

Terms of reference
Conducting the vaccine cold chain inventory assessment, Georgia,
04 July – 30 August 2013.

Contractual partner: National Center for Disease Control and Public Health (NCDC)
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Type of contract: Agreement for Performance of Work (APW)
Payment: As of detailed budget attached
Start date: 04 July 2013
Technical report: Jointly with the WHO consultant prepare the final cold chain inventory assessment report and the plan of cold chain strengthening and expansion.
Financial statement: A financial statement is required and shall be submitted upon completion of the work.
Technical liaison points within WHO Oleg Benes, Technical Officer, DCE-VPI,
obn@euro.who.int;

Purpose:

The World Health Organization, Regional Office for Europe provides technical support to Georgia in assessing the vaccine cold chain inventory system.

The overall purpose of this assignment is to provide technical support for building national capacity in planning and conducting a comprehensive cold chain inventory, which will provide evidence for further needs assessment and planning of cold chain strengthening and expansion.

There is currently no comprehensive inventory data for Georgia. A cold chain inventory conducted in 2008 did not collect facility based data to allow further decision making.

Objectives of the work to be performed:

Working closely with the WHO Country Office and external experts, the terms of reference of the implementing agency are as follows:

- Reviewing the current context and development policies for the health system, national immunization programme and immunization supply chain;
- Providing inputs for development of the country plan for cold chain inventory assessment;
- Providing inputs for review and adaptation of data collection tools;
- Recruiting 10 national experts to be trained in the capacity of trainers and supervisors on conducting cold chain inventory assessment;
- Recruiting from each district experts for cold chain inventory data collection (64 persons);
- Organizing a 4-day training workshop on cold chain inventory methodology for national experts, including field pretest;
- Organizing five sub-national workshops to train 64 experts for data collection following WHO mission recommendations;

Organizing cold chain inventory data collection in all facilities storing, transporting vaccines or providing immunization services in Georgia;
Organizing on-site supervision of data collection, data submission and data entry;
Organizing a data processing and analysis workshop engaging national experts in
Reviewing key findings and developing recommendations;
Jointly with the WHO consultant to prepare the final cold chain inventory assessment report and the plan of cold chain strengthening and expansion.

Expected results:

Plan and conduct the cold chain inventory assessment, prepare assessment report with key findings and recommendations and an evidence-based plan to strengthen and expand the vaccine cold chain.

Deliverables:

Country plan for conducting the EVM assessment prepared;
Data for completing EVM Assistant tool submitted (MS Excel 2003);
Relevant data and reports reviewed on the current context and development policies for the health system, national immunization programme and immunization supply chain;
Cold chain inventory data collection tools adapted to country needs (MS Word 2003);
National workshop conducted to train national experts on cold chain inventory planning, data collection and data processing. (MS Word 2003);
Five sub-national workshops conducted and 64 sub-national experts trained on cold chain inventory data collection following WHO mission recommendations;
On-site data collection, supervision, data submission to national experts and data entry performed following WHO mission recommendations;
Vaccine cold chain inventory database completed (CCEM);
National experts engaged in reviewing key findings and developing recommendations;
Contributions to preparing the mission report provided (MS Word 2003).

Timeline:

1. Activity start date: 04 July 2013
2. Activity end date: 30 August 2013
3. Final report: by 30 August 2013.

Budget:

1. Sub-national Cascade training of district level staff – 29-31 July

Per-diems for the national trainers: \$143/day x 5 trainings x 2 experts x 3 days = \$ 4,290

Per-diems for district-level staff to attend training: \$30/day x 2 days x 64 participants = \$ 3,840

Conference facility and equipment: *to be provided by the NCDC*

Sub-Total 1: \$ 8,130

2. Data collection field work – 01-08 August

Supervisory visits of national/regional experts: \$143 per day x 10 experts x 2 days = \$ 2,860

Sub-total 2: \$ 2,860

Financial management and secretarial support: 6 days x \$50 = \$ 300

Sub-total 3: \$ 300

Total local costs: \$ 11,290

Required experience and skills of contractual partner:

Public health institution with minimum 5 year experience on vaccine management and logistics;
Expertise on Vaccine management and immunization supply chain logistics;
Specific expertise on providing technical assistance to implement immunization assessments at country level.

Performance indicators for evaluation of results

Technical and professional level of performed work (will be judged based on the feedback from the country partners and on the quality of the developed mission deliverables);
Timeliness of performed work (timeliness of conducting the assessment and of submission of the deliverables to the WHO);
The quality of work will also be assessed through evaluation of working relations, responsiveness, and communication skills of contractual partner.

Terms of payment:

1. 50% - USD 5,645 payable upon receipt of the countersigned contract.
2. 50% - USD 5,645 payable upon receipt of the Final Technical Report and Financial Statement.

Funding source:

Project: EUDCE1206007 Award: 60612 Task: 10.4

Dina Pfeifer
Programme Manager,
Vaccine Preventable Disease and Immunization Programme



