

TERMS OF REFERENCE

Risk & Performance Consultant EMU, POL

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 incumbent will support the Executive Management Unit (EMU) which has been established through the Polio Eradication Strategy, 2022-2026 to implement recommendations emerging from a comprehensive governance and management review conducted by GPEI to restructure the programme to be fit for the purpose of polio eradication. The consultant will provide high level expertise on Risk and Performance management to support the identification of barriers to successful strategy implementation, the mitigation of potential effects and the improvement of programme effectiveness and impact. Working within the EMU the consultant will work across the partnership with Global Programme support and Regional Operations groups to improve operational management and facilitate strategic decision making at Strategy Committee and Polio Oversight Board level.

2. Deliverables

Deliverable	Delivery date	Level of effort (days)
Q1 risk and performance report	12 June 2024	30
Q2 risk and performance report	18 Sept 2024	30
Q3 risk and performance report	11 Dec 2024	30

Quarterly risk and performance report tasks	Level of effort (days)
Data analysis	3
Develop and/or update tables, graphs, and slides	5
To support GPS/RO groups with the monitoring and risk updates	3
Incorporate financial data, consultation with finance team as needed	0.5
Working with the global and regional groups and the EMU, to develop key risk and performance messages and insights for SC reporting	1
Incorporate feedback from groups and EMU / 1-2 rounds of review	2
Finalize submission of pre-reading materials	0.5
Weekly and bi-monthly meetings include individual meetings with EMU head, country support meeting, EMU, SC, DAWG, WHO data team members, and regional and group team leads	9

Support other communication and tasks related to programme-wide risk and performance management (eg. Support for FAC and POB presentations, review of TAG, OBRA, and other materials, support to data focal points to enhance data systems)	6
Total days	30
3. Qualifications, experience, skills and languages	
<i>Identify the educational qualifications and expertise needed for the terms of reference outlined above.</i>	
Educational Qualifications	
<ul style="list-style-type: none"> • Advanced degree in public health or related discipline. • Doctorate level degree an advantage. 	
Experience	
<ul style="list-style-type: none"> • At least 15 years relevant experience, including working on public health programs • <i>Essential skills and experience:</i> <ol style="list-style-type: none"> a. Strong capabilities to engage and influence senior programme leadership b. Expert in use of data and analytics to inform executive decision making c. Ability to work effectively in a cross-cutting role within a multi-agency partnership d. Strong strategic planning and development skills, and ability to structure complex problems e. Excellent communication skills with complex concepts and problems. f. Proven ability to build and maintain collaborative relationships in a complex environment. g. In depth knowledge of and experience working with immunization or public health programmes in low- and middle-income countries h. Ability to coordinate diverse groups of stakeholders to deliver to deadline 	
4. Technical Supervision	
Head, Executive Management Unit, Polio Eradication	
5. Location	
<i>On site for insurance purposes</i> - The consultant will be working from their home location.	
6. Travel - <i>If travel is involved, full medical clearance is required</i>	
One trip to Geneva for an EMU planning workshop and meetings with Data, Finance and Outbreak teams One trip to Atlanta, to attend ORPG Data Analytics Working Group meeting	
7. Remuneration and budget (travel costs excluded)	
Rate – Dailly 720 Currency: USD	
7. Application Process	
Interested candidates should submit their CV by close of business on 13 May to gonzalezcc@who.int. Only those candidates considered for the position will be contacted.	