CONSULTANCY

Initial Terms of Reference

This consultancy is requested by:

<table>
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<tr>
<th>Unit:</th>
<th>Regulation of Medicines and other Health Technologies (RHT) Unit</th>
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<tr>
<td>Department:</td>
<td>Department of Essential Medicines and Health Products (EMP)</td>
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1. **Purpose of the Consultancy**
   The Consultant will support the RHT Unit, and the WHO Drug Information journal Focal Point(s) to develop a plan to review and revamp the WHO Drug Information journal and to manage writing and publishing of the journal on a quarterly basis.

2. **Background**
   WHO Drug Information is a quarterly journal published by RHT. It provides an overview of topics relating to medicines development and regulation which is targeted to a wide audience of health professionals and policy makers.

   Launched in 1987, WHO Drug Information communicates the latest international news and trends to regulatory agencies, academic and training institutions, researchers, consumer bodies, and pharmaceutical manufacturers and focuses on topics impacting the safety, efficacy and quality of medicines, medical products, herbas and biomedicines. It presents a range of perspectives on how current challenges impact the manufacture, prescribing and access of medicines throughout the world and introduces newly-released guidance documents.


   Ongoing tasks (i.e. to be carried out for each issue) will include:

3. **Planned timelines** (subject to confirmation)
   Start date: 15/12/2018
   End date: 30/12/2019

4. **Work to be performed**
   **Output 1:** shape the content of the journal for target audience:
   - National Regulatory Agencies
   - Academics/Researchers
   - Patient Associations
   - Safe Medicines Associations
   - Development Agencies
   - Health Workers
   - Nongovernmental Organizations
   - Journalists/Media
Deliverable 1.1: Propose innovative ideas regarding publication outreach

Deliverable 1.2: With Focal Point(s) discuss and propose and seek consensus regarding improvement of WHO Drug Information journal and its web page.

Deliverable 1.3: Raise awareness among all teams in RHT about the WHO Drug Information journal.

Output 2: Ongoing tasks in the management of WHO Drug Information journal

Deliverable 2.1: Discuss/liaise with WHO staff to collect information/articles/documents

Deliverable 2.2: Propose and seek agreement (from Head, RHT as well as RHT Coordinators as Team Leads as required) on contents list

Deliverable 2.3: Produce text and infographics to highlight articles.

Deliverable 2.4: Write and edit the agreed content according to WHO house style

Deliverable 2.5: Review articles and documents submitted by WHO staff and external partners for publication, in terms of accuracy, reliability, credibility, readability and relevance to the Publication’s scope and edit in consultation with authors, according to WHO house style

Deliverable 2.6: Revise and finalise the documentation following receipt of feedback from the WHO Drug Information Focal Point(s) and other experts

Deliverable 2.7: Correspond with authors submitting articles/documents for publication

Deliverable 2.8: Make sure publication is published according to the agreed WHO standard format

Deliverable 2.9: Make sure the publication meets the quarterly deadlines for printing and posting on web (March-June-September-December)

5. Technical Supervision

The selected Consultant will work on the supervision of:

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Email</th>
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<tbody>
<tr>
<td>Emer Cooke, Head Regulation of Medicines and other Health Technologies (RHT) Unit</td>
<td><a href="mailto:cookee@who.int">cookee@who.int</a></td>
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<tr>
<th>Manager: Deus Mubangizi, Coordinator, WHO Prequalification Team (PQT)</th>
<th>Email: <a href="mailto:mubangizid@who.int">mubangizid@who.int</a></th>
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<tbody>
<tr>
<td>Manager: Raffaella Balocco, Technologies Standards and Norms (TSN), Group Lead, International Nonproprietary Names (INN)</td>
<td>Email: <a href="mailto:baloccor@who.int">baloccor@who.int</a></td>
</tr>
<tr>
<td>Focal Point: Sophie Lasseur, INN – Focal Point INN</td>
<td>Email: <a href="mailto:lasseurs@who.int">lasseurs@who.int</a></td>
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<tr>
<td>Focal Point: Angela Lopes, PQT – Focal Point for the WHO Drug Information publication and website</td>
<td>Email: <a href="mailto:lopesa@who.int">lopesa@who.int</a></td>
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6. **Specific requirements**

- **Qualifications required:**
  Degree in journalism and/or in English

- **Experience required:**
  At least five years of professional experience as a technical writer/editor, preferably in health/regulatory communications.

- **Skills / Technical skills and knowledge:**
  Proven experience working with international organisations
  Advance knowledge of editing software, graphics (e.g. use of Adobe Pro, InDesign etc).
  Ability to analyse and synthesise relevant information to the benefit of the organisation.
  Ability to meet deadlines.
  Initiative, resourcefulness, timeliness, shares knowledge and experience.
  Provides helpful feedback and advice.
  Demonstrates ability to manage complexities.
- Language requirements:
  Excellent English in writing and editing required

7. Place of assignment
The Consultant is expected to perform her/his from place of residence/work. May be required to travel to
WHO Headquarters in Geneva Switzerland to review and discuss way forward with WHO Drug Information
journal Focal Point(s).

8. Medical clearance
The selected Consultant will be expected to provide a medical certificate of fitness for work.

9. Travel
The Consultant is expected to travel according to the itinerary and estimated schedule below (TBD):

<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From XX/XX/20XX</td>
<td>To XX/XX/20XX</td>
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<tr>
<td>Purpose:</td>
<td>Purpose of the mission</td>
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All travel arrangements will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive subsistence allowance.

Visas requirements: it is the consultant’s responsibility to fulfil visa requirements and ask for visa support letter(s) if needed.