

**Department of Immunization, Vaccines and Biologicals (IVB)
Family, Women's, and Children's Health (FWC)
World Health Organization (WHO)**

TERMS OF REFERENCE FOR CONSULTANCY

Deadline for application: 10 July 2017

**Consultant to support the Controlled Temperature Chain (CTC) country implementation
oversight and strategy development**

Overview:

The agenda for the Controlled Temperature Chain (CTC) has made great strides in recent years with a growing track record of downstream, country-level success through field implementations across multiple countries using the Meningitis A vaccine as it is introduced into the Expanded Program on Immunization (EPI). Likewise, there has also been upstream, supply-level progress as an increasing number of new and existing vaccines are considered by manufacturers and regulatory authorities for compatibility with this novel approach to vaccine delivery which allows vaccines to be used outside of the cold chain under specific, monitored conditions. Following the impressive achievements of the pilot and uptake efforts associated with CTC and the MenAfriVac vaccine, other vaccines are slotted to follow suit and similar activities are expected to yield important data in support of the CTC approach and the benefits it offers in terms of addressing supply chain challenges and improving coverage and equity. The CTC Working Group, established in July 2016 under the Immunization Practices Advisory Committee (IPAC), recently identified four priority vaccines for CTC, for which individual roadmaps are under development. Immediate activities requiring implementation in line with these roadmaps and Global Vaccine Action Plan objectives, as well as committed deliverables under a Bill and Melinda Gates Foundation grant, are the piloting of Human Papillomavirus (HPV) Vaccination using a CTC in at least two countries and similar planning for an Oral Cholera Vaccine.

Description of duties:

The Consultant will assist the Supply, Technologies, and Financing (STF) team within the Immunization Vaccines and Biologicals (IVB) Department of WHO and the Secretariat of the CTC Working Group, located in WHO headquarters in Geneva, Switzerland, in specific technical tasks associated with project planning and oversight. The Consultant will be responsible for protocol design and finalization, development of training materials, and overall project supervision and reporting. The consultant will also be expected to assist with consolidating and summarizing data for the project team, assisting with analyses, producing materials required for WHO review processes including presentation slides, and other tasks as appropriate.

Specific essential duties & responsibilities include, but not limited to:

- Finalization of country-specific implementation protocols;
- Ensuring full ethical approvals are obtained;
- Liaising with country-level personnel for implementation planning;
- Tracking project timelines and ensuring effective project management;
- Working in close collaboration with country personnel to develop appropriate training materials, supervision tools, and implementation microplans;
- In-country supervision of project activities, including monitoring and evaluation;
- Ensuring effective data collection, review and analysis;
- Reporting progress and issues in implementation;
- Writing up study results and drafting a report of lessons-learned from implementation;

- Adapting draft implementation guidelines and assisting with finalization, printing, and dissemination of these guidelines;
- Assist with the scheduling and execution of bi-monthly teleconferences for the CTC Working Group, including tracking participation and documenting discussion outcomes through detailed minutes and follow-up, when needed;
- Manage the forum discussion site dedicated to the CTC working group on the TechNet21 website;
- Summarizing data, and assisting with creation of project presentations, outputs, written reports as needed;
- Assisting with data analysis with guidance from the CTC Working Group;
- Providing project status/progress updates at all phases of the pilot implementations;
- Consolidating findings from analyses for presentations to project team and other partners;
- Performing other appropriate tasks as needed for maintaining project progress and achievement of deliverables.; and
- Traveling domestically/internationally, as required, up to 25 percent to meet with project team members off-site or to carry out in-country supervision.

Qualifications required:

- Bachelor's degree required.
- Advanced degree in public health, health policy and management, healthy systems, global/international health preferred.

Experience:

- At least 7 years of professional work experience in the international health sector (either public or private).
- At least 2 years of experience in immunization in low-resource environments.
- Demonstrated experience in working with local Ministries of Health on immunization supply chain and logistics issues, as well as vaccine-related implementation research.
- Familiarity with WHO preferred.

Skills and Knowledge:

- Demonstrated problem solving and analytic skills.
- Highly organized, self-directed and self-motivated.
- Strong written communication and mature interpersonal skills.
- Proficiency in Microsoft Excel.
- Ability to work successfully in a small team environment.

Language requirements:

Fluency in written and oral English, with proficiency in French a strong advantage.

Place of assignment:

Applicant will be required to work from the WHO Headquarters Geneva office. Relocation support will not be available.

Duration of contract:

4 months from 14 August 2017 to 15 December 2017

Corresponds to a Full-Time Equivalent of: 100%

Application Process:

Qualified applicants should submit their CV along with a cover letter, in English, by 10 July 2017 to auc@who.int. Applications received after this date will not be accepted.

In the email subject line, please put "CTC Consultancy".

Only successful candidates will be contacted. CVs received from this posting may be used to fill other current and future openings requiring a similar skill set.