

**Terms of Reference
For Institutional Consultancy**

<i>Title:</i>	<i>Systematic cross-sectoral analysis to identify zero/under-vaccinated populations or groups</i>
<i>Consultancy Mode:</i>	<i>National</i> <input checked="" type="checkbox"/> <i>International</i> <input type="checkbox"/>
<i>Type of Contract:</i>	<i>Institutional</i>
<i>Mode of Selection:</i>	<i>Competitive</i> <input checked="" type="checkbox"/> <input type="checkbox"/>
<i>Location</i>	<i>Tajikistan</i>
<i>Duration of Contract:</i>	<i>3 months</i>

1. Background

Despite the success of the national immunization program, the Ministry of Health and Social Protection of Population (MOHSP) and development partners are concerned about existing zero-dose and under vaccinated children. The administrative data shows 8,605 zero dose children accounting for approximately 3.6% of all surviving infants and 8,120 under vaccinated children (MOHSP). Majority of zero dose (63%) and under vaccinated children (61%) are concentrated in 30 districts of Tajikistan (list of districts enclosed).

UNICEF Tajikistan with funding support of GAVI is supporting the country to strengthen immunization services to reach zero-dose, under-vaccinated children and missed communities. We are seeking to partner with local institutions to conduct a systematic cross-sectoral analysis to identify zero/under-vaccinated groups. It is expected to identify structural and behavioral causes of zero dose/under-vaccinated groups, develop action plan to address zero-dose children and its implementation in close collaboration with the other health institutions nominated by the MOHSP, including the Republican Center of Immunoprophylaxis (RCIP).

2. Purpose and specific objectives

- Identification of zero dose and under vaccinated children.
- Identification of psychological, sociological and environmental (demand and access) related causes of zero dose and under-vaccinations
- Development of recommendations and specific measures to address the causes of zero dose and under vaccinated children.

3. Scope of the review (Description of the assignment)

Key deliverables	Key tasks
<u>Deliverable 1</u> Inception report	<p>1.1 Conduct a comprehensive review of existing evidence including finding of behavioral study on barriers and enablers to the routine immunization and identify behavioral causes of zero dose and under vaccination.</p> <p>1.2 Develop a detailed set of standardized data collection instruments, including questionnaires and checklists (door-to-door visit), training plan for data collectors.</p> <p>1.3 Report outlining a detailed overview of the assignment objectives, data collection methods, analysis techniques, and timelines approved by MOHSP and UNICEF.</p>

<u>Deliverable 2</u> Data collection and analysis	<p>2.1 Collection of data on zero dose and under vaccinated children through door-to-door visits in 10 high-prevalence target districts (TBD).</p> <p>2.2 Analyze collected data, including the causes of zero-dose and under-vaccination (psychological, sociological and environmental (demand and access) related causes).</p> <p>2.3 Develop analytical report with recommendations to address the causes of zero dose and under-vaccinations.</p>
<u>Deliverable 3.</u> Development of tools	<p>3.1. Develop community engagement tools based on defined causes of zero dose and under vaccinated children approved by UNICEF/MOHSP.</p> <p>3.2. Develop thematic of the supportive supervision and coaching visits to the target areas approved by UNICEF/MOHSP.</p>
<u>Deliverable 4</u> Reporting	<p>4.1. A preliminary version of the report, incorporating defined causes of zero dose and under-vaccination in target areas and developed tools for UNICEF and MOHSP review and approval.</p> <p>4.2. Incorporate comments and finalize assessment report. Submit the Final Assessment Report and database.</p> <p>4.3. Final report, including a concise two-page summary approved by UNICEF and MOHSP.</p>

4. Methodology

The proposed methodology for cross-sectoral analysis to identify zero/under-vaccinated populations or groups involves a comprehensive and systematic approach. The analysis will be conducted using a combination of quantitative methods (door-to-door visits) in 10 target districts with highest prevalence of zero dose and under vaccinated children. The methodology will encompass the collection of children immunization data from primary health facilities, and their random verification at household levels. The collected data will be analyzed, and findings will be communicated with the Republican Center of Immunoprophylaxis and its branches at regional and district levels. In addition, based on the causes of vaccine hesitancy community engagement tools will be developed and disseminated among caregivers. Regular supportive supervision visits will be arranged to areas with high number of zero dose and/or under vaccinated children to provide technical support local primary health workers on this matter. The methodology will be further refined based on the findings of the inception report.

Ethical considerations

The consultancy will be guided by UNEG Ethical Guidelines¹ and UNICEF Procedure for Ethical Standards². Only adults (age 18+) should be invited to participate in both qualitative and quantitative study. The common guiding principles will be used to ensure ethical safety during the review process:

- Privacy and confidentiality
- Informed consent
- Harm and benefits
- Conflict of interest

The institution will explain to the participants the purpose and use of the study; they will also make it explicitly clear to the participants that their participation is voluntary, and they can withdraw at any moment. Throughout the process, the interviewers should be sensitive to beliefs, manners and customs and act with integrity and honesty in their relationships with all stakeholders.

5. Work plan

¹ <http://www.unevaluation.org/document/detail/102>

² UNICEF PROCEDURE FOR ETHICAL STANDARDS IN RESEARCH, EVALUATION, DATA COLLECTION AND ANALYSIS, April 2015

The detailed workplan and technical proposal to be provided by the potential vendor and finalized after consultations with the UNICEF Health focal team.

6. Deliverables and payment schedule

Deliverables	Duration (number of days counted from the day of contract signing)	Schedule of payment (% of total contract amount)
Inception report	15 days	15%
Data collection and analysis	40 days	40%
Development of tools	25 days	30%
Development of final report	10 days	15%
TOTAL	90 working days	100%

7. Management and supervision

The contract will be managed by UNICEF Tajikistan. The institution will work under direct supervision of Health Officer, with technical support and guidance provided by other staff with overall guidance of the Chief of Health and Nutrition. Relevant support will be sought from the UNICEF Europe and Central Asia Regional Office as well.

8. Reporting requirements

The vendor is expected to hand over all the produced assets to UNICEF Tajikistan in a hard drive and provide the short-written report on the results of the tasks delivered after the completion of the project in the PDF format with photographs, caption texts and description of key achievements.

9. Qualification requirements/specialised knowledge/experience required to complete the task

- ~~At least 5 years of~~ Demonstrable experience in data collection at household level, data analysis, conducting literature reviews, and reporting with a specific focus on child health and development including immunization.
- Possession of experts with in-depth knowledge of Expanded Program on Immunization (EPI) programs, root causes of zero dose and under vaccination of children.
- Possession of team member with strong institutional capacity of analytical skills and proficiency in using data analysis software.
- Possession team with excellent communication skills, ability to explain complex concepts in a simple manner; good report-writing skills.
- Staff with professional command of English, both spoken and written is mandatory, team member with command of Tajik/Russian is advantaged.
- Full availability to execute the assignment during the agreed period.

The Financial Proposal should be presented in separate file and includes the following:

- Budget, with fees listed according to the deliverables outlined in the ToR. Note that data collection will be conducted with MOHSP nominated institute, and the associated cost should be included in the proposed budget.

Request for submission

- A technical proposal with proposed methodology/approach to managing the project, showing understanding of tasks and work plan (no price information should be contained in the technical proposal).
- A copy of the organization profile.
- The proposed technical team curriculum vitae (CV).
- A sample of previous work undertaken in the last two years
- Financial proposal (separate envelope).

10. Evaluation process and methods

The evaluation methodology is based on a highest combined score (based on the 70% technical offer and 30% price weight distribution).

Each interested institution is requested to submit in a one page brief a proposed approach for such assignment along with a copy of the organization profile, the proposed technical team curriculum vitae, expected budget as well as a sample of previous work undertaken in the last two years.

After the opening, each proposal will be assessed first on its technical merits and subsequently on its financial value price. The proposal with the best overall value, composed of technical merit and price, will be recommended for approval. UNICEF will set up an evaluation panel composed of technical and procurement staff and their conclusions will be forwarded to the internal UNICEF Contracts Review Committee or other relevant approving authority. The evaluation panel will first evaluate each response for compliance with the requirements of this Terms of Reference. Responses deemed not to meet all the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in these Terms of Reference, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

The overall weighting between technical and price evaluation will be based on the predefined criteria. The technical component will account for 70% of the total points allocated and the financial component (commercial evaluation) will account for 30% of the total points allocated.

11. Technical evaluation:

The proposals will be evaluated against the following technical criteria:

Item	Technical Criteria/Qualifications	Max. Points
1	Overall Response	10
1.1	Completeness of the proposal and responsiveness to the TOR (10 pts)	
2	Capability and Key Personnel	30
2.1	Professional experience of the key personnel of the vendor in conducting of household level data collection in the area of child health. (15pts)	
2.2	Proven experience in data management and statistics (at least one team member holds a degree in social research, statistics, social science, or relevant field). (15 pts)	
3	Proposed Methodology and Approach	30
3.1	Quality of the proposed methodology, detailed timeline, pre-event, event, and overall approach. The proposal should detail the proposed approaches based on the TOR requirements. (20 pts)	
3.2	Assessment of key considerations relevant to each deliverable, potential risks and threats, and proposed mitigation plans. (10 pts)	
	Total Technical Score	70

Only Proposers obtaining a minimum of 49 points in Technical Criteria evaluation will be considered for the Financial Evaluation.

Commercial evaluation:

The price/cost of each of the technically compliant proposals shall be considered only after evaluation of the above technical criteria. A maximum 30 point assigned to the financial proposal will be allocated to the lowest financial proposal. All other price proposals will receive scores in inverse proportion according to the following formula:

Score for price proposal A = (Maximum score for price proposal * Price of lowest priced proposal)/Price of proposal A.

As a result of the financial evaluation, the points of each proposal will be taken into further consideration in the final evaluation.

The bidders should ensure that all pricing information is provided in accordance with the following:

- a) The currency of the proposal shall be in USD for international companies and in Tajik Somoni for the local Proposers and invoicing must be in the same currency.
- b) All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization

REQUEST FOR INFORMATION

Any request for information or question should be forwarded to dushanbe@unicef.org