CONSULTANCY

Initial Terms of Reference

The consultancy is ordered by:

<table>
<thead>
<tr>
<th>Unit:</th>
<th>Traditional, Complementary and Integrative Medicine (TCI)</th>
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<tr>
<td>Department:</td>
<td>Service Delivery and Safety (SDS)</td>
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1. **Purpose of the consultancy**
   
   To enhance the work in the integration of traditional and complementary medicine (T&CM) into national health systems including integrative medicine which is the integration of traditional and complementary medicine with conventional medicine in Traditional, Complementary and Integrative Medicine (TCI) unit, of the Service Delivery and Safety (SDS) department.
   
   To support and contribute to World Health Organization’s (WHO) work of improving quality, safety and efficacy of herbal medicines in integrated, people-centered traditional, complementary and integrative medicine service delivery.

2. **Background**
   
   The integration of T&CM into national health systems and integrative medicine are an important part of the work in Traditional, Complementary and Integrative Medicine (TCI) of SDS department in particular in the implementation of WHO Traditional Medicine Strategy 2014-2023 and WHA resolution on traditional medicine (WHA67.18). The TCI team needs to be supported for the urgent tasks in the area of integration of T&CM into health systems including the integrative medicine to make sure the smooth and timely progress of the tasks according to the PB 2018-2019 and the project cooperation plan between WHO and Macao SAR, China.

3. **Work to be performed**

   **Output 1**
   
   Support TCI in the development of standards and norms setting regarding herbal medicines - the WHO technical document on interaction of herbal medicines with other medicines:
   
   - Coordinate for the revision of the draft based on the recommendations/suggestions
   - Circulate the revised draft for global peer review and revise it based on the comments/suggestions

   **Deliverable 1**
   
   Achieve progress in the development of WHO technical document on interaction of herbal medicines with other medicines
   
   - Progress achieved in the revision of the draft.
   - Progress achieved in the global peer review and follow up revision.

   **Output 2**
   
   Support TCI in the development and implementation of the proposal on standards and norms setting regarding herbal medicines in the collaborative work plan in relevant WHO CCs for traditional medicine:
   
   - Coordinate data collection to support the development of the proposal.
   - Coordinate with the WHO CCs and relevant experts in the development of the proposal.

   **Deliverable 2**
Achieve progress in the development of the proposal on standards and norms setting regarding herbal medicines in the collaborative work plan in relevant WHO CCs for traditional medicine:
• Coordinate for drafting and implementing the proposal.
• Progress achieved in the implementation of the proposal submitted.

Output 3
Support TCI in the regulatory coordination on herbal medicines among WHO Member States according to the newly revised TORs of the International regulatory cooperation on herbal medicines (IRCH):
• Coordinate with relevant members and partners of IRCH in the implementation of the new TORs of IRCH.
• Coordinate relevant activities in supporting countries as requested.

Deliverable 3
Achieve progress regarding the implementation of new TORs of IRCH which is now a WHO network:
• Develop the proposal on strengthening the regulatory networks on herbal medicines through the implementation of new TORs of IRCH.
• Support countries on herbal medicines regulation as requested.

Output 4
Support TCI in developing a database on quality and safety of exporting Chinese herbal medicines according to the collaboration agreement between WHO and Macao SAR government 2015-2019:
• Revise the draft outline of the proposal for the database development.
• Coordinate relevant experts including WHO CCs to develop and implement the proposal.

Deliverable 4
Progress achieved in the development of the database.

4. Technical supervision
The selected Consultant will work on the supervision of:

<table>
<thead>
<tr>
<th>Responsible Officer:</th>
<th>Dr Zhang Qi, Coordinator, TCI/SDS</th>
<th>Email: <a href="mailto:zhangqi@who.int">zhangqi@who.int</a></th>
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<tbody>
<tr>
<td>Manager:</td>
<td>Dr Edward Kelley, Director, SDS</td>
<td>Email: <a href="mailto:kelleye@who.int">kelleye@who.int</a></td>
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5. Planned timelines (subject to confirmation)
Start date: 22/10/2018  
End date: 21/04/2019

6. Work effort

<table>
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<tr>
<th>6 Months</th>
<th>Months (Please note that one month = 20 days)</th>
<th>□ And</th>
<th>□ Or</th>
<th>Days</th>
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Corresponds to a Full-Time Equivalent of: 100 %
(100% equals 40 hours a week – 4 weeks a month)

7. Specific requirements
- Qualifications required:
  Master degree of Medicine and related

- Experience required:
  More than 10 years of experience in herbal medicines.
- **Skills / Technical skills and knowledge required:**
  - Senior consultant on policy-making on regulation of herbal medicines for Traditional Chinese Medicine for more than 10 years.
  - Broad international experience in support of herbal medicines with good coordination and communication.
  - More than 10 years of research and experience in the area of interaction of herbal medicines with other medicines.
  - More than 10 years experience working on WHO standards and norms on herbal medicines.
  - More than 10 years experience in database development on herbal medicines.

- **Language requirements:**
  English - Read (Very Good)- Write (Very Good) - Speak (Very Good)

8. **Place of assignment**
   WHO/HQ - Geneva, Switzerland

9. **Medical Clearance**
The selected Consultant will be expected to provide a medical certificate of fitness for work.

10. **Travel**
The Consultant is expected to travel, including for taking up assignment, according to the itinerary and estimated schedule below:

<table>
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<th>Travel dates</th>
<th>Location:</th>
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<td>From</td>
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<td>Purpose:</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** in line with the instructions applicable locally, or up to the maximum of the UN DSA.

The Consultant shall apply for a **UN Certificate** prior to travelling.

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