

TERMS OF REFERENCE

Consultant Containment

6 months

Background In 2025, the Polio Eradication Programme adopted a programmatic strategy to transfer certification and containment functions to the regions. Containment functions at HQ were consolidated under the Surveillance and Labs team with one Focal Point. The 8th Polio TIMB report highlights poliovirus containment as a critical prerequisite for global eradication certification and urges WHO and Member States to revive country momentum, particularly in countries with stalled facility certification processes. The report notes that containment oversight, application reviews, advocacy, and certification support are highly centralized at global level, creating a substantial workload that cannot be sustained without dedicated human resource reinforcement and continued technical capacity. It calls for high-level political engagement, accelerated certification efforts, and strengthened staffing to prevent further delays and safeguard progress toward a polio-free world. The consultant will provide operational and programme management expertise to support the WHO Containment Focal Point in strengthening operational processes in the area of global poliovirus containment. Leveraging extensive knowledge of WHO operational procedures, administrative systems, governance mechanisms, and organizational processes, the consultant will facilitate and support the establishment, and effective functioning of operational structures required to advance containment priorities. Working with WHO Headquarters, Regional Offices, Member States and GPEI partners, the consultant will support the development and implementation of governance processes, monitoring systems, communication channels, financial oversight processes and reporting frameworks that facilitate the effective management and oversight of containment activities.
Objectives of the Assignment Under the overall supervision of the Containment Focal Point, the consultant will: • Provide advice, operational expertise and support for the implementation of global poliovirus containment priorities and workplans. • Apply knowledge of WHO policies, procedures, systems and administrative processes to analyze, guide and, ultimately, support the establishment and continuous improvement of operational processes, governance arrangements, and other mechanisms supporting containment activities.

- Support the Containment focal point to strengthen communication and coordination channels among containment governance groups, WHO offices, Member States, and relevant external stakeholders.
- Propose and support the planning, organization, and implementation of regular meetings of containment governance bodies such as CMG, CAG, CWG including the development of agendas, protocols, action-tracking mechanisms, and follow-up processes.
- Draft, develop and implement standardized procedures, guidance documents, and coordination protocols to facilitate monitoring, accountability, and effective implementation of containment actions.
- Support the development, enhancement, and use of monitoring tools, dashboards, and reporting mechanisms to enable effective oversight of programme implementation.
- Guide and support the management of containment information systems, documentation repositories, and knowledge-management processes to ensure accessibility and continuity of institutional knowledge.
- Support budget monitoring, financial tracking, procurement coordination, and implementation of administrative processes in accordance with WHO rules, regulations, and operational procedures.
- Guide the preparation, consolidation, and submission of periodic technical, operational, financial, and donor reports, ensuring compliance with programme requirements and reporting obligations.
- Provide practical recommendations and hands-on support to strengthen governance effectiveness, programme monitoring and stakeholder coordination.

Deliverables/Outputs

Governance Support

Propose and establish operational mechanisms and support implementation of governance meeting processes for CMG (each 2 months), CAG (quarterly) and CWG (monthly), GCC (semester) including meeting schedules, communication channels, agendas, action-tracking mechanisms, and follow-up procedures.

Programme Monitoring and Reporting

Advise on, and develop, operationalize and support containment monitoring tools and dashboards on implementation tracking, performance monitoring and management decision-making. Consolidated technical, operational, financial, and quarterly donor reporting packages prepared and submitted according to agreed timelines.

Information and Documentation Management

Propose, establish and maintain document management and knowledge-sharing processes, including updating repositories and implementing standardized records management protocols.

Administrative and Financial Support

Current

Analyse, develop and operationalize budget monitoring and financial tracking tools, and support ongoing implementation and utilization for programme oversight and reporting.

Programme Monitoring and Reporting

Propose, develop, operationalize, and maintain containment monitoring tools and dashboards to support implementation tracking, performance monitoring, risk identification, and management decision-making.

Milestones and Deliverables

Timeline	Deliverable
By Month 2	Analyse and operationalize a containment dashboard tracking certification applications, governance actions, country progress, risks, and follow-up actions. Provide coordination support to the annual NAC-CWG- WHO meeting (7 th October 2026) including meeting report.
Monthly	Update monitoring dashboards, analyse implementation status, identify bottlenecks and risks, and provide summary reports to the WHO Containment Focal Point.
Quarterly	Produce consolidated progress reports for CMG (Oct.2026), CAG (Nov.2026), and CWG in person meetings (7-11 December 2026 and February (dates TBC), including status of certification applications, governance decisions, action implementation, and emerging programme risks. Coordinate logistical and operational support
By Month 6	Conduct a mid-term review of monitoring tools and reporting processes and implement agreed improvements.
Quarterly and as required	Prepare and submit consolidated technical, operational, financial, and donor reporting packages in accordance with agreed reporting schedules and programme requirements.
By completion of consultancy	Deliver a comprehensive end-of-assignment report summarizing progress against containment milestones, governance actions, monitoring indicators, challenges, lessons learned, and recommendations for continued implementation.

Timeline and Reporting

The consultant will work under the supervision of the WHO Containment Focal Point, with weekly check-ins and monthly progress reviews. Deliverables will be submitted according to the mutually agreed workplan and monthly progress reviews.

· Qualifications, experience, skills and languages

Educational Qualifications:

Essential: First level university degree in public health, international relations, project management, business administration, or related field.

Desirable: Certification in project management.

Experience:

Essential: At least 5 years of experience in programme or project management, administration, or coordination in an international or public health setting including at WHO.

Experience supporting multistakeholder programmes with technical and administrative components.

Desirable: Relevant work experience working with UN agencies, or GPEI partners.

Experience with Polio Eradication programme and containment workstream.

Skills/Knowledge

- Excellent organizational, planning, and coordination skills.
- Strong analytical and drafting abilities; able to consolidate technical inputs into clear reporting.
- Experience developing and/or designing operational processes.
- Ability to manage sensitive communications and facilitate interactions with Member States and technical and advisory bodies.
- Proficiency in Microsoft Office suite and WHO internal systems (GSM, SharePoint, Teams, planning software).
- Good knowledge of the new BMS framework and hands-on experience with the SAP Concur system.
- Ability to work under pressure, manage multiple deadlines, and maintain high-quality outputs.

Languages and level required

Essential: Expert knowledge of English and French

Desirable: Working knowledge of another UN language.

· Technical Supervision
Liliane Boualam, Technical Officer, PSL
· Location
<i>Please specify where the consultant will work:</i> On site for insurance purposes. Only applicants residing in Geneva or neighborhood area would be considered. <i>(please indicate location/ address). (This is where a duty travel is planned during the course of the consultancy but the consultant is being hired to work from home)</i>
· Travel - <i>If travel is involved, full medical clearance is required</i>
<i>Please specify any expected travel(s): dates, location and purpose.</i> The consultant may be requested to travel on behalf of the organization during the contract period.
· Remuneration and budget (travel costs excluded)
Rate: Monthly remuneration will fall under Polio Band B3 (6250USD) Currency: USD
· Application process
Interested candidates should submit their WHO personal history form (PHF) by email to aguete@who.int , by close of business on 17 September 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.