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: 10 December 2018

Purpose of the Consultancy
The purpose of this consultancy is to support the management, review and analysis of the immunization data collected from WHO Member States through the annual data collection mechanism referred to as Joint Reporting Form (JRF). The consultancy is proposed for a duration of six months from 7 January 2019 through 30 June 2019.

Background
Since 1998, in an effort to strengthen collaboration and minimize the reporting burden, the World Health Organization (WHO) and the United Nations Children’s Fund (UNICEF) jointly collect information through a standard questionnaire (the Joint Reporting Form) sent to all Member States. The form which is coordinated and maintained by WHO headquarters (Geneva, Switzerland) and UNICEF headquarters (United Nations, New York), is distributed to all their Member States. Once completed by national immunization programme staff in collaboration with WHO and UNICEF country office counterparts, the forms are returned to WHO, Geneva and/or UNICEF, New York by mid-April.

The immunization system performance data are collected for a calendar year, January through December. After forms are received by WHO and UNICEF, data are extracted, reviewed for completeness and consistency and queries are sent to countries to clarify absent information and inconsistencies. The nationally reported immunization performance data are then made publicly available on the WHO website and used for various analyses and reports.

It is therefore requested from the consultant to provide assistance in performing the extraction, management and analyses of the data collected.

Work to be performed
1: Prepare and update the excel data collection tool and test the upload function of the information system prior to the reception of the country data

2: Collect, extract and manage the data collected through the excel form following the existing documentation and under the supervision of the Technical Officer

3: Review completeness and consistency of the data reported and identify inconsistencies and potential errors and summarize them by country.

4: Under the supervision of the WHO Technical Officer, perform data analysis and produce summary charts and graphs.
Specific requirements
- **Qualifications required:**
  Advanced university degree in Public Health, Epidemiology, Infectious Diseases, Health Policy, Bio Statistics or another related field.
- **Experience required:**
  0-3 years (young professional) of relevant experience in data management and analysis.
- **Skills / Technical skills and knowledge:**
  - Knowledge of vaccine-preventable diseases and immunization information systems.
  - The contractor should have expert skills in Microsoft Access and proven analytical skills
  - Ability to work independently as well as coordinating and engaging with persons from a multicultural environment.
- **Language requirements:**
  English – Read/Write/Speak at an expert level

Place of assignment
The applicant will be required to work from the WHO headquarters office, in Geneva, Switzerland.

Timeline and Duration
The contract is expected to start on 7 January 2019 and end on 30 June 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 10 December 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.

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