CONSULTANCY

Initial Terms of Reference for the purpose of:

☒  Expression of Interest for Consultancy contract

**Title:** Vaccine Safety Net (VSN) consultant  
**Contract type:** Consultancy (part time - 50%)  
**Planned start date:** 15 September 2018  
**Duration of consultancy:** Initial contract of 9.5 months with possibility of extension subject to availability of funds  
**Duty Station:** Geneva, Switzerland  
**Organization unit:** HQ/HIS/EMP/SAV - Health Systems and Innovation; Department of Essential Medicines and Health Products, Safety and Vigilance

CV and letter should be sent to: sahinovici@who.int copy to gysi@who.int with subject: “Expression of Interest VSN Consultancy”

**Deadline for application:** 7 August 2017

1. **Purpose of the Consultancy**
   The consultant will provide technical assistance for assessing the scientific content of general internet resources (such as websites, Facebook (FB) pages, blogs and mobile applications and others), provide expertise for the development of the Vaccine Safety Net (VSN) internet resources’ core vaccine safety content package, maintain and manage a Multilanguage roster of scientific volunteers tasked with reviewing websites containing vaccine safety information in various languages.

2. **Background**
   The Vaccine Safety Net (VSN) was established by the World Health Organization (WHO) in 2004 to assist internet users find reliable vaccine safety information tailored to their needs. Its initiation was the result of the increasing number and detrimental effect of websites providing unbalanced, misleading and alarming vaccine safety information. As a consequence, governments, key non-governmental organizations and the United Nations Children’s Fund (UNICEF) requested a mechanism facilitating the identification of and access to reliable sources of information on the Web.

3. **Planned timelines** (subject to confirmation)
   **Start date:** 15/09/2018  
   **End date:** 30/06/2019
4. Work to be performed

Output 1: Assess new VSN candidates against the Global Advisory Committee on Vaccine Safety (GACVS) good information practices criteria and add them to the network.

- Deliverable 1.1: identify relevant resources (websites, FB pages, blogs, mobile applications) and or respond to expressed requests for evaluation;
- Deliverable 1.2: perform preliminary and formal assessments, provide and follow up implementation of recommendations with websites’ owners;
- Deliverable 1.3: collaborate with other consultants for the assessments in particular languages;
- Deliverable 1.4: add new resources to WHO VSN webpages;
- Deliverable 1.5: populate the roster of volunteers with adequate scientific and language knowledge to perform re-assessments of VSN members and assessments of new VSN candidates on a regular basis.

Output 2: Re-evaluate the VSN members’ resources (websites, Facebook pages, blog’s and mobile applications) for their continuous adherence to the GACVS criteria for good information practices.

- Deliverable 2.1: make use of the VSN evaluation form to re-assess the content and the credibility of members’ resources;
- Deliverable 2.2: provide recommendations to address criteria issues and follow their implementation with the resources owner;
- Deliverable 2.3: update the WHO VSN webpages with the members’ latest evaluation data;
- Deliverable 2.4: identify areas of improvement and update the VSN evaluation form when required.

Output 3: Manage the VSN internet resources’ core vaccine safety (VS) content package.

- Deliverable 3.1: identify areas of improvement and update the scientific content for the VSN-VS content package in collaboration with the VSN Advisory Group on a regular basis;
- Deliverable 3.2: further disseminate the VSN-VS content package.

Output 4: Manage the VSN management tools (systems, applications).

- Deliverable 4.1: update the VSN members’ and candidates tracking sheet on a regular basis;
- Deliverable 4.2: provide minutes of VSN Advisory Group and Stakeholders Group Teleconferences, follow up on action points, and update the VSN action list after each VSN secretariat coordination meeting and teleconference.

Output 5: Participate to other VSN related activities.

- Deliverable 5.1: record and collate relevant data where appropriate;
- Deliverable 5.2: report on other VSN related activities.
5. Technical Supervision
The selected Consultant will work on the supervision of:

| Responsible Officer: | Ms Isabelle Sahinovic  
Technical Officer, Global Vaccine Safety |
|----------------------|----------------------------------------------------------------------------------|
| Manager:             | Dr Patrick Zuber  
Group Lead, Global Vaccine Safety                                                  |

6. Specific requirements
- Qualifications required:
  - Essential
    - Advanced university degree in public health, sciences or related field.
  - Desirable
    - Knowledge in project management, epidemiology, vaccinology, or related field.

- Experience required:
  - Essential
    - Experience in vaccine safety domain;
    - Experience in reviewing scientific content of resources on the internet (websites, Facebook pages, blogs, and mobiles applications).
  - Desirable
    - Experience working in an international organization;
    - Experience in multi-partners collaborations from multiple countries, government and non-government institutions.

- Skills / Technical skills and knowledge:
  - Essential
    - Broad technical knowledge in Public Health and Vaccines in the context of vaccine safety;
    - Knowledge and proficiency in project management and operational planning in a multi-partner international context;
    - Excellent interpersonal, negotiation and consultative skills;

Knowledge and experience in working with Web It, E-pub and Google analytics would be an advantage.

- Language requirements:
  - Essential
    - Excellent knowledge of English and French, written and spoken. Knowledge of other languages would be an asset.

7. Place of assignment
The consultant shall telework.