

Department of Immunization, Vaccines and Biologicals (IVB)
Initiative for Vaccine Research (IVR)

Initial Terms of Reference for Consultant

Project Management for the Malaria Vaccine Implementation Programme

1. Purpose of the Consultancy

To provide project management support, financial and technical guidance to the Malaria Vaccine Implementation Programme (MVIP), a large programme that coordinates across agencies and all levels of WHO¹.

The consultancy is proposed for a duration of **six months initially**, from 2 September 2019 to 28 February 2020, with the possibility of extension.

2. Background

The Malaria Vaccine Implementation Programme (MVIP) was established by WHO to coordinate and support the pilot introduction of the RTS,S/AS01 malaria vaccine in selected areas of Africa through country-led routine immunization. The Programme evaluates the vaccine's public health impact in the context of routine use and will inform policy about its potential use on a broader scale.

The MVIP is jointly led by IVB, the Global Malaria Programme (GMP) and the Regional Office for Africa, and collaborates closely with WHO offices in the three pilot countries (Ghana, Kenya and Malawi), ministries of health (MoH), evaluation partners, PATH (an international non-profit organization), UNICEF and the vaccine manufacturer.

The WHO MVIP Core Team ensures effective coordination and collaboration across all partners and is responsible for the sound administration of grant funds provided by MVIP Funders (Gavi, the Vaccine Alliance; the Global Fund to Fight AIDS, Tuberculosis and Malaria; Unitaid). The consultant works under the broad supervision of the Team Lead for MVIP and works closely as an integral part of the WHO MVIP Core Team to assure its successful implementation.

3. Planned timelines (subject to confirmation)

Start date: 2 September 2019

End date: 28 February 2020 (possibility of extension)

4. Work to be performed

The consultant is expected to oversee all programme management responsibilities. This includes, in collaboration with the WHO Regional Office for Africa, WHO Country Offices and PATH, to manage and drive the development and execution of high-quality, realistic, cross-functional programme plans; monitor progress of implementation against those work plans and project milestones. To work closely with IVB Grants Manager and Finance Officer to oversee, manage, monitor and report on MVIP-specific financial resources and annual work plans in timely manner and compliant with WHO and donor requirements. To develop, negotiate, and manage project subordinate agreements and their extensions/renewals (contracts,

¹ More information about the MVIP is available on the WHO Website:

https://www.who.int/immunization/diseases/malaria/malaria_vaccine_implementation_programme/en/

sub-agreements, work orders, consultant agreements, etc.). And to support the MVIP team on other tasks as required.

Specific outputs and deliverables

Output 1: Project goals and strategy are translated into action, and planning and implementation of the programme is effectively and efficiently managed and coordinated across global, regional, and country offices.

- **Deliverable 1.1:** Documentation of progress of programme implementation against work plans and project milestones, an outcome of programme management responsibilities managed effectively to drive the development and execution of high-quality, realistic, cross-functional programme plans.
- **Deliverable 1.2:** Regular update on potential impediments or risks to project progress and team effectiveness, including suggestions of related solutions.

Output 2: MVIP-specific financial, contractual, award management, and administrative aspects are well-managed, tracked and documented appropriately, in close coordination with the IVB Grants Manager and Finance Officer.

- **Deliverable 2.1:** Financial resources and annual work plans provided in a timely manner.
- **Deliverable 2.2:** MVIP financial progress report for Q3 2019 in line with donor requirements for reporting.
- **Deliverable 2.3:** Project financial tracking system, reflecting annual as well as life of project comparison of actual expenditures against award/proposal budget.
- **Deliverable 2.4:** Revised draft project plan budget and related assumptions for post-2020 MVIP activities in support of resource mobilization efforts.
- **Deliverable 2.5:** Documentation that contractors' performance and payments meet expected targets and timelines.
- **Deliverable 2.6:** Renewed/extended Technical Service Agreements including validated budgets with three evaluation partners.
- **Deliverable 2.7:** Renewed/extended grant agreements including validated budgets with other Providers to the MVIP
- **Deliverable 2.8 (potentially):** Reprogrammed MVIP budget

Output 3: Administrative functions are performed in a timely way and meet WHO requirements (e.g., preparation and coordination of meetings and conferences, development of job descriptions, orientation of new staff, tracking of technical staff compliance with internal WHO requirements).

- **Deliverable 3.1:** Orient (new) technical staff on project's contractual, financial, and administrative systems/tools, and provide periodic updates on the same.
- **Deliverable 3.2:** Independently respond to in-house and external requests for information.
- **Deliverable 3.3:** Contribute to the preparation and coordination of meetings and conferences, including documentation, as necessary.
- **Deliverable 3.4:** Contribute to development of job descriptions, recruitment, hiring, and orientation of new project staff and consultants.

5. Activity Coordination & Reporting

The selected Consultant will work under the supervision of:

Responsible Officer:	Mary Hamel, Lead MVIP, IVB/IVR	Email: hamelm@who.int
	Technical supervision and instruction - Reporting	

6. Characteristics of the Consultant

Qualifications required:

- Advanced degree (Masters level or above) in public health, global/international health, health policy and management, business administration or related field.

Experience required:

Essential:

- At least 7 years of professional international work experience in project coordination and programme management with at least three of those in low-resource environments.
- Experience with grant and contract management. Demonstrated ability to write donor progress reports and prepare technical presentations.
- Proven experience to work to deadlines and manage budgets.
- Knowledge of the global health landscape (development partners, research entities, and implementation partners).

Desirable:

- Experience working with funders, (experience with Gavi, Global Fund or Unitaaid an added benefit).

Skills / Technical skills and knowledge:

- Detail-oriented and conscientious with ability to take initiative and work independently under general guidance.
- Ability to interact in a proactive manner.
- Ability to work as a team member, and to maintain working relationship in a multicultural environment. Knowledge of the MVIP or malaria vaccines and programmatic implementation.
- Knowledge working with funders, (experience with Gavi, Global Fund or Unitaaid an added benefit).
- Competence in building productive relationships with key immunization partners such as UNICEF and Gavi, donors.
- Excellent writing skills.
- Excellent interpersonal and diplomacy skills, ability to coordinate or manage diverse groups of stakeholders.
- Excellent skills in computer applications such as Microsoft Word, Excel, PowerPoint, etc.; familiarity with WHO programming and accounting systems is added advantage

Language requirements:

- Essential: Excellent knowledge of English.

7. Place of assignment

HQ-Geneva

8. Medical clearance

The selected Consultant will be expected to provide a medical certificate of fitness for work.

9. Travel

The Consultant may be expected to travel according to the needs of the programme.

*All **travel arrangements** will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive **subsistence allowance**.*

*Visas requirements: it is the consultant's responsibility to fulfil **visa requirements** and ask for visa support letter(s) if needed.*

Application process:

Qualified applicants should submit their CV along with a cover letter, in English, by **26 August 2019** to Glynis Garthwaite on email: garthwaiteg@who.int.

In the email subject line, please put "Consultant – Project Management MVIP"