

FINAL TERMS OF REFERENCE

Consultant POLIS and WebIFA

September – December 2026

Background

The overall objectives of the Polio Eradication Initiative are to lead the global eradication effort of national governments and the GPEI Partnership, to detect and interrupt the transmission of poliovirus worldwide, certify eradication, stop the use of oral poliovirus vaccine beginning with the removal of the type 2 component, mainstream core polio eradication functions to sustain eradication, and ensure that the potential legacy of polio eradication is fully realized. The immediate strategic objectives are to assist national efforts and coordinate and lead the inputs of the GPEI partnership toward full implementation of the Polio Eradication Strategy 2022-2026.

The Strategic Platforms and Legacy Planning (SPL) Unit is responsible for coordinating system-wide platforms such as the Polio Information System (POLIS), WebIFA, and geodatabases, and transition strategies supporting polio eradication and its long-term legacy.

The purpose of this consultancy is to support the Unit Head, SPL, in the planning, delivery, governance, and evaluation of POLIS and WebIFA, ensuring these platforms are coherent, sustainable, well governed, and responsive to the operational needs of polio eradication, including surveillance, laboratory functions, supplementary immunization activities (SIAs), and emergency operations. The consultant will facilitate the full lifecycle management of these systems, working across WHO levels and partner organizations to ensure high-quality implementation, reliable maintenance, and structured governance, in alignment with WHO corporate IT and data governance frameworks and in coordination with the Information Management and Technology Department (IMT).

The assignment builds on prior work completed under previous consultancy cycles, including the established SOPs for workplan monitoring, user management and access governance, release governance guidance, and the end-of-assignment performance and transition package. The consultant will operationalize these instruments, drive their institutionalization, and advance strategic performance and transition planning for POLIS and WebIFA.

Outputs and Deliverables

The consultant will support the Unit Head, SPL, by executing the following priority tasks.

Output 1: Planning, Workplan Monitoring, and Reporting

- Deliverable 1.1: Inception note and updated workplan for the consultancy period (23 August – 22 December 2026), including a consolidated register of priority POLIS and WebIFA activities, dependencies (including inputs from IMT and vendors), risks, milestones, and a proposed cadence for check-ins and decision points. Deadline: 15 September 2026.
- Deliverable 1.2: Operationalization of the workplan monitoring and reporting SOP through monthly implementation reviews, progress reports, and updated risk and issue logs shared with SPL leadership. Deadline: Monthly, from September to December 2026.
- Deliverable 1.3: Consolidated end-of-cycle progress report covering delivery against the workplan, KPIs, risks, and outstanding actions. Deadline: 15 December 2026.

Output 2: Vendor, Release, and Budget Management Support

- Deliverable 2.1: Vendor and developer oversight report for POLIS and WebIFA, covering follow-up of contractual deliverables, timelines, issue resolution, and operational support performance for the period. Deadline: 31 October 2026 (interim) and 15 December 2026 (final).
- Deliverable 2.2: Coordination of application releases and UAT for POLIS and WebIFA, including release calendars, stakeholder communications, issue tracking, and post-release follow-up notes. Deadline: Release-by-release, with a consolidated release governance report by 30 November 2026.
- Deliverable 2.3: Budget monitoring and reporting for POLIS and WebIFA workstreams, including identification of budget risks and alignment of planned activities with available resources. Deadline: 31 October 2026 (interim) and 15 December 2026 (final).

Output 3: Governance, Access, and Data Sharing

- Deliverable 3.1: Implementation of the approved user and access governance SOP for POLIS and WebIFA, including periodic access audits, action taken on inactive or expired accounts, and a short quarterly access governance report. Deadline: 31 October 2026 and 15 December 2026.
- Deliverable 3.2: SharePoint repository alignment and governance for SPL platform work, including archival of legacy content, structured organization of active repositories, and documented access management aligned with WHO corporate IT and cybersecurity policies. Deadline: 30 November 2026.
- Deliverable 3.3: Data-sharing governance support, including follow-up of Data Sharing Agreements (DSAs), tracking of data access requests, onboarding of authorized users, and coordination with WHO regions and external partners. A consolidated DSA status note will be submitted at cycle end. Deadline: 15 December 2026.

Output 4: Regional Engagement, Performance Review, and Transition Planning

- Deliverable 4.1: Country and regional engagement plan and implementation report for POLIS and WebIFA, focused on WebIFA rollout planning and execution across AFRO and EMRO, POLIS governance support, onboarding, training coordination, issue resolution, and follow-up actions. Deadline: 15 November 2026 (implementation report) and 15 December 2026 (final update).
- Deliverable 4.2: Strategic performance and implementation review of POLIS and WebIFA, covering: (i) WebIFA transition and rollout progress across AFRO and EMRO; (ii) POLIS operational performance and governance status; (iii) key implementation risks and mitigation measures; and (iv) recommendations for the 2027 workplan and platform governance. Deadline: 22 December 2026.

Qualifications, experience, skills and languages**Educational Qualifications:**

Advanced university degree in information systems, health informatics, computer science, project management, or a related field.

Experience:

- At least five years of professional experience managing digital systems or complex projects in international or multi-stakeholder contexts.
- Demonstrated experience in project and portfolio management, vendor and contract oversight, and digital platform governance.
- Experience with geospatial data systems, geodatabases, or GIS-based platforms is highly desirable.

• Experience working with WHO, other UN agencies, or global health partnerships, including familiarity with WHO corporate IT and data governance frameworks, is an asset. • Prior exposure to public health information systems, surveillance, laboratory, SIA, or emergency operations data platforms is an asset. Skills/Knowledge • Project and portfolio management, including planning, tracking, and reporting. • Contract and vendor management, including performance oversight and compliance. • Digital systems literacy, including understanding of system architecture, maintenance, governance, security, and release management. • Data governance and access management, including DSAs, user management, and cybersecurity-aligned practices. • Risk management for digital systems and platform releases. • Ability to translate operational and policy requirements into structured workplans and SOPs. • Strong coordination, negotiation, and problem-solving skills in complex, multi-stakeholder environments. Languages and level required Expert knowledge of English; knowledge of French is an asset.
Technical Supervision
Vachagan Harutyunyan, Unit Head, Strategic Platforms and Legacy Planning (SPL), Department of Polio Eradication, WHO Headquarters, Geneva.
Location
On-site, WHO Headquarters, Geneva, Switzerland
Travel - <i>If travel is involved, full medical clearance is required</i>
The consultant may be requested to travel on behalf of the Organization during the contract period, in particular to support WebIFA rollout and regional engagement in AFRO and EMRO. Full medical clearance will be required if travel is undertaken.
Remuneration and budget (travel costs excluded)
Rate: Monthly remuneration under Polio Band C (USD 7,000). Currency: CHF. Duration: 23 August 2026 – 22 December 2026.
Application process
Interested candidates should submit their WHO personal history form (PHF) by email to both aguete@who.int and gonzalezc@who.int , by close of business on 5 August 2026. 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