| **Tool 12: Consultancy ToR for establishing NLWGs** |
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| Background to the assignmentNational logistics working groups (NLWGs) have been demonstrably instrumental in improving the performance of supply chain management at the national level. NLWGs are defined as “leadership groups” and may take different forms and names. They aim to improve coordination among partners and the implementation of national immunization supply chain priorities. These working groups are part of the Ministry of Health’s process to strengthen immunization supply chains with the objective of achieving continuous improvement in vaccine efficacy, availabilityand supply chain efficiency. In order to support *Country name*to have a functional national logistics working group in place, it is necessary to understand the status of the NLWG and implement priority activity to establish it. Description of the assignment * 1. **Purpose**

The purpose of this consultancy is to provide technical support to *Country name*in **establishing an NLWG**. This work will be carried out in close collaboration and coordination with the Ministry of Health, UNICEF and WHO Country Offices, as well as other immunization partners.* 1. **Overall objective**

In order to support *<Country>*in establishing an NLWG, the objective of the assignment is to: * Provide guidance on the process and requirements of creating an NLWG, including the legal framework and governance
* Help define the *<Country name>* NLWG’s mandates, strategic and operational framework, governance, and memberships.
* Provide advice on NLWG’s monitoring and evaluation
	1. **Results**
1. NLWG’s legal or administrative status
2. Terms of Reference (ToR)
3. Standard Operations Procedure (SoP)
4. A monitoring and evaluation plan

DurationThe start and end dates will vary according to each consultancy based on specific country needs but a standard expected commitment is *<indicate number>* months which involves a combination of field-based and home-based work (depending on the actual needs).Logistics and timingThe operational base for the work will be in *<indicate location(s)>*The intended commencement date is <date>and the period of implementation of the contract will be < number > months from this date. Key competences, technical background and experience requiredSuccessful candidates shall meet the following minimum requirements: ***Competencies**** Strong analytical, oral and written communication skills
* Proven track record in building and influencing complex multi-stakeholder partnerships
* Proven track record in project management with an emphasis on assessments/evaluations
* Self-starter with ability to plan and execute projects in a timely manner
* Demonstrated ability to work in a multi-cultural environment

***Technical skills and knowledge**** Advanced level education in public administration, policy, monitoring and evaluation, health, engineering, supply chain management, or related field
* Familiarity with WHO-recommended vaccine management practices an advantage
* Proficiency in the use of the Microsoft Office applications including Excel, Word and PowerPoint

***Work experience******Languages**** Written and spoken fluency in <English/French>
* Proficiency in a local language of the country of assignment an advantage

How to ApplyQualified candidates are requested to submit their expression of interest (EOI) The EOI should be accompanied by a cover letter and CV to <email address> with subject line “NLWG” by <deadline>. Please indicate your interest, availability and daily/monthly rate to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered. |
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