World Health Organization

FINAL TERMS OF REFERENCE

Consultant – Polio Research

1. Background

The objective of the Polio Eradication Initiative is to interrupt the transmission of wild poliovirus globally and ensure long-term biosafety from polioviruses, by leading the global eradication effort of national governments and the Global Polio Eradication Initiative. R&D has played and continues to play a critical role in polio eradication. Research is an enabling factor for identifying effective eradication activities, securing and consolidating the programme's achievements, and defining policies for the post-certification era.

The consultant will contribute to the overall objectives of the PRD team. The specific responsibilities will be:

1. Act as responsible officer for assigned research projects including writing research proposals, proposal submission for clearance of WHO Ethics Review Committee (ERC), preparatory steps for implementation, interactions with research partners, attend and assist with on-site monitoring, tracking progress, study closeouts, data analysis, and results dissemination to different forums including scientific journal publication or relevant policy discussions.
2. Writing draft manuscripts and submission to the appropriate journals in compliance of WHO publication guidelines.
3. Develop policy discussion materials and presentations in several forums including SAGE Polio WG, SAGE, RCCs, GNN, WHO 3-level meetings, BOCeT, DSMB, Polio research and Analytic Group (PRAG) and any other meetings for which responsibility is assigned
4. To serve as rapporteur for PRD meetings; including SAGE Polio WG, PRC, DSMB, sIPV-VLP Advisory Group, bOPV cessation planning, PRAG and any other meetings for which responsibility is assigned from time to time
5. Secretariat function for the bOPV Cessation Team (BOCeT) and the Polio DSMB with the responsibilities each entails including meeting planning, preparation of discussion materials, presenting (when required), tracking progress, etc. For the Polio DSMB, coordination of safety reporting from clinical trials to DSMB and maintain the records will be required.

2. Deliverables

1. Conduct and support assigned clinical research studies, including proposal development, following scientific/ethical approval, interaction with research partner, tracking implementation, data analysis, dissemination of results including scientific journal publication.
2. Facilitate writing and preparation of technical documents/reports/presentations for SAGE WG meeting, GNN, 3-Level, RCC, and as designated.
3. Assist with Secretariat functions for DSMB and BOCeT. Produce timely and systematic safety reports for DSMB.
4. Rapporteur for SAGE Polio WG, PRC, DSMB, sIPV- VLP Advisory Group, BOCET.

3. Qualifications, experience, skills and languages

Educational Qualifications

Essential: University degree in health sciences, Desirable: Master's degree in science and research.

Experience

Essential: At least 5 years' of professional academic experience in research work or involvement in public health programs including policy-making, clinical research, writing/publishing of documents/reports/research articles, statistics, and data analytics.
Relevant academic experience at postgraduate level could count towards the 5 years of experience, limited to one year.
Demonstrated experience as co-author of technical publications.

Desirable: Managing clinical research studies.

Essential skills and experience:

Strong verbal and written communication, working in a team environment, good inter-personal skills, producing results. Broad based knowledge in medical sciences and public health.

Languages

Essential: Expert knowledge of English
Desirable: Working knowledge of French.

4. Technical Supervision

Medical Officer, HQ/POL/PRD

5. Location

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

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

The Consultant will be travelling on behalf of the organization during his/her assignment.

7. Remuneration and budget (travel costs excluded)

Rate – Monthly $7000

Currency: USD

Work schedule (if applicable): N/A

7. Application Process

Interested candidates should submit their WHO personal history form (PHF) by email to aguete@who.int by close of business on 29 September 2025. The PHF is available through WHO recruitment website (https://careers.who.int/careersection/ex/jobsearch.ftl).
Only those candidates considered for the position will be contacted.