Terms of Reference for Consultant
IA2030 M&E framework – data analyst / project manager

Deadline for application: 15 December 2019

Purpose of the Consultancy
The purpose of this consultancy is to support the work of the Monitoring and Evaluation (M&E) Framework Taskforce of “Immunization Agenda 2030: A Global Strategy to Leave No One Behind” (IA2030).

The Task Force is responsible for developing an M&E framework for IA2030 to be implemented throughout the decade.

The consultancy is proposed for a duration of six months (from 1 January 2020 through 30 June 2020), with the option to be renewed for an additional semester.

Background
As the “Decade of Vaccines” comes to an end, countries, regions and global organizations are coming together to develop a new global vaccines and immunization vision and strategy for the next decade (2021-30).

The new vision and strategy, which is entitled as “Immunization Agenda 2030: A Global Strategy to Leave No one Behind” outlines the strategic framework for immunization for the 2021-30 period, and is aimed at accelerating progress towards achieving Universal Health Coverage (UHC) and Sustainable Development Goals (SDGs). The vision and strategy has been co-created through extensive consultations involving global, regional and national level stakeholders. The draft vision and strategy was endorsed by the Strategic Advisory Group of Experts on Immunisation (SAGE) on 9 October, 2019.

As a part of the operationalization process of IA2030, an M&E framework will be developed to measure progress against IA2030 strategic priority goals.

The M&E taskforce will build its work on the lessons-learned from the M&E framework of the Global Vaccine Action Plan (GVAP), which established a common set of metrics to assess progress, identify bottlenecks, and to enable countries to benchmark their achievements against GVAP goals. In addition, the M&E taskforce will work in close collaboration with the M&E Working Group of Gavi, The Vaccine Alliance, which will define the indicators for Gavi’s new strategic plan (Gavi 5.0).

Work to be performed
The taskforce has the following responsibilities:
1. Alignment of the IA2030 M&E framework with other relevant processes, including, but not limited to, Gavi 5.0, SDG Roadmap and WHO’s 13th General Programme of Work (GPW13),
2. Revision of the proposed IA2030 strategic priority goals,
3. Identification of existing indicators for the selected goals,
4. Should no indicators be available for a goal, highlighting the gaps and defining a process to fill these gaps,
5. Identification of global targets to drive the achievement of SP goals whenever relevant,
6. Liaising with regional and national stakeholders to agree, if tailored trajectories and milestones towards the achievement of the global targets is the preferred option and propose how this could be implemented through the regional and country operational plans,
7. Design of an M&E accountability framework clearly stating roles and responsibilities of different stakeholders at the global, regional and national level.
Specifically, the selected consultant will be responsible for:

- Coordinating the M&E taskforce, including project management for the M&E workstream (e.g. set up meetings, draft agendas, draft/edit materials),
- Coordinating with the other M&E networks / processes related to IA2030 (e.g. Gavi 5.0, SDG Roadmap, GPW13), and consulting widely with relevant stakeholders at the global, regional and country level critical for the development and implementation of the IA2030 M&E framework,
- Identifying and conducting the analyses needed for defining indicators, drawing upon existing analyses and material as needed,
- Ensuring full alignment and collaboration between the IA2030 and Gavi M&E taskforces.

**Specific requirements**

- **Qualifications required:**
  First university degree in medical or social sciences, statistics, or another related field. An advanced university degree in public health or epidemiology would be an advantage.

- **Experience required:**
  At least five years of relevant professional work experience in immunization data management and analysis.

- **Skills / Technical skills and knowledge:**
  - Knowledge of vaccine-preventable diseases and immunization information systems.
  - Proven strong analytical skills.
  - Strong written communication skills
  - Skilled in Microsoft Excel, PowerPoint and Access
  - Ability to work independently as well as coordinating and engaging with senior stakeholders.
  - Previous experience in developing M&E frameworks.
  - Previous experience in the UN system (desirable)

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

**Place of assignment**

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

**Timeline and Duration**

The contract is expected to start on 1 January 2020 through to 30 June 2020 and corresponds to a full-time equivalent of FTE, 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 travel to 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 the 15 December 2019 to Ebru Ekeman at email: ekemane@who.int. Applications received after this date will not be accepted.

In the email subject line, please put “Consultancy, IA2030 M&E framework”.

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.