

## FINAL TERMS OF REFERENCE

### POL ORPG - Consultant

#### 1. Background

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, UNICEF and Gavi, the Vaccine Alliance, 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.

The novel oral polio vaccine type 2 (nOPV2) is a new vaccine being rolled out under an Emergency Use Listing (EUL), on a time-limited basis. In this regard, additional temporary support is needed to ensure countries are able to meet the specific EUL requirements for use of nOPV2.

In 2020, the GPEI partners identified ORPG as the one stop shop for outbreak response and preparedness in charge of coordinating outbreak response resources across the GPEI partnership and by working closely with regional offices of WHO and UNICEF.

The consultant will support the roll out of the novel OPV2 (nOPV2) vaccine and support with the coordination unit of the Outbreak Response and Preparedness Group (ORPG) including: providing project management support to nOPV2 safety sub-group, report on outbreak response campaigns implementation coordinating the readiness verification process (nOPV2 and other vaccines) and take on the secretariat functions of the coordination unit of the ORPG.

#### 2. Deliverables

The consultant will work towards the following deliverables:

*Deliverable 1: Support operations of nOPV2 safety working group*

- Participate in bi-weekly safety working group calls to:
  - Ensure agenda is set for meetings and presentations/materials are available in a timely manner.
  - Capture minutes of each call and distribute in a prompt manner.
  - Track action items arising from meetings, flagging to chairs any delays/overdue items.
  - Maintain dropbox repository of safety meeting information and data submissions.
  - Facilitate the translation of the nOPV2 safety documents to support the post EUL transition plan, ensuring they are aligned with the most recent updates following PQ.
  - Participate in the review and development of the nOPV1 and 3 guidebook to gather lessons learned from the nOPV2 roll out, bridging the communication and tasks between the nOPV2 safety SG and the nOPV WG.

*Deliverable 2: Support alignment of campaign information across GPEI*

- On a weekly basis, provide status reports polio campaigns, including dates, implementation and coverage to Director, Polio Eradication and other GPEI stakeholders.
- On a weekly basis, liaise with regional offices for a status update on implementation of OPV campaign calendar and share with Pol director and GEPI partners.

*Deliverable 3: Support the ORPG coordination unit*

- Hold weekly meetings of the coordination unit to review agendas of ORPG meetings.
- Keep track of the ORPG's workstreams of the week and alert ORPG leadership on key issues.
- Drive development of the agenda of the weekly meetings and face to face meetings.
- Engage in the ongoing effort to enhance information management across ORPG partnership and ensure the timely submission of data.
- Ensure that the action items from the ORPG meetings are diligently followed up on for their implementation.
- Participate in ORPG F2F meetings and RRT/IMST-ORPG meetings.

*Deliverable 4: Support the outbreaks team in proposals review and reporting*

- Support the review outbreak response proposals as needed (Rotary, FCDO...etc) and review of donor reports.

### **3. Qualifications, experience, skills and languages**

***Educational Qualifications:***

- Advanced university degree in health, science or related area.

***Experience:***

At least 5 years of relevant work experience, including with project management in health-related field and introduction of new vaccines ideally under an EUL. Experience working in an emergency program.

***Essential skills:***

- Knowledge of GPEI structures and functioning
- Proven ability to develop strong relationships across global and regional offices
- Proven ability to work to deadline
- Knowledge of/experience coordinating vaccine safety monitoring processes preferred

***Languages:***

Expert knowledge of English with a good working knowledge of French. Knowledge of Arabic and/or Portuguese would be an asset.

### **4. Location**

On site for insurance purposes. Consultant will work from his/her location.

### **5. Travel - *If travel is involved, full medical clearance is required***

Travel may be required during the assignment.

### **7. Remuneration and budget *(travel costs excluded)***

Band B

### **8. Application Process**

Interested candidates should submit their CV by close of business on Tuesday 5 December 2023 to [aguete@who.int](mailto:aguete@who.int). Only those candidates considered for the position will be contacted.