Universal Health Coverage and the Life Course (UHC-LC)
Department of Immunization, Vaccines and Biologicals (IVB)
Expanded Programme on Immunization (EPI)

Terms of Reference for Consultant
IA2030 Project Management

Deadline for application: 1 January 2020

Purpose of the Consultancy
The purpose of this consultancy is to support the project management work of the “Immunization Agenda 2030: A Global Strategy to Leave No One Behind” (IA2030).

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

1. RFP Background

Immunization Agenda 2030
With the Global Vaccine Action Plan (GVAP) soon coming to an end, a new vision and strategy for vaccines and immunization for the coming decade has been in development over the past year. With this objective in mind, and at the request of the Regional Offices and partner organizations, WHO convened a technical consultation process over the course of 2019, to generate the post-2020 vaccines and immunization vision and strategy, which resulted in the development of “Immunization Agenda 2030: A Global Strategy to Leave No One Behind” (IA2030).

The IA2030 vision and strategy has been “co-created” through an iterative process, with extensive engagement of global, regional and country stakeholders. It builds on the lessons-learned from GVAP, but also responds to the new global context and addresses emerging challenges. IA2030 was endorsed by SAGE on 9 October 2019. The aim is to present the new vision and strategy for endorsement to the 73rd World Health Assembly, in May 2020.

The IA2030 core document is the first step. It will be complemented by a set of technical documents (technical “annexes”), fleshing out each strategic priority and guiding implementation of the IA2030 Strategic Framework. These will co-exist with other technical documents on an online resource repository. More importantly, the vision and strategy will need to be turned into practice through operational plans at the regional and country level, a governance mechanism and a Monitoring and Evaluation (M&E) Framework. Communications and advocacy will be a critical enabling component to ensure continued visibility and momentum throughout the decade.

Please refer to the Annex for more information on the workstreams.

Project Management Background
The project is overseen by a small core project team, made up WHO headquarters as the Secretariat, and partner agencies (WHO, UNICEF, The Bill and Melinda Gates Foundation (BMGF), Wellcome Trust and Gavi, The Vaccine Alliance, CSO constituency). At the WHO Secretariat, the Director of the Department of Immunization, Vaccines and Biologicals (IVB) provides overall supervision and strategic direction to the project, supported by one full time and three part time (10-50%) technical staff.
The current externally resourced project management support provided to WHO will come to an end at the end of December 2019. Given the limited capacity within the WHO Secretariat (due to internal transformation processes), there is currently no capacity or internal resource to support the project management of the finalization and roll-out of IA2030 vision and strategy. There is an urgent need to ensure a smooth handover from the current consultants, to wrap-up the work initiated in 2019 and to make sure that there is no gap which could hinder the successful and timely roll-out of the IA2030 vision and strategy.

**RFP Objectives**

The scope of this work is to ensure project management support to the effective and efficient day-to-day implementation of the finalization and roll-out of IA2030, under the overall guidance and oversight of the WHO Secretariat.

We anticipate that the workstreams outlined below could be undertaken by an individual consultant with relevant experience.

**Core streams** (full-fledged support – meeting management, document preparation, content generation and coordination with key stakeholders):

- Support the management of the core project team meetings.
- Support the timely and appropriate submission of all documents necessary for the endorsement of IA2030 at the WHA in May 2020.
- Support the WHO Secretariat and Regional Offices to implement the IA2030 vision and strategy, by aligning the RVAPs with IA2030 vision and strategy to ensure country buy-in.
- Generate tailored content and messaging for different stakeholders for meetings/events on raising awareness on the IA2030 vision and strategy.
- Provide an effective handover to WHO for the ongoing project co-ordination of workstreams.

**Secondary streams** (light touch support – meeting management, supporting content chair and/or leads):

- Support the work of the content WGs in generating technical annexes.
- Support the M&E taskforce by providing materials, linkages to other work streams and logistical support.
- Support the launch of the IA2030 vision and strategy at the WHA.
- Support the stakeholder consultations on governance options.

**Specific requirements**

- **Qualifications required:**
  An advanced university degree in business administration/economics, social sciences, public health or epidemiology.

- **Experience required:**
  At least 7 years of proven experience in project management, planning and implementation. Familiarity with donor funded development projects and immunization policy landscape is an asset.

- **Technical skills and knowledge:**
  - Proven experience in project management of complex, multi-partner projects.
  - In-depth knowledge of vaccine-preventable diseases and the immunization policy landscape, including a good understanding of the different stakeholders involved in immunization (e.g., partner organizations, donors, country/regional representatives, etc).
  - Proven track-record of working with multi-partner projects.
  - Skilled in using Microsoft PowerPoint and Microsoft Word, Microsoft Excel.
  - Proven written and oral communication and team-building skills.
  - Proactive approach and structured, priority-driven problem-solving mindset.
• Ability to work independently as well as coordinating and engaging with international senior stakeholders from WHO, donors, partner organizations and countries.

- **Language requirements:**
  English – Read/Write/Speak at advanced level
  Intermediate level of French is desirable.

**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 early 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 1 January 2020 to Ms 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 Project 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.
ANNEX: Additional details of IA2030

FINALIZATION AND LAUNCH OF THE IA2030 VISION AND STRATEGY (January – May 2020)
The focus of this phase is the finalization of the IA2030 core document (including its annexes), leading to endorsement by the World Health Assembly (WHA). The specific components are summarized below:

Endorsement of the IA2030 Vision and Strategy
The IA2030 vision and strategy document is currently being revised to incorporate SAGE feedback. Depending on the outcome of the Member State discussion and consultations between the end of the year and the WHA in May 2020, other revisions maybe necessary, including support for the drafting and negotiation of the EB/WHA resolutions for endorsement. This process is managed by the WHO Secretariat.

Development of the “technical annexes”
The content working groups are drafting technical annexes to flesh out the details of IA2030 strategic priorities, which will be ready by the time of the WHA. There is a mall catalytic funding from BMGF to support the meetings of the content working groups. In addition:

- There is a plan to have annexes on the four “core principles”, which will be developed after the WHA.
- Depending on the gaps identified by the content working groups in the annexes, additional work may be needed to develop other technical content in the operationalization phase, requiring “deep dives” in some technical areas.

Launch of the online resource repository
The regional and country consultations revealed the need for an online resource hub to bring together the technical documents and resources related to immunization in one place, which will be independent from the WHO website. WHO Secretariat has bought the domain names for “IA2030” to launch the online resource hub. Initially this will be a static website, which will serve more as a repository and will be managed by WHO internal resources. Over time, depending on the needs, there is a plan to scale it up and turn it into a more comprehensive and interactive “online hub”.

Launch of the IA2030 vision and strategy at the WHA
The plan is to launch IA2030 vision and strategy at the WHA at an event, with the participation of countries and major partners. The details of the launch will be defined closer to the WHA.

OPERATIONALIZATION OF IA2030 (January 2020 – December 2021)
IA2030 vision and strategy will start to be implemented when GVAP expires at the end of 2020. However, there is an urgency to start defining the elements related to its operationalization:

- Some of the Regional Vaccine Action Plans are expiring already at the end of 2020. The WHO Regional Offices are working on their next regional strategies, which need to be aligned with the IA2300 strategic framework.
- There is a need to align the IA2030 M&E framework with other related M&E frameworks that are currently being developed (e.g. Gavi 5.0, SDG roadmap) to allow countries to work towards the same goals and targets, using the same indicators.
- The decision on the governance structure will have a strong impact on operational plans, which requires an urgent a mapping of the landscape and discussion of possible options.
The operationalization phase has three key components, which are highly interlinked:

**M&E Framework**
M&E framework will be developed by a small technical task force, which will refine the strategic priority goals, develop global targets and indicators. They will also be responsible for incorporating relevant Gavi 5.0 indicators and to run analyses to fill gaps on additional indicators needed to measure the IA2030 strategic framework. For maximum efficiency, the membership of the task force will be aligned with the members of the Gavi 5.0 M&E working group, with the two workstreams leveraging on each other.

**Regional Operationalization Plans**
This is a critical step to turn the IA2030 vision and strategy into action, and entails the following elements:
- Revising the RVAPs to align them with the IA2030 and strategy.
- Providing tailored support to countries to ensure that the national immunization strategies are aligned with the IA2030 vision and strategy.
- Defining roles and responsibilities (countries, regional entities, partners), which will include an accountability framework.
This work has already started in the African Region, which will be immediately followed by the European, South East Asia and Western Pacific Regions.

**Governance**
The discussion on IA2030 governance will be conducted in two phases:
- **Phase 1**: A landscape analysis of relevant governance structures at the global, regional and country level, with pros and cons of each option, and with recommendations for discussion and decision.
- **Phase 2**: A stakeholder consultation on the available options and outcomes of Phase 1, with a decision on the future governance structure.

**Advocacy and communications**
One of the lessons-learned from GVAP is that the initial momentum created at the beginning of the Decade of Vaccines could not be maintained, due to lack of a concerted communication and advocacy efforts throughout the decade.

The communications and advocacy strategy will have two components:
- Creating a social movement for individuals and communities to actively seek and support immunization (country, sub-national)
- Alignment among the communications and advocacy strategies of main partners (global, regional)

**Wrap-up of GVAP**
Some activities related to GVAP wrap-up, including the phase out of the GVAP Secretariat, the Decade of Vaccines Working Group, final reporting to the WB and WHA in 2022.