

UNICEF

VACCINE AUDIT

REFERENCE: RFP 9143531

BENEFICIARY COUNTRY(IES): NIGERIA

REGISTRATION LEVEL: BASIC

DEADLINE ON: 08-FEB-2019 00:00 (GMT -2.00) MID-ATLANTIC

DESCRIPTION

TERMS OF REFERENCE FOR INSTITUTIONAL SERVICE CONTRACT FOR AUDIT OF IMMUNIZATION SUPPLY CHAIN SYSTEM IN NIGERIA UNICEF

(1) BACKGROUND AND PURPOSE

There are renewed concerns about vaccine accountability and management following the findings of the 2016/17 MICS/NICS survey which showed poor national immunization coverage across different antigens despite full utilisation of vaccines and devices allocated. Consequently, the NPHCDA, Bill and Melinda Gates Foundation (BMGF) and UNICEF working with other partners are proposing to conduct an assessment that will follow the transit of vaccines from the national level to the health facility level to determine factors that might be hampering vaccines reaching the last mile. The objectives of the assessment are to:

- (a) To objectively elicit information about storage and transit of vaccines through all levels of the supply chain from the national to service delivery levels
- (b) To assess appropriateness and completeness of stock documentation, from receipt through allocation to distribution, at all levels of the supply chain retrospectively and prospectively
- (c) To determine possible points of stagnation and/or leakages of vaccines and devices within the immunisation supply chain
- (d) To determine gaps in implementation of inventory and stock management systems, measured against Effective Vaccine Management guidelines, and make informed decisions about their improvement

The purpose of this contract is to implement an assessment of the immunisation supply chain system, from the national level to the service delivery point, to provide strategic and actionable insight into the integrity of the system and inform improvement strategies.

(2) RESPONSIBILITIES

The institution will be asked to assist with tasks among the following, and others, as needed:

Assessment of immunisation supply chain systems, using the Vaccine Supply Tracking and EVM Assessment tools, at all levels of the supply chain (national, zonal, state, LGA and selected health facilities)

Assessment of availability (quantities compared against need) and appropriateness (quality) of data tools as well as completeness (correctness of information captured) of stock documentation from receipt of vaccines and devices through allocation and distribution from national through zonal to index state and receiving stores (LGA and health facilities) in the state

Elicit qualitative information about storage of vaccines at locations being assessed and quantify transit time of vaccines through all levels of the supply chain from the national to service delivery levels with the objective of determining possible points of stagnation and/or leakages of vaccines and devices within the immunisation supply chain

Determine gaps in implementation of inventory and stock management systems, measured against Effective Vaccine Management guidelines, and make recommendations about their improvement

Determine gaps in knowledge and practices of health care workers on inventory and stock management, using the UNICEF Training Needs Assessment (TNA) questionnaire, and make recommendations on mentorship and on-the-job training

UNICEF Responsibilities

The UNICEF Nigeria's Health Specialist (Cold Chain and Logistics) in consultation with Immunisation Manager and Chief of Health, will supervise, guide, monitor and, where appropriate, support the planning, implementation, monitoring and documentation of this immunisation supply chain (iSC) system audit by the contracted institution

QUALIFICATIONS AND EXPERIENCE OF SUCCESSFUL INSTITUTION

- (a) A firm with cognate experience in audit and assessment of health commodity stores, immunisation commodities is preferable, and stock management.

- (b) Evidence of employees or consultants with professional qualifications in at least one of the following disciplines namely Pharmacy or Pharmacology, Medicine and related disciplines, Engineering, Supply Chain Management, and Operations Research and Management.

- (c) Demonstrable ability to recruit data enumerators with a Bachelor's degree or Higher National Diploma in a Health Care related or Science discipline as a minimum standard

- (d) Company registration with CAC (Photocopies)

- (e) Evidence of Tax clearance (Photocopies)

- (f) Evidence of Firm/Consultant registration with relevant regulatory bodies (Photocopies)

- (g) Comprehensive Company profile including registered office, functional contact address, GSM Number, and e-mail address etc.

- (h) Evidence of technical experience/competence byway of similar jobs completed.

- (i) Excellent writing skills in English;

- (j) Ability to work independently and to meet tight deadlines;

Strong analytical and conceptual thinking

(3) Competencies of Successful Institution

Besides fluency in written and spoken English, the following competencies are required (LI, LII and LIII indicate the level required on a three-point scale, LII being the highest): UNICEF Core Values

Diversity and Inclusion (LII)

Integrity (LII)

Commitment (LII)

UNICEF Core Competencies

Drive for Results (LII)

Communication (verbal and written) (LII)

Working with People (LI)

UNICEF Functional Competencies

Formulating Strategies and Concepts (LI)

Relating and Networking (LII)

Persuading and Influencing (LI)

Learning and Researching (LII)

Planning and Organising (LII)

(9) Estimated Time of Institution Service Contract: **11 Months (1 February to 30 November, 2019)**

Activity Dates Duration – Tentatively

- (1) Desk review at national level March, 2019 3 weeks
- (2) National level training of field assessors March, 2019 2 days
- (3) Fieldwork (to commence with Q2, 2019 distribution)
 - (a) National & Zonal Cold Stores Findings
 - (b) States Cold Stores Findings
 - (c) LGA Cold Stores Findings
 - (d) Health Facilities Findings April – November; 2019 (9months)
- (4) Data analyses, draft and final reporting November 2019 (4 weeks)

Travel cost of the staff members of the contracted institution for travel to locations for activities related to this contract will be borne by the Institution (see below):

(4) Expected Deliverables

- (a) Report of assessment of immunisation supply chain systems, using the Vaccine Supply Tracking and EVM Assessment tools, at all levels of the supply chain (national, zonal, state, LGA and selected health facilities)

(b) Report on availability (quantities compared against need) and appropriateness (quality) of data tools as well as completeness (correctness of information captured) of stock documentation from receipt of vaccines and devices through allocation and distribution from national through zonal to index state and receiving stores (LGA and health facilities) in the state

(c) Reports on vaccine transit time at each level of supply chain, identified points of stagnation and/or leakages of vaccines and devices within the immunisation supply chain

(d) Reports on identified gaps in implementation of inventory and stock management systems relative to Effective Vaccine Management guidelines

Identified gaps in knowledge and practices of health care workers on inventory and stock management to inform recommendation for mentorship and on-the-job training

(5) Key Skills, Technical Background, and Experience Required

A firm with cognate experience in audit and assessment of health commodity stores, immunisation commodities is preferable, and stock management. The firm will be required to provide evidence of employees or consultants with professional qualifications in at least one of the following disciplines namely Pharmacy or Pharmacology, Medicine and related disciplines, Engineering, Supply Chain Management and Operations Research and Management. The firm is also required to demonstrable ability to recruit data enumerators with a Bachelor's degree or Higher National Diploma in a Health Care related or Science discipline as a minimum standard. Previous experience with auditing health commodities, conducting immunisation supply chain system audits and verification exercises and understanding of the Effective Vaccine Management (EVM) assessment process is an added advantage.

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspect of the offer followed by the review of the financial offer of the technically compliant vendors.

The proposals will be evaluated against the following three elements:

(a) Mandatory documents

The following documents must be submitted with any proposal:

Company overview – including number of employees, areas of operation, areas of expertise, years of operation, etc.

References from previous clients – contact details of at least three clients to whom the company has provided services during the past three years, who can be contacted as references

Examples of previous work – creative briefs, or other documentation providing background on recent projects relevant to this project

(b) Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

The Technical Proposals will be evaluated against the following:

Ref Category Points

Only institutions able to meet the requirements in Section 7b-7h will be considered for technical evaluation
Nil

(1) Alignment of technical proposal with expected 5 deliverables in Section 11 30

(2) Demonstrated understanding and appropriateness of methodology in the proposal, of the concepts that will constitute the focus of this project 15

(3) Prior experience and demonstrated successes in providing similar services as requested in Section 12 15

(4) Creativity and strategic approach of the proposal 5

(5) Ability of institution to meet the timelines in Section 9 5

Total Technical 70

See below for the list of facilities in each state

Selected state	No. LGA per state	No. of facilities
Edo	2	4
Lagos	2	4
Enugu	2	4
Kwara	2	4
Rivers	3	6
Oyo	3	6
Gombe	2	4
Kaduna	3	6
Kano	4	8
Kebbi	2	4
Sokoto	2	4

Jigawa	3	6
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Proposal should be in two separate envelopes (technical and financial) and put into one big envelope with the RFP number and dropped into our bid box located in UN building main security entrance gate; Diplomatic zone. Central business district, Abuja, if online, please submit to the email below:

ngrsupply@unicef.org

Please indicate your company name and address, contact person name, phone number and email address in all the first pages of your document clearly. **Deadline for submission is 8 February, 2019**