



## TERMS OF REFERENCE

<b>Position:</b>	<b>Cold Chain and Vaccine Management officer (three consultants required)</b>
<b>Locations:</b>	<b>Central Equatorial State (Juba with frequent visits to the field)</b>
<b>Length of contract</b>	<b>3 Months with possibility of 6 Months Extension based on performance.</b>
<b>Application start:</b>	<b>19/06/2023</b>
<b>Application end:</b>	<b>06/07/2023</b>

### 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:

- 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.

- The COVID-19 vaccine deployment is ongoing since the second quarter of 2021 and continuous deployment of the COVID-19 is in place with pipelines expected. In such situation, several activities need to be accomplished within a record time, this includes but not limited to determination of the required logistics that will be informed by vaccination strategies,
- To effectively manage the forthcoming COVID-19 vaccination campaign and integration of COVID-19 vaccine in Primary health Care (PHC) in South Sudan, the organization is deploying vaccine management specialists (VMS) into the field. The VMS will build capacity and support national authorities in planning, storage, distribution, temperature tracking, monitoring, accountability and waste management of COVID-19 vaccines and relevant commodities.
- Through Stock Management Strengthening stream, the organization would fund the Focused technical assistance support the Ministry of Health to report monthly on stocks of routine immunization and COVID-19 vaccines and devices to sustain visibility already created at all levels of the immunization supply chain in the country.
- The organization South Sudan is seeking assistance in the form of three consultants equivalent to national cold chain vaccine management officers to support effective planning, storage, distribution, monitoring and accountability of the upcoming surge in COVID-19 vaccine deliveries to the country. This technical assistance would support to strengthen vaccine and cold chain management in the cold store at national, assigned states and county and strengthen vaccine and supplies visibility at the sub national levels.

#### **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 the organization vaccine management officer and the cold chain officer under the close **supervisor** of the organization Cold chain **Specialist**.

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#### **GENERAL FUNCTIONS**

##### **Main Duties and Responsibilities**

- 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 (ODK, 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, analyse 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.

**Knowledge/Expertise/Skills required:**

- 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

**Team management:**

- This role has no team management responsibility.



**ESSENTIAL EXPERIENCE**

**Education:**

- A university degree is required in Pharmacy, Public Health, Epidemiology, Public Administration, Supply Chain Management, Logistics and Procurement, Engineering, or other relevant disciplines.

**Experience:**

- A minimum of five years of professional work experience in planning, programming,



implementation monitoring and evaluation of health/immunization programmes, immunization/health supply.

**Project reporting:**

- This role will work under Vaccine management officer and Cold Chain Management officer.

**Languages**

- Fluency in English; knowledge of another UN languages is an asset.

**Key Deliverables**

- 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 organization inventory tool.
- Report on the comprehensive vaccine utilization report for assigned States and counties.
- Monthly comprehensive and final contract report
- The payment will be done monthly upon presentation of a monthly report that will be validated by the organization technical supervisor.

**Other relevant information**

- **The position is open for South Sudanese Nationals only**
- The personnel's will have close interactions with our client's field office program colleagues & frequent travel to the field for supporting coordination and planning at county level & monitoring the implementation of Health activities in the ground
- Qualified female candidates are encouraged to apply for this role.
- Shortlisted candidates will be contacted for an interview, please share your CVs only.
  - **Qualified female candidates are encouraged to apply for this role.**
  - 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 " 9130 "**
  - **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 tittle or organization name

