



Ministry of Health  
Male', Maldives

## Public Health Program Officer for Cold Chain Management Consultant (National)

Expertise:	Public Health Program Officer for Cold Chain Management (Consultant)
Expertise Group:	Public Health – Immunization, Cold Chain
TOR Keywords:	Public Health, Immunization, EPI, Cold Chain
<b>Objective and Purpose of the Assignment:</b> The selected candidate will directly work under the respective officials in the Ministry of Health (MOH), Health Protection Agency (HPA) and will report to the Head of National Immunisation Programme (NIP). The Public Health Program Officer for Cold Chain Management will lead the work related to ensuring that the cold chain is maintained and its capacity is increased in the Immunization Program.	
<b>Scope of Work:</b> The Public Health Program Officer for Cold Chain Management will work within the MOH and will work in the NIP unit of the MOH. The tasks will need to be carried under the guidance of the Head overseeing the NIP of the Ministry of Health.  The Public Health Program Officer for Cold Chain Management will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Head of NIP for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b> The Public Health Program Officer for Cold Chain Management (Consultant):  <b>(A) Programme Planning and Implementation:</b> The Public Health Program Officer for Cold Chain Management (Consultant): <ul style="list-style-type: none"><li>- Planning and execution of all activities related to Vaccine and logistics implementation in the Central Level, in close coordination with Atolls Vaccine and cold chain focal points;</li><li>- Support the work of Cold Chain Handlers (CCH) at Central and atolls Vaccine Store and cold chain points in improving timely stock entries and their online visibility, including temperature performance of cold chain equipment.</li></ul> <b>(B) Technical Assistance:</b> Support the Atolls Cold Chain officer in all activities pertaining to vaccine logistics and cold chain management in the district. This includes, but is not limited to: <ul style="list-style-type: none"><li>- Vaccine stock forecasting;</li><li>- Cold chain needs assessment;</li><li>- Indent generation;</li><li>- Storage and distribution planning for vaccines, syringes and Cold Chain Equipment (CCE);</li><li>- Planning for preventive maintenance of CCE;</li><li>- Any other work assigned by the Head of Immunization and Cold Chain Program as and when required.</li><li>- Support the Head of Immunization and Cold Chain Program in organizing review meetings of Cold Chain Handlers (CCH);</li><li>- Develop vaccine collection and distribution cycle and ensure its implementation with support from Atolls Vaccine Store in-charge;</li><li>- Ensure all transactions (issue, receipt, discard, transfer etc.) of vaccines and syringes are entered in the Data management system;</li><li>- Review the online data entry of all vaccine and syringes transactions on daily basis and ensure regular &amp; timely updating from all cold chain points;</li><li>- Regular analysis of consumption patterns, wastage rates, monthly reports etc. Supporting Head of Immunization and Cold Chain Program in taking corrective actions;</li><li>- Monitor cold chain performance through remote temperature loggers and ensure prompt response to temperature excursions at cold chain points across the district.</li><li>- Work closely with the district refrigerator mechanic to ensure timely repair of cold chain machines;</li></ul>	



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- Visit all iced-lined refrigerator (ILR) points in the district and support the Head of Immunization and Cold Chain Program in day-to-day monitoring and implementation;
- Work closely with Atolls and Islands Level Health officials;
- Undertake field visits to monitor the implementation of the system and provide; technical inputs to address gaps and bottlenecks in the implementation of eLMIS;
- Undertake field visits to atolls and islands vaccine storage;
- Prepare periodic status reports, annual reports, case studies, etc. in a qualitative and timely manner.

**(C) Capacity Building of Cold Chain Handlers:**

- Conduct training sessions for CCH and plan for refresher trainings and training of newly recruited newly recruited staff;
- Supportive supervision of CCH in effective vaccine logistics and cold chain management including temperature recording and handling;
- Identify capacity-building needs on data management and undertake capacity building activities at district level for different levels of health professionals and field-level functionaries, facilitate learning exchanges.

**(D) Vaccine Temperature Management:**

Temperature logger installation, this includes:

- Verifying master-data readiness before site installation;
- Signing-off post logger installation;
- Associating the temperature logger with CCE.
- Cold Chain Equipment and Temperature logger monitoring on a regular basis;

Ongoing maintenance of assets, this includes:

- Updating the configuration of temperature logger;
- Updating/ maintaining master-data in the data management web application once the logger is installed;
- Registering CCE, or similar assets, or temperature loggers, if they are not in the Data management system.

**Minimum Qualification Requirements:**

The consultant should have

- a degree in public health, biological sciences, health information, health management, or related field and
- at least 3 years of experience in working in reputed organizations; or
- at least 1 year of experience in public health activities in national projects.

Minimum General Experience	<b>3</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>
Regional/Country Experience <b>Required</b>		

Deliverables	Estimated Submission Date	Type
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	September 2023	August 2024*	
Full Time – 40 hours a week, for 12 months			
Payment is based on actual time inputs.			

\* Initial engagement is for 12 months, subject to extension up to August 2025 upon satisfactory performance after the first year.