

Terms of Reference

WHO Polio Eradication resource mobilization: Consultant

February to July 2019

Objective of the Programme

The Global Polio Eradication Initiative, mandated by the World Health Assembly to stop transmission of wild poliovirus, has reduced global incidence of polio by 99.9%. It is a partnership spearheaded by WHO, Rotary International, US CDC and UNICEF and supported by BMGF. The programme supports Member States in carrying out surveillance and immunization campaigns and strengthening routine immunization, in order to stop polio transmission.

Organizational context

The incumbent will work as part of the resource mobilization and communications team of the WHO polio eradication department in order to ensure the effective mobilization and stewardship of funding for the Polio Endgame Strategy. S/he will report to the coordinator and work under the guidance of the portfolio managers. The work will require engaging with GPEI partners, WHO staff at regional and country level and donor focal points.

Summary of Assigned Duties

Contribute to polio eradication resource mobilization strategy:

- Prepare donor intelligence in terms of political analysis and funding opportunities for donor focal points;
- Participate in GPEI partnership Polio Advocacy and Communications Team to support partnership strategy on specific donor portfolios.

Support implementation of resource mobilization strategy:

- Work closely with technical staff on the preparation of concept notes and project proposals, including providing guidance on the recalibration of inputs and outputs; ensure that timely donor approval is requested for project amendments;
- Ensure smooth processing of donor agreements: liaise with relevant WHO colleagues in legal and finance teams to secure the required clearances for proposals and donor agreements before signature;
- Support preparation of donor reports and project evaluations, communications and advocacy documents, including success stories, required for resource mobilization and strategic decision making;
- Prepare acknowledgment letters and relevant correspondence accompanying proposals and reports.
- Track submission deadlines for financial and technical reports and liaise with finance team and country offices.

Essential knowledge and skills specific to this position

- Demonstrated ability to develop resource mobilization approaches and materials, and promote consensus with donors and partners.
- Strong interpersonal and organizational skills,
- Integrity, tact and discretion.
- Ability to work and achieve goals under pressure.
- Good knowledge of WHO mandate and procedures is an asset.

Education and experience

- Essential: Degree in humanities, or degree in public health and equivalent professional experience. Proven ability in proposal drafting and reporting. Strong writing and ability to condense information from disparate sources into a compelling narrative.
- Desired: Ability to facilitate and strengthen the involvement and collaboration of a broad range of internal and external partners. Experience working at country level with donors. Communications experience would be an asset.
- Fluent English essential: French is an asset.
- Familiarity with all standard desktop applications, especially Excel.

Send expression of interest and CV to polionews@who.int. Deadline for applications is 18 January 2019.