Family, Women, Children and Adolescents (FWC)
Department of Immunization, Vaccines and Biologicals (IVB)
Expanded Programme on Immunization (EPI)

Terms of Reference for Consultant
Data Management

Deadline for application: 9 November 2018

Purpose of the Consultancy
The purpose of this consultancy is to provide technical support for key deliverables of the WHO Strategic Information Group (SIG/EPI/IVB) in the area of data management and information systems. The scope of the work involves mainly the annual subnational coverage data received from the WHO Member States in the context of the change of the Organization’s information system and the development of the WHO Immunization Information SystEm (WIISE).

The consultancy is proposed for a duration of 13 months from 1 December 2018 through 31 December 2019.

Background
The World Health Organization (WHO) is mandated by its Member States to monitor the health situation and assess health trends. In this context, WHO collects, compiles, analyses and disseminates immunization programme and vaccine-preventable diseases surveillance data. Although data collection and management processes have been in place for decades, there has never been an effort to harmonize processes and workflows across WHO Regional Offices (RO) and Headquarters (HQ). It is in this context that the WHO Immunization Information SystEm (WIISE) project was created which main objective is to develop a new information system for immunization data hosted at WHO. This project includes subnational coverage data.

Since 2017, the World Health Organization Headquarters (WHO/HQ) collects and publishes subnational immunization coverage data reported by its Member States. Member States were asked to report their numerator (number of doses administered), denominator (number of eligible individuals) and coverage data (% of eligible individuals receiving the relevant dose of vaccine) for the first and third dose of DTP-containing vaccines (DTP1, DTP3) and measles containing vaccine (MCV1) from their second administrative level (“admin2” often called districts). The data collection is done through the WHO/UNICEF Joint Reporting Form (JRF) process.

Work to be performed
**Output 1**: Collect, manage and validate subnational immunization coverage data.
- Task 1.1: Maintain and strengthen the database to accommodate time series, implement and operationalize improved processes and analyses queries in the database.
- Task 1.2: Collect, track and incorporate the data received from the WHO Member States.
- Task 1.3: Produce all the queries and reviews of the data to draft queries to be sent to the countries.
- Task 1.4: Produce epidemiological analyses of the data, present the results of the analyses (maps, graphs).
- Task 1.5: Document collection and validation processes.

**Output 2**: Provide technical support to the WIISE project.
- Task 2.1: Work with IT on variables, data sets, indicators and data models needed for the subnational coverage data in XMart 4.0.
- Task 2.2: Define data checks and validation rules to be implemented in XMart for the subnational coverage data.
- Task 2.3: Transfer the subnational data into XMart.
- Task 2.4: Work with IT on the production of Visuals and Dashboards using the subnational coverage data.
Task 2.5: Build some dashboards for measles and rubella using R/Shiny.

**Output 3:** Produce the Measles and Rubella surveillance monthly update (13 updates during the duration of the contract).
- Task 3.1: Manage the case-based data received from the regional offices.
- Task 3.2: Perform data validation using R and communicate with regions on the findings from the validation exercise.
- Task 3.3.: Produce the update and review the main findings with the team.
- Task 3.4: Share the update with all measles and rubella stakeholders.

**Output 4:** Work on the French version of the Survey Scholar material:
- Task 4.1: Review, for accuracy in statistical terms and clarity, all existing translations of Survey Scholar material as well as the WHO Vaccination Coverage Cluster Survey Reference Manual.
- Task 4.2: Attend an in-person meeting with francophone immunization stakeholders to adapt the Survey Scholar Modules A1, A2 and A3.

**Output 5:** Perform Ad Hoc analysis upon request for the SIG Team and provide support to the SIG team members involved in the WIISE project.

**Specific requirements**

- **Qualifications required:**
  Advanced university degree in Public Health, Epidemiology, Infectious Diseases, Health Policy, Bio Statistics or another related field.

- **Experience required:**
  No experience required as this is a young professional consultant contract

- **Skills / Technical skills and knowledge:**
  - Knowledge of vaccine-preventable diseases and immunization information systems.
  - The contractor should have expert skills in Microsoft Access, and in an epidemiological software (i.e. “R”).
  - Proven knowledge of statistical terminology in French.
  - Familiarity with analysis of vaccination coverage surveys.
  - Strong writing skills in French as documented by academic and/or technical documents.
  - Ability to work independently as well as coordinating and engaging with persons from a multicultural environment.
  - Ability to use communication technology to interact virtually with persons from all over the world.

- **Language requirements:**
  - English – Read/Write/Speak at advanced level
  - French – Read/Write/Speak at expert level

**Place of assignment**

The applicant will be required to work from the WHO headquarter office, in Geneva, Switzerland.

**Timeline and Duration**

The contract is expected to start on 1 December 2018 and terminate on 31 December 2019 and corresponds to a full-time equivalent of 100%, with possibility for extension. Pay scale will be defined according to the level of expertise of the selected candidate.

**Medical clearance**

The selected Consultant will be expected to provide a medical certificate of fitness for work.
Travel
The Consultant is expected to travel according to planned travels that will be decided by the Team at a later stage.

Application Process:
Qualified applicants should submit their CV along with a cover letter, in English, by 9 November 2018 to Laure Dumolard at email: dumolardl@who.int. Applications received after this date will not be accepted.
In the email subject line, please put “Consultancy, Data Management”.
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.