

1. Reference to section 3.3 on page 27 (bullet 2 & 3), the analysis of data to be provided by UNICEF will be for how many countries (participating and non-participating) and what level of effort is required on that? This will help us with resource time and planning.
 - The analysis would be for ~40 countries, approximately half of which are participating and half are not.
 - Depending on the degree of understanding of immunization the consultants may have, the level of effort will vary between 2 and 4 days of work.
 - Regarding bullet 3 in section 3.3, we recognize that the wording in the ToR is not very clear. The idea is that the consultants should produce qualitative analyses based on the data they collect from interviews and discussions carried out with UNICEF and government partners during the assessment.
2. Reference to section 3.3 on page 27 (bullet 4), activity of “**Survey to be conducted with country stakeholders and UNICEF regional and country offices on use of ViVa, perceptions on user friendliness, and processes; perceptions of results achieved**”:
 - In which countries/ locations is this survey required to be conducted? Is this expected to be in-person or remote? **This will be an online survey of users in participating countries.**
 - What is the target size of audience for this survey? **250 to 270 people**
3. Reference to section 3.3 on page 27 (bullet 5), activity of “**In-depth interviews with key informants in the Governments, UNICEF regional and country offices and global & regional partners (roughly 40 interviews)**”:
 - In which of the 8-10 countries are the interviews to be conducted? Are these expected to be in-person or remote? **The interviews will be conducted remotely. The final list of interviewees will be determined during the Inception Phase. We estimate around 40 interviews will need to be conducted.**
 - Will UNICEF provide the list of people to be interviewed in “Governments, UNICEF regional and country offices and global & regional partners” or is the Consultant expected to identify these? **UNICEF will provide the final list. The Consultant and UNICEF will agree on stakeholder identification during the Inception Phase of the Assessment.**
 - Will UNICEF facilitate the introductions to the selected interviewees? **Yes. All interviewees already have an established relationship to UNICEF.**
 - Is there no requirement to interview other stakeholders at subnational level such as the regional vaccine managers etc. so as to gain a better understanding of implementation challenges? **The final interviewee list will be determined during the Inception Phase.**
4. Is there a preference on the location from where the Consultant is expected to carry out the work?

No, there is no preference on the location. The work will primarily be carried out remotely. However, bearing in mind that most of ViVa users are in Africa and that Supply Division is in Europe, it would be useful if the consultants were based in a time zone that provides flexibility on times for telephone / skype conversations.

5. Reference to section 8 on page 28, is it acceptable for Consultant to propose a team of more than 1-2 people in order to meet the timeline of 3 months?

We estimated that 1-2 people is the maximum number of consultants required to carry out the task given the project size. The bidder can propose a larger team if they feel it is necessary. Keep in mind there is a financial review of the submitted proposal.

6. The financial template has limited number of headers, can we customize the template by making such additions like accommodation/ other expenses etc.?

Yes.