

Terms of Reference **for Consultant to develop strategy for boosting the vaccination in the community**

I. Background:

Health Action Coordinating Committee (HACC) was set up in 1995 as umbrella of NGO and CBO are working in response to HIV and AIDS. Then HACC has expanded its roles to coordinate and network of NGOs and CBOs are working in response to general health in Cambodia in late 2017. Currently, HACC is networking and coordinating with over 100 NGOs and CBOs are being implementing in health sectors through out of Cambodia. As networking of NGOs and CBOs in health sectors, HACC is playing key significant roles including networking, coordinating, information sharing, advocacy, capacity building, community system strengthening and health system strengthening.

HACC and Catalyst Management Services have signed partnership with each other to implement one project so called the leveraging and institutionalizing lesson from achieving Covid-19 vaccine equity to strengthen health system.

To start up this project, HACC currently is looking for consultant to develop community strategy for boosting vaccination coverage on both regular and Covid-19 program in Cambodia.

II. Objectives and Scope of works:

The overall objectives of the consultancy are to:

- To identify people whom are not cover by regular and Covid-19 vaccination
- To identify key strategy and intervention for reaching all those populations
- To identify tool and any existing mechanism would be used to scall up the vaccination program in Cambodia

III. Key Roles and Responsibilities:

The successful candidate will perform the following roles and responsibilities:

- Develop methodology, tools and timeframe of the assignment;
- Conduct desk review of related documentation
- Conduct key informant interview or group discussion with key satkeholder
- Conduct data collection, analyzing and preparing the report
- Organize and facilitate consultatve meeting with key stakeholders to get comment
- Submit progress report

IV. Deliverables:

The consultant will provide with the following materials belows:

- An Inception Report descript the design, methodology, tools and timeframe to be used for the whole assignment
- Submitted assessment report to HACC

V. Qualifications and experience required:

The minimum qualifications and experience required are:

- Master or doctorate in public health, Social scient and other related field.
- Demonstrate experience in area of Public Health
- Demonstrate knowledge of the current COVID-19
- Experiences in work experiences with vacciantion program
- Demonstrate experience conducting desk reviews and stakeholders' meetings.
- Good written and oral communication skills.

VI. Timeframe and Payment schedule

The consultancy assignment is expected to start in mid-March to May 2023

No.	Deliverable	Date	%	Amount US\$
1.	Execution of Agreement		15%	
2.	Inception Report detailing the methodology to be used to collect the information including an outline of report and the technical brief.		20%	
3.	A Draft Report detailing the main findings from the desk reviews and the consultations with stakeholders		40%	
4.	Finalised Report and Technical Brief that reflect the feedback provided by key stakeholders		25%	
TOTAL:				

VII. Assignment management

- The consultant will be contacted directly with HACC Executive Director at hacc@haccCambodia.org or 077 27 52 27

VIII. Document needs for application:

- Cover letter and CV
- Propose plan to perform the consultancy's assignment (This should be included activities; methodologies and time frame)
- Propose on details consultant's fee.

Qualified and interested applicants are requested to submit a cover letter, CV and all document need of this consultancy to Mrs. Bun Monyrod, Admin and Finance Manger by February 28, 2023 at 5:00 PM. She could be contacted at afm@haccCambodia.org.

Short listed candidates only will be contacted for interview.