a maximum of 5 pages, English
- Three quarterly progress reports: A maximum of 5 pages for each quarterly progress report, English
- One final report: A maximum of 20 pages, English
- One implementation and monitoring plan for the IPC-I
- Monitoring and reporting checklist and template: A maximum of 10 pages, Khmer and English
- Minutes of meetings: A maximum of 2 pages, English
- Mission reports: A maximum of 2 pages, English

All working documents and the final products shall be submitted electronically, produced with a high quality, delivered in an engaging and accessible format, and guided by the guidelines set forth in the UNICEF Style Book. The deadlines for submission of each document is specified in the table above in “point #7: Deliverables.” The contents of each document are also described in “3. Work Assignments.”

## 9. Payment Schedule linked to deliverables

Payment terms in relation to key deliverables are specified in “7. Deliverables”. The consultant is required to submit each deliverable to the Deputy NIP manager for pre-approval and then submit along with an invoice to UNICEF.

<b><i>Deliverables</i></b>	<b><i>Payment (including business travel fee) be directly linked with satisfactory deliverables</i></b>	<b><i>Reporting Requirements for each deliverable</i></b>
<b>Deliverable 1:</b> The submission of: One inception report that include work plan for objective #3	10 per cent	At least 3 pages, a maximum of 5 pages, English
<b>Deliverable 2:</b> The submission of: <input type="checkbox"/> One quarterly progress report based on work plan for objective # 3; <input type="checkbox"/> The implementation progress for IPC-I package Monitoring and reporting checklist and template	20 per cent	At least 3 pages, a maximum of 5 pages, English
<b>Deliverable 3:</b> The submission of: <input type="checkbox"/> One quarterly progress report based on work plan for objective # 3;	20 per cent	At least 3 pages, a maximum of 5 pages, English
<b>Deliverable 4:</b> The submission of: One quarterly progress report based on work plan for objective # 3;	20 per cent	At least 3 pages, a maximum of 5 pages, English
<b>Deliverable 5:</b> The submission of: One final report based on work plan for objective # 3;	30 per cent	One final report: A maximum of 20 pages, English

*\* The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

## **10. Administrative Issues**

- The consultant shall be required to include the cost of in-country travel which is estimated 15 days within 25 provinces across the country in the financial proposal.

### **11. Contract supervisor**

The consultant will work under the direct supervision of UNICEF Health Specialist. Compliance with the ToR and timely delivery of the expected deliverables will be closely monitored. Periodically, and upon the completion of work assignments, the supervisor will evaluate the consultant's work, certify relevant documents and process/follow-up on the payments.

### **12. Nature of 'Penalty Clause' to be Stipulated in Contract**

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

### **13. Submission of applications**

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.

The deadline for applications is *[08/July/2020]*

### **14. Assessment Criteria**

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal, including a cover letter, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: Lump-sum offer with the cost breakdown: Consultancy fee, local travel costs, per-diem to cover lodging, meals, and any other cost related to the consultant's stay in Phnom Penh, including transportation inside the city and other costs. The travel (if involved) shall be based on the most direct and economy fare.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- a) Technical Qualification (max. 100 points) weight **60%**
  - University degree in communication, media, or health related (30 points)
  - Knowledge of behaviour change, communication, and social science (20 points)
  - Experience in communication and media relation at national and/or sub-national level (30 points)
  - Quality of past work (20 points)

- b) Financial Proposal (max. 100 points) weight **40 %**

The lowest Financial Proposal will be given high score and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.