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TERMS OF REFERENCE

eVLMIS and Digital Immunization Systems Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Dhaka
DURATION OF CONTRACT	12 months

Purpose of Assignment

The overall purpose of the eVLMISandDigital ImmunizationSystemsConsultant is to support the National Expanded Programme on Immunization (EPI), & MIS DGHS, to scale up and sustain the effective use of the Electronic Vaccine and Logistics Management Information System (eVLMIS) and the OpenSRP-based Immunization e-Tracker (Smart Health BD) & VaxEPI across the country, mainly through divisional-level refresher training of system users, follow-up support and data quality monitoring.

Bangladesh has introduced several digital platforms for immunization, including eVLMIS for vaccine and logistics management, the OpenSRP-based e-Tracker and Online Microplan for child registration and session planning, VaxEPI and DHIS2. Recent evidence shows that their potential is not yet fully used:

- The Joint National/International EPI and VPD Surveillance Review (October 2026) found that eVLMIS has been scaled up nationwide, but not all modules are implemented, and physical, paper, DHIS2 and vaccine consumption data did not always reconcile. National stockouts of pentavalent, IPV, OPV and PCV lasted up to three months in 2025.
- Divisional reviews found that eVLMIS is not updated in real time in some areas, parallel digital and manual reporting continues, and data from DHIS2, e-Tracker, VaxEPI and eVLMIS are not triangulated.
- e-Tracker child registration is progressing but uneven, ranging from about 63% to 90% in parts of Khulna division and below 50% in 10 of 40 upazilas in Sylhet division, and the system is not yet consistently used to generate due and defaulter lists for follow-up.
- The review found training on new digital platforms insufficient, while 30–40% of EPI posts are vacant and staff turnover means new users continue to join without training.

To address these gaps, the consultant will update the user guides and refresher training packages for eVLMIS and the e-Tracker, facilitate divisional-level refresher training for district, upazila and city corporation users in all eight divisions, provide follow-up support, and monitor system use and data quality. The consultant will also coordinate with the system developers (Statwig and mPower) on issue resolution and system improvement, and provide digital data support for the second round of the preventive Oral Cholera Vaccine (pOCV) campaign in the first quarter of 2027. Through these time-bound, measurable deliverables, the consultant will contribute to better vaccine availability, more reliable immunization data and stronger use of digital tools to find and vaccinate missed children.

Scope of Work

The consultant will be based at the National EPI Headquarters, DGHS, and will work under the guidance of the EPI programme and logistics teams, in close coordination with MIS/DGHS and the UNICEF Health Section. The consultant will support national-level coordination of eVLMIS and the e-Tracker and their use at divisional, district,

upazila and city corporation levels. The consultant will work closely with EPI-HQ, MIS/DGHS, divisional and district health authorities, EPI superintendents, storekeepers, MT-EPI, EPI supervisors, Health Assistants, the divisional EPI consultants, the system developers (Statwig and mPower) and other partners. The consultant will travel at least six days a month to facilitate divisional refresher training and conduct follow-up. Progress will be reported to UNICEF monthly and quarterly.

Description of Assignment:

1. **Scale up eVLMIS through divisional refresher training**

   Update the bilingual (English and Bangla) eVLMIS user guide and refresher training package, and facilitate refresher training at divisional level for district, upazila and city corporation eVLMIS users in all eight divisions (inventory, indenting, supply, stock transactions and reporting modules), with practical exercises and pre/post-tests.

2. **Scale up the Immunization e-Tracker through divisional refresher** training

   Update the e-Tracker and Online Microplan refresher training package and facilitate refresher training at divisional level for district, upazila and city corporation users in all eight divisions, covering registration, vaccination recording, due and defaulter lists, zero-dose identification and microplan updates.

3. **Monitor system use and data quality**

   Produce monthly analyses of eVLMIS reporting completeness, timeliness, stock-outs and wastage, and of e-Tracker registration and use, by division and district; support reconciliation of eVLMIS, DHIS2, VaxEPI and e-Tracker data; and share findings with EPI-HQ and the divisional EPI consultants.

4. **Provide user support and coordinate with system developers**

   Provide first-line technical support to users, maintain an issue log, and coordinate regularly with Statwig and mPower to resolve issues and prioritize system improvements based on user feedback.

5. **Support campaign data systems**

   Provide digital data support for the second round of the pOCV campaign in the first quarter of 2027, including microplan compilation and correction, transfer of distribution lists from DHIS2 to VaxEPI, and daily national coverage reporting, and support other campaigns as required.

6. **Report and document**

   Maintain a training database, prepare monthly and quarterly progress reports and an end-of-assignment report, and document lessons learned.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Update the eVLMIS user guide and refresher training package and establish a baseline of system use. Provide digital data support for preparation of the pOCV campaign round 2. Provide eVLMIS data support to	• Bilingual (English/Bangla) eVLMIS user guide and refresher training package (modules, practical exercises, pre/post-tests) updated and validated with EPI-HQ. • Baseline analysis of eVLMIS use (modules in use, reporting completeness and timeliness, stock data	31 January 2027

the national EVM assessment.	reconciliation) and e-Tracker registration by division and district completed. • Divisional refresher training schedule for eVLMIS (February–May) and e-Tracker (June–September) agreed with EPI-HQ. • pOCV round 2 microplans compiled, reviewed and corrected in the digital microplanning platform. • eVLMIS stock and distribution data extracted and provided to the EVM assessment team. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Facilitate divisional-level eVLMIS refresher training. Provide digital data and reporting support during the pOCV campaign round 2.	• eVLMIS refresher training conducted at divisional level for 2 divisions, with district, upazila and city corporation eVLMIS users (EPI superintendents, storekeepers, MT-EPI and other users) trained on all modules, with pre/post-test results and a training report submitted. • pOCV round 2 distribution lists transferred from DHIS2 to VaxEPI, and daily national coverage reports prepared and shared during the campaign.	28 February 2027

	• Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Facilitate divisional-level eVLMIS refresher training. Prepare the pOCV round 2 post-campaign coverage report.	• eVLMIS refresher training conducted at divisional level for 2 more divisions, with district, upazila and city corporation eVLMIS users (EPI superintendents, storekeepers, MT-EPI and other users) trained on all modules, with pre/post-test results and a training report submitted. • pOCV round 2 final coverage report prepared from DHIS2/VaxEPI data and submitted to EPI-HQ. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig	31 March 2027

	(eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. • Quarterly (Q1) progress report submitted to UNICEF. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Facilitate divisional-level eVLMIS refresher training. Update the e-Tracker and Online Microplan refresher training package.	• eVLMIS refresher training conducted at divisional level for 2 more divisions, with district, upazila and city corporation eVLMIS users (EPI superintendents, storekeepers, MT-EPI and other users) trained on all modules, with pre/post-test results and a training report submitted. • Bilingual e-Tracker and Online Microplan refresher training package updated and validated with EPI-HQ and mPower. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line	30 April 2027

	user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Complete divisional-level eVLMIS refresher training in all eight divisions.	• eVLMIS refresher training conducted at divisional level for the remaining 2 divisions, with district, upazila and city corporation eVLMIS users (EPI superintendents, storekeepers, MT-EPI and other users) trained on all modules, with pre/post-test results and a training report submitted. • Consolidated eVLMIS refresher training report submitted, confirming coverage of all 8 divisions (number trained by cadre, district and city corporation; pre/post-test results). • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	31 May 2027

Facilitate divisional-level e-Tracker and Online Microplan refresher training. Conduct post-training follow-up of eVLMIS use. Support eVLMIS sessions within the divisional EVM SOP trainings, where feasible.	• e-Tracker and Online Microplan refresher training conducted at divisional level for 2 divisions, with district, upazila and city corporation users (EPI supervisors, Health Assistants, data staff) trained, with pre/post-test results and a training report submitted. • eVLMIS post-training follow-up conducted in at least 10 district/city corporation stores, with changes in reporting completeness and real-time updating documented. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. • Quarterly (Q2) progress report submitted to UNICEF. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	30 June 2027
Facilitate divisional-level e-Tracker and Online Microplan refresher training.	• e-Tracker and Online Microplan refresher training conducted at divisional level for 2 more divisions, with district, upazila and city corporation users (EPI	31 July 2027

	supervisors, Health Assistants, data staff) trained, with pre/post-test results and a training report submitted. • Data reconciliation exercise (eVLMIS, DHIS2 and VaxEPI) conducted for selected districts, with discrepancies and corrective actions shared with EPI-HQ. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Facilitate divisional-level e-Tracker and Online Microplan refresher training.	• e-Tracker and Online Microplan refresher training conducted at divisional level for 2 more divisions, with district, upazila and city corporation users (EPI supervisors, Health Assistants, data staff) trained, with pre/post-test results and a training report submitted. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs,	31 August 2027

	registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Complete divisional-level e-Tracker and Online Microplan refresher training in all eight divisions.	• e-Tracker and Online Microplan refresher training conducted at divisional level for the remaining 2 divisions, with district, upazila and city corporation users (EPI supervisors, Health Assistants, data staff) trained, with pre/post-test results and a training report submitted. • Consolidated e-Tracker refresher training report submitted, confirming coverage of all 8 divisions. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues.	30 September 2027

	• Quarterly (Q3) progress report submitted to UNICEF. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	
Conduct post-training follow-up of e-Tracker use, including generation of due and defaulter lists. Support districts and upazilas with low eVLMIS or e-Tracker performance.	• e-Tracker post-training follow-up conducted in at least 10 upazilas/city corporation zones, with registration and due/defaulter list use documented. • Targeted remote or on-site support provided to the lowest-performing districts/upazilas, with improvement tracked. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	31 October 2027

Review eVLMIS and e-Tracker performance after refresher training and consolidate user feedback for system improvement.	• Comparison of eVLMIS and e-Tracker performance before and after refresher training completed and presented to EPI-HQ. • Consolidated user feedback and priority system improvement requests shared with Statwig, mPower, EPI-HQ and MIS. • Monthly eVLMIS and e-Tracker performance analysis (reporting completeness, timeliness, stock-outs, registration and use by division and district) shared with EPI-HQ and divisional EPI consultants. • Monthly coordination meetings held with Statwig (eVLMIS) and mPower (OpenSRP e-Tracker/Online Microplan), with an updated issue log showing reported, resolved and pending issues. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system developers, with a monthly progress report submitted to UNICEF	30 November 2027
Prepare training completion reports and an end-of-assignment report, with recommendations for 2028.	• Training database for eVLMIS and e-Tracker refresher training handed over to EPI-HQ. • End-of-assignment report submitted, covering all deliverables, achievements, challenges and recommendations for 2028. • Quarterly (Q4) progress report submitted to UNICEF. 22 days of technical support to EPI-HQ, DGHS, including first-line user support, issue logging and follow-up with system	31 December 2027

	developers, with a monthly progress report submitted to UNICEF	

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Minimum requirements:
  Education: **Bachelor's degree in computer science, Information Technology, Statistics, Public Health, Supply Chain Management, Social Science, or a related field. A master's degree would be an advantage.**

- Institutional Requirement: The degree must be obtained from a government-recognized or UGC-approved (University Grants Commission) university/institution.
- Experience working with DGHS/EPI, MIS, UNICEF or WHO would be an added advantage.

Work Experience:

- Minimum 2 years of professional experience in health information systems, digital health, immunization data management or vaccine logistics management.
- Demonstrated experience supporting implementation of digital health platforms (e.g., eVLMIS, OpenSRP, DHIS2) and providing user support.
- Proven experience in conducting user training and orientation for health staff at sub-national level. Experience in data extraction, validation, analysis and reporting.

Technical Expertise

Demonstrated expertise in one or more of the following areas:

- eVLMIS or other logistics management information systems (inventory, indenting, supply and reporting).
- OpenSRP-based e-Tracker, Online Microplan, VaxEPI and DHIS2.

- Data quality assessment, data reconciliation and dashboard/report preparation.
- Training of system users and preparation of user guides.
- Basic knowledge of immunization supply chain and routine immunization.

Skills and Competencies

- Strong analytical and problem-solving skills.
- Good training and communication skills.
- Ability to coordinate with government counterparts and technology partners.
- Advanced proficiency in MS Excel and other MS Office applications.
- Ability to work independently and travel frequently.

Language Requirements: Fluency in Bangla and English (written and spoken) is required.

Desirables:

- Prior experience working with UNICEF, WHO or other UN agencies.
- Experience supporting immunization campaign data systems (e.g., microplanning, VaxEPI, daily coverage reporting).
- Experience with GIS mapping or dashboard tools.

Technical requirements:

- Technical proposal

The key contents to be included are as below:

1. Understanding of Assignment

Briefly describe your understanding of the objectives and scope of work.

2. Approach and Methodology

Explain how you will plan and deliver the divisional refresher trainings, follow-up support and system performance monitoring.

3. Relevant Experience

Highlight experience in similar assignments (e.g., eVLMIS/LMIS, OpenSRP, DHIS2, user training, data quality, UN/government work).

4. Technical Capacity

Demonstrate your expertise in:

- Digital immunization and logistics systems
- User training and support
- Data analysis and reporting