

Performance Monitoring Tool for the National Expanded Program on Immunization

Annex D:

Terms of Reference Contracting of Professional Consulting Services

PAHO



Pan American
Health
Organization



World Health
Organization
who.int/organizations/americas



In partnership with

Canada

Terms of Reference

Contracting of Professional Consulting Services

Desk review, monitoring of national EPI performance and development of an Action Plan to support Guatemala's immunization operations.

Start date: May 29, 2023	Completion date: July 28, 2023
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1. Background

The Immunization Program (CIM) of the Pan American Health Organization (PAHO) aims to promote and coordinate technical cooperation and partnerships to support Member States' efforts to achieve a sustainable and equitable reduction of morbidity and mortality from vaccination against preventable diseases (VDP) in the Americas.

The results of the 2021 WHO/UNICEF World Health Organization/UNICEF National Immunization Coverage Estimates (WUENIC) showed that coverage rates with Expanded Program on Immunization (EPI) biologics reached historic lows. There is an urgent need to close immunity gaps, revitalize immunization programs, and prevent outbreaks. To this end, it is imperative to identify bottlenecks and challenges in national EPIs and invest resources specifically to address these problems. In addition, we continue to recommend the integration of COVID-19 vaccination operations into regular short-term vaccination programs.

To address the challenges of immunization coverage in the Region, PAHO's CIM has developed a methodology and tool to review the performance of the national immunization program. The objective is to identify challenges, best practices and lessons learned to strengthen the national immunization program and use them to develop recommendations and a short/medium term action plan to revitalize the national EPI.

2. Objectives

General Objective

Characterize the performance level of each EPI component in Guatemala through a desk review, application of an international evaluation tool and development of a short and medium term Action Plan to revitalize each program component.

Specific objectives

- Document the status of the EPI in each of its components through a desk review of documents published by the country in the last five years.
- Implement the Performance Monitoring Assessment tool through self-assessment workshops at the national level, a self-assessment session at the subnational level and field visits at the local level with counterparts from the Ministry of Public Health and Social Assistance (MSPAS).
- Analyze the level of performance achieved in each EPI component through a final evaluation report describing the current situation and the main short- and medium-term challenges for the country.
- Develop a short- and medium-term action plan to revitalize the EPI to improve the quality of the processes of each component, integrating the recommendations of the final evaluation report and describing the responsible parties, scope of action and funding for each activity.

3. Task description

In compliance with the methodology of the "National EPI Performance Monitoring Tool" and under the guidance of the PAHO Immunization Advisor and the country's immunization program, the consultant will be responsible for the following activities:

Phase 1: Preparation

1. Review the protocol and tools of the international evaluation, contributing to its adaptation to the **Guatemalan context**.
2. Prepare a schedule of activities for the planning and implementation of the document review, application of the tool and issuance of the report, as well as the action plan derived from the evaluation of the EPI components.
3. Plan the data collection process with the National Coordination Team (NCT), which includes representatives from the **Ministry of Public Health and Social Assistance (MSPAS)** and counterparts from the PAHO office.
4. Collect all relevant EPI information at the national and subnational levels. The collection should include all relevant documents published in the last five years.
5. Prepare the situation analysis report and integrate CIM/OPS and NCT comments.
6. Support the NCT to adapt the tool to the country context

Phase 2: Evaluation

1. Support NCT to identify sub-national levels and local levels to conduct the self-assessment in
2. Develop and implement a field visit schedule to conduct the sub-national level and local level performance monitoring assessment
3. Prepare a list of participants for the national level component-wise workshops to the NCT. Obtain their consent to proceed.
4. In collaboration with the NCT, contact potential participants and invite them to participate in the national level assessment
5. Implement component-wise workshops at the national level to conduct the monitoring assessment

Phase 3: Follow up

1. Prepare the first draft of the final report. Consolidate information on best practices, lessons learned and analysis of causes and actions for improvement. Include preliminary recommendations and next steps.
2. Discuss and finalize recommendations in collaboration with the NCT and CIM/PAHO. Verify that all recommendations are consistent with each other, realistic and feasible.
3. Support the coordination, organization and logistics for the presentation of the final report to the national authorities.
4. Formulate the Action Plan with actions identified for the short and medium term, along with performance indicators, milestones and a budget proposal to address the challenges and implement the lessons learned and recommendations that emerged from the evaluation.
5. Develop the presentation of the Action Plan for the national authorities.
6. Provide technical support to the national counterpart for the launching of the first operations of the Action Plan.
7. Other duties as assigned.

4. Consultant profile:

Education:

- Essential: University degree in health sciences from a recognized institution.
- Desirable: Master's degree or other accreditation in health sciences from a recognized institution.

Experience:

- A must-have:
 - Experience in the structure and operation of **MSPAS**
 - Knowledge of the Expanded Program on Immunization in the Americas, including **Guatemala**.
- Desirable: Experience in evaluation of vaccination programs.

Skills and competencies:

- Systematization and document review capacity
- Ability to write and summarize reports
- Microsoft Office tools (Word, PowerPoint, SharePoint, Teams) as well as other virtual tools for videoconferencing (Zoom, GoogleMeet, etc.).
- Ability to adapt to changing and highly demanding environments
- Ability to work as part of a team
- Good interpersonal relations
- Proactivity
- Adequate availability to perform functions during the consultancy period.
- Immediate availability
- Own transportation

5. Consulting methodology:

5.1 Responsible for the consultancy: **Dr. Marc Rondy Advisor on Immunizations PAHO/WHO Guatemala**

5.2 Work dynamics:

- All consultancy activities should be coordinated with the responsible PAHO/WHO **Guatemala** advisor and the **MSPAS** counterparts within the NCT.
- Two digital versions in PDF and editable electronic format should be submitted to the technical advisor responsible for PAHO/WHO **Guatemala**, duly identified.

5.3 Submission of documents: whoever applies must submit a Technical-Financial Proposal (it must contain in detail the form of work of the consultancy in accordance with the Terms of Reference provided, in terms of techniques, time and costs).

- Supporting documentation in the case of Individual Person
 - Transfer authorization forms - suppliers, duly signed.
 - CV
 - Copy of DPI or passport when applicable
 - RTU updated
 - Copy of supporting degrees at your academic level

6. Products:

- **Product 1: Situation analysis report derived from the desk review**, including a folder compiling all the documents used for the review, tools or methodologies for the review and a document analysis plan.
- **Output 2: Final report for the self assessment** with recommendations derived from national level workshops, drawing on findings from the sub-national and local levels.
- **Output 3: Action Plan** describing:
 - Current performance status of each EPI component
 - Final report recommendations for each component
 - Identification of actions needed to advance the component of a performance level
 - Scope of action in which the activities are implemented (national, subnational, local).
 - Responsible for each action
 - Level of management to be involved (strategic, managerial, operational) in each activity
 - Implementation schedule for each action identified
 - Financing for the implementation of each activity
 - Special requirements: political support, technical support, technological support, etc.
 - Progress indicators
- **Output 4: Presentation of the Action Plan for authorities** including a roadmap describing next steps and timelines for implementing the actions described.

7. Terms of Payment:

The consultancy will have a duration of **9 weeks**, which will start at the moment both parties have signed and will **end on July 28, 2023**.

Payments will be made in quetzales in one line item:

No.	Product	Delivery dates	Payment Percentage
1	Situation analysis report from desk review	June 16, 2023	
2	Final report with recommendations	June 29, 2023	
3	Action Plan	July 14, 2023	
4	Presentation of the Action Plan and Roadmap	July 28, 2023	

The dates of delivery and payment of the products are subject to modifications according to the need according to the validity of the contract. Payments will be made within a maximum of 7 working days after delivery to PAHO/WHO's satisfaction of the indicated product.

Note: All payments are subject to the contracting party's satisfactory receipt of the products received.