

## CONSULTANCY

### **Terms of Reference**

### **Project Management Officer**

### **IASC Decision Group – Humanitarian Buffer**

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**This consultancy is requested by:**

Unit:	Fragile, Conflict-affected and Vulnerable (FCV) Settings Team
Department:	Health Emergency Interventions/ WHO Health Emergencies Programme

**Background**

The IASC Principals agreed on the need to establish the Humanitarian Buffer (HB) in November 2020, with the aim of providing COVID-19 vaccines to vulnerable populations at risk of being overlooked or omitted from national COVID vaccination plans. This was followed by the establishment of an IASC working group by the Emergency Directors Group (EDG) to inform the Humanitarian Buffer purpose and scope. This working group would report to the IASC EDG as well as the COVAX facility. The GAVI Board approved the Humanitarian Buffer in March 2021 and it was officially launched on 31 May 2021 and is now receiving applications. A new IASC Decision Group reviews applications.

**Purpose of the Consultancy**

The purpose of this consultancy is to provide program management support to the IASC Decision Group for the humanitarian buffer as part of the COVAX Joint Allocation Taskforce (JAT) HB Secretariat and to maintain effective relations with all related entities including applicants; GAVI and other COVAX focal points (Joint Allocation Taskforce, UNICEF Supply Division, Legal entities, IT Allocation Portal focal point, Senior Country Managers, et al), the IASC WG for the buffer, the Global Health Cluster COVID19 Task Team, WHO IVB<sup>1</sup> and FCV<sup>2</sup> teams.

**Specific Objectives of consultancy**

Under the supervision the Global Health Cluster Coordinator; working in close collaboration with the IASC Decision Group chair and, as a part of the COVAX JAT HB Secretariat, the consultant undertakes the following activities:

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<sup>1</sup> Immunization, Vaccine and Biologicals Team

<sup>2</sup> Fragile, Conflict-affected & Vulnerable settings Team.

**1. Support the IASC Decision Group and WG for the Humanitarian Buffer:**

- Maintain notes for the record for buffer group meetings
- Capture lessons-learned & revise standard operating procedures, criteria, forms and templates as required.
- Support the IASC Decision Group Co-chairs to monitor resources
- Prepare regular updates on the humanitarian buffer for senior management

**2. Support the COVAX JAT HB Secretariat for the Humanitarian Buffer:**

- Maintain the Humanitarian Buffer inbox; inform applicants and IASC DG of upcoming/next steps.
- Review all applications and provide detailed application summaries, presentations, reports and notes for the record to the IASC DG.
- Process decisions taken by the IASC DG through communication with stakeholders and managing the Buffer Allocation Portal.
- Maintain applicant reporting documentation, provide aggregated data for publication, and produce narrative and financial reports for the IASC DG to send to the GAVI board and EDG, as requested.

**Expected Deliverables**

- Production of buffer meeting records
- Lessons learned updates, case studies, FAQs as agreed with IASC DG and JAT.
- Briefing documents /presentations for senior management.
- Application review summaries and all supporting and decision related documents
- Monitoring reports /dashboards.

**Timeframe**

The timeline of these Terms of Reference is **12 months** from **20 September 2021 to 19 September 2022**. Any adjustment of this arrangement and/or responsibilities would require prior agreement with WHO.

**Person specification**

Essential:

- First University degree in Public Health and/or Biomedical Sciences, International Relations, Business Administration, Social Science or a related field from an accredited academic institution
- At least three years of relevant professional experience in project management, developing key performance indicators and monitoring deliverables
- Knowledge of immunization services in humanitarian settings; the role of humanitarian partners in supporting immunization services and related operational and political challenges.
- Knowledge of GAVI and other immunization partnership initiatives would be an asset.
- Demonstrated writing skills; ability to develop reports and persuasive documents.
- Ability to effectively collaborate and communicate clearly and effectively with multiple internal and external stakeholders.
- Demonstrated organizational skills, high ability to organize logistics for events or conferences;
- Strong analytical skills and ability to analyze and synthesize information from multiple sources and conduct independent research.
- Ability to deliver quality outputs and meet tight deadlines.
- Language requirements: Fluent English (Read – Write- Speak)

Desirable:

- Relevant experience in WHO/UN or other INGO. Related experience in the context of outbreaks and/or emergency programs
- Masters' degree in one of the cited educational disciplines

**Remuneration:**

The costs for the work include a monthly payment to the consultant and will be dependent upon experience and agreed by the hiring manager.

**Place of assignment**

This is a home-based consultancy

**Travel**

No travel is anticipated within the scope of this Terms of Reference.

**Medical clearance**

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

**Application process**

To apply please send the following by **15 August 2021 to [healthcluster@who.int](mailto:healthcluster@who.int)**

- Letter of interest, highlighting examples of successful undertaken of similar work
- Curriculum Vitae