

## TERMS OF REFERENCE

**Position:** Vaccine Accountability Monitor  
**Locations:** Pibor Administrative area, Ruweng Administrative area, Abyei Administrative area.

**Length of contract:** 5 months

**Application start:** 06/08/2025  
**Application end:** 03/09/2025

SO-H-3  
 Approved by Sector Inspector  
 MCL/ROU  
 06/08/2025



### OVERVIEW OF CTG GLOBAL

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on several occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organizations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

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### OVERVIEW OF THE POSITION

**Purpose of activity / assignment:**

The purpose of the Vaccine Accountability Monitors is to support vaccine and cold chain management related to Covid-19 vaccine deployment in the country during the vaccination campaign and integration into Primary health care

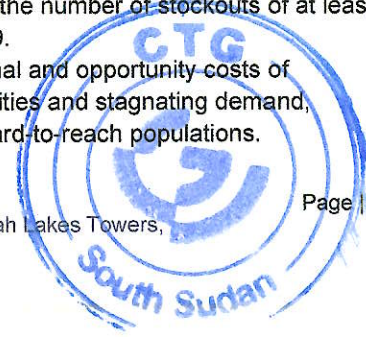
- To provide technical support to the national cold store (NVS), state cold stores and the county cold store to strengthen vaccine stock reporting and visibility.

**Background & Rationale:**

Every year, at least one-third of low and middle-income countries (LMICs) experience vaccine stockouts lasting for a month or more. By reviewing annual government reported supply chain indicators over the last ten years, LMICs have seen an increase in the number of stockouts of at least one routine antigen from 30 per cent in 2010 to 45 per cent in 2019.

Sub-optimal vaccine management not only increases the operational and opportunity costs of vaccination but can also play a significant role in broadening inequities and stagnating demand, predominantly affecting under-served, urban poor, insecure and hard-to-reach populations.

**Background & rationale:**





The organisation will be implementing a Health Sector Transformation Project (HSTP). The project will start from July 2024 with a clear commitment from Government of South Sudan, project The Health Field Monitors will provide technical support to the IPs, and CHDs in their respective counties/state/administrative area of deployment and the organisation Health Staff in both field and country offices for the implementation and monitoring of activities of HSTP.

management Organization and implementing partners to boost the implementation and achieve better health results and beyond.

The project is anchored into 3 outputs: 1) Frontline health and community workers demonstrate improved capacity to provide flexible, integrated services for the management of common childhood illnesses to young children in targeted emergency and non-emergency settings; 2) Frontline health and community workers demonstrate improved capacity to provide quality, essential maternal and neonatal care to pregnant women, adolescent girls, and their babies in emergency and non-emergency settings; and 3) The Government and other partners demonstrate improved capacity to deliver routine and supplementary immunization and respond to disease outbreaks.

Intensive supervision is needed to keep a close monitoring of implementing partner's work on the ground while also providing the necessary technical support to boost the project.

### Scope of Work

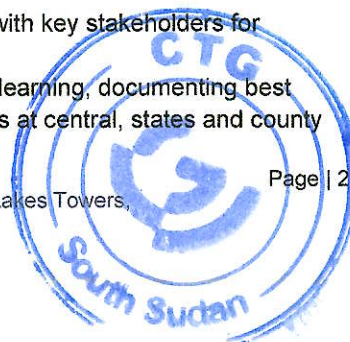
The consultants will support capacity building activity of the vaccine handlers (SOP and trainings), manage vaccine and dry stock receipt, storage, distribution, return at the sub-national level and support the use of COVID-19 vaccine logistics information system (tools, SOP and data management), monitoring and supportive supervision on vaccine accountability and wastage management in line with the national guidelines. The consultant will also support the routine immunization supply chain strengthening activities such as regular review of the vaccine request, utilization status, wastage monitoring and rollout of eSMT at sub-national level. The consultant would work closely with UNICEF vaccine management officer and the cold chain officer under the close supervision of the UNICEF Cold chain Specialist.

### GENERAL FUNCTIONS

#### Role Objectives

In collaboration with partners, strengthen a data collection system (ODK etc.) so NLWG/EOC has weekly data on COVID-19 vaccine quantities, expiry dates, closed vial wastage and critical operational challenges.

- Prepare monthly vaccine status and accountability reports of the assigned states/administrative areas and share with supply and logistics working groups and key stakeholders.
- Support SMOH and sub-national EPI teams (TOT/ on the job training, adopt/deploy SOPs) to plan the timely and equitable distribution of vaccines with active temperature monitoring in transit and on arrival at receiving stores in the assigned states/administrative areas, Support the planning, implementation and monitoring of the third round of COVID-19 vaccination campaign and integration of COVID-19 into the Primary health Care and Routine Immunization System in the country
- Support sub-national EPI and COVID-19 vaccine deployment teams to expand/deploy data management systems/tools (ODIS eSMT, eLMIS) that improve/automate vaccine inventories at national, State and county level stores.
- Support regular review of supply chain performance at the sub-national level, ensuring course correction and triangulating with service delivery data.
- Prepare monthly vaccine monitoring reports and share them with key stakeholders for required action.
- Strengthen routine stock management practices (TOT, cross-learning, documenting best practices and lessons learnt) and track monthly reporting rates at central, states and county level stores to ensure visibility for vaccines and devices.





- Support to Collect, analyze and share COVID-19 and RI stock, consumption, and expiry data up to third level stores with country office focal point.
- Support implementation of the COVID-19 vaccination and routine immunization wastage management at the sub-national level in line with the national SOP

#### **Expected results/ Key function, accountabilities, and related duties/tasks**

- Distribution plan developed & shared, and vaccine delivery monitored till State/ County stores with submission of proof of delivery as per assigned State.
- Analytical report on the vaccine request, utilization and wastage report.
- Field monitoring report on the vaccine monitoring at sub-national level • Logistical micro-plan submitted as per assigned State.
- End of campaign reports developed and shared with EPI team.
- Updated cold chain inventory reports submitted as per allocated State using the WHO/UNICEF inventory tool. ' Report on the comprehensive vaccine utilization report for assigned States and counties ° Monthly comprehensive and final contract report.

#### **Knowledge/Expertise/Skills required:**

##### **A range of specialized skills:**

- A minimum of five years of professional work experience in planning, programming, implementation monitoring and evaluation of health/immunization programmes, immunization/health supply.
- Work experience managing large-scale projects, working with governments, working in resource-limited settings, monitoring and evaluating supply chains, and risk management, mitigation will be an asset.
- Knowledge and experience with data collection, data management analysis and reporting are essential.
- Knowledge of procurement processes and good distribution practice could be beneficial. - Proficiency in computer tools, and the logistics tools of the EPI, SMT, Viva, CCE inventory tool.
- Know how to maintain good relations with all partners. - Be a team player. - Ability to work in a multicultural environment.
- Have the ability to communicate and train

#### **Geographical Experience**

Very Important and must be from the locality.

#### **Project reporting:**

This role will work under the technical supervision of Health Specialist

**Qualified female candidates are encouraged to apply for this role.**

**Candidates must be locals to the community**

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states Vaccine Accountability Monitor** or your application might be overlooked

In Juba – Please deliver you application to CTG office in Rock city

#### **IMPORTANT REQUEST**

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
  - Kindly avoid naming CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.**



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