Agreement for Performance of Work\textsuperscript{1}

Services

Terms of Reference

This Agreement for Performance of Work (APW) is requested by:

<table>
<thead>
<tr>
<th>Initiator:</th>
<th>Joachim Maria Hombach</th>
<th>Reg.#:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit:</td>
<td>Family, Women's and Children's Health</td>
<td>Cluster / Dpt.:</td>
<td>Immunizations, Vaccines, and Biologicals</td>
</tr>
</tbody>
</table>

1. *Purpose of the APW*

The Purpose of this APW is to carry out an evaluation of SAGE’s scope and objectives, working mechanisms and processes in terms of their relevance, effectiveness and quality in order to identify areas for improvement and ensure SAGE continues to provide high quality advice into the next decade.

2. *Background*

SAGE is the principal advisory group to WHO for vaccines and immunization. The group is charged with advising WHO on overall global vaccination policies and strategies, ranging from vaccines and technology, research and development, to delivery of vaccination and its linkages with other health interventions. SAGE’s remit extends to the control of all vaccine-preventable diseases as part of an integrated, people-centred platform of disease prevention that spans the human life-course and in the context of health systems strengthening.

SAGE was last evaluated in 2008. Since then, SAGE has made important progress and adaptations to its functions and processes. In parallel, scope and expectations for normative and strategic guidance by SAGE has expanded considerably in accordance with the goals and objectives of immunization. Therefore, it has been decided that WHO conducts an evaluation of SAGE aimed at appraising SAGE’s priorities and scope of work and at identifying areas where SAGE processes may require improvements.

3. *Planned timelines* (subject to confirmation)

<table>
<thead>
<tr>
<th>Start date: 04/2018</th>
<th>End date: 04/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total duration: 12 months</td>
<td></td>
</tr>
</tbody>
</table>

4. *Requirements - Work to be performed*

**Objective 1**: Assess current SAGE scope and objectives, working mechanisms and processes in terms of their relevance, effectiveness and quality to assure that SAGE continues to provide high quality strategic advice in all areas of the evolving immunization and global health agenda. The evaluation should also consider the role SAGE will take in the future as immunization policies and services become more integrated within other health services.

The evaluation should focus on SAGE as the key advisory body on immunization policy and strategy. Other advisory bodies relevant to immunization and biologicals will only be reviewed with regards to how in their roles and functions as contributing to SAGE objectives.

---

\textsuperscript{1} This is only to be used for APWs granted to Companies, and not for APWs granted to Individuals.
Output 1.1: Assist in the planning and coordination of the WHO SAGE stakeholder retreat for 19 April 2018 to inform key areas of interest for full evaluation.

Output 1.2: Develop and carry out a full evaluation with the following key elements:

- Facilitate consultations with SAGE members and other key stakeholders and a small external advisory panel.
- Conduct quantitative analysis of SAGE agenda items, recommendations and position papers (timing and scope), decisions on cross-cutting issues, including dissemination and reach/influence on initiatives, partners, countries (also web statistics on relevant downloads and hits).
- Review of existing guidance documents, terms of references, reports.
- Conduct a broad-based online survey including WHO and external stakeholders.
- Execute in-depth interviews with a selected group of key stakeholders and technical experts.

5. *Requirements - Planning*

The successful bidder will be required to submit the following documents. Besides, regular teleconferences will be scheduled, and interim findings be shared with WHO upon request.

1. SAGE Retreat Summary Report
   - Findings from the April retreat will be summarized into a final report outlining the key evaluation questions put forth by the SAGE members.

2. Evaluation Manual
   - A full evaluation approach and timelines covering all elements as listed under the Key Requirements.

3. Interim Progress Report
   - Update to the SAGE secretariat and Director IVB on progress of evaluation and preliminary findings.

4. Final Evaluation Report and Lessons Learnt
   - Final report outlining main findings of evaluation and lessons learnt for improvement in future evaluation of SAGE.

6. *Activity Coordination & Reporting*

<table>
<thead>
<tr>
<th>Technical Officer:</th>
<th>Joachim Maria Hombach, Senior Health Adviser, IVB, Immunization Policy</th>
<th>Email: <a href="mailto:hombachj@who.int">hombachj@who.int</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>For the purpose of:</td>
<td>Technical supervision and instructions - Reporting</td>
<td></td>
</tr>
<tr>
<td>Administrative Officer:</td>
<td>Catherine Kirorei Corsini, Assistant, IVB, Vaccine Policy</td>
<td>Email: <a href="mailto:corsinic@who.int">corsinic@who.int</a></td>
</tr>
<tr>
<td>For the purpose of:</td>
<td>Contractual and financial management of the contract</td>
<td></td>
</tr>
</tbody>
</table>

7. *Characteristics of the Provider*

This project may be undertaken by a single consultant or a small group headed by a primary or lead consultant. Qualifications and experience of all team members and their roles in the project must be provided in the form of Curriculum Vitae (CV) attached as an appendix to the proposal.
Qualifications required:
The lead consultant will hold a higher degree (or demonstrate equivalent experience) relevant to one or more of the following: public health, immunization programs, immunization policy, global health policy, evaluation.

Experience Required:
The primary/lead consultant is required to have at least 10 years of experience working in a relevant field. Experience in policy development processes and understanding of the methodology of translating evidence to policy is desirable. Previous working experience or past collaboration with WHO is desirable.

Skills / Technical skills and knowledge:
The lead consultant or consultancy team will demonstrate expertise in health policy, health systems, immunization policy, qualitative and quantitative analysis, written English and production of high quality reports relevant to meeting client needs.

8. *Place of assignment
The successful bidder will work remotely with scheduled visits to WHO Headquarters in Geneva, Switzerland for face-to-face meetings with the SAGE Secretariat, Director of IVB and the external advisory group.

The successful bidder will also be required to conduct an initial scoping of evaluation questions for discussion with SAGE members and moderate a retreat on April 19, 2018 in Geneva, Switzerland.