

**Terms of Reference
CONSULTANT
Information Management Officer
Global Health Cluster**

This consultancy is requested by:

Unit:	Global Health Cluster
Department:	Health Emergency Interventions / WHO Health Emergencies Programme

1. Background

As Inter-Agency Standing Committee (IASC) designated Cluster Lead Agency, the World Health Organization (WHO) hosts the Global Health Cluster (GHC) within the WHO Health Emergencies Programme (WHE). Global Health Cluster agencies work collectively, in support of national authorities, to provide timely, effective and appropriate actions to minimize the health impacts of humanitarian and public health emergencies through strengthening of service delivery, addressing gaps, and promoting effective leadership. Currently there are approximately 900 Health Cluster partners (of which 56 are at global level) across 31 Health Clusters, targeting the health needs of 90.8 million people.

Within WHO's Health Emergencies Programme, the Global Health Cluster (GHC) unit leads, coordinates and monitors the work of the Global Health Cluster and coordinates its work with other partner agencies, WHO Departments and Regional Offices. The GHC unit contributes to the effectiveness and quality of Country Health Cluster performance by promoting predictable response and collective action by GHC partners in accordance with IASC and health sector related policies and good practice. This work is guided by the GHC Strategy 2020-2023.

The COVID-19 pandemic presents an unprecedented threat to global public health and socio-economic stability particularly in countries affected by humanitarian crises where health systems are weak and large numbers of vulnerable people live in sub-optimal conditions which may accelerate COVID-19 transmission.

The development of safe and effective vaccines are a critical tool to control the impact of the coronavirus pandemic, alongside therapeutics and diagnostics. By early December 2020, the first mass COVID-19 immunization campaigns had started¹ and by 16th March 2021, 363 million vaccine doses have been administered and campaigns launched in 164 countries². By 18th March 2021, the COVAX Facility had delivered 30.3 million doses to over 45 participating countries³.

¹ 8th December 2021 in the UK (Pfizer-BioNTech); 5th December 2021 in Russia (Gamaleya)

² [World Health Organization COVID-19 Dashboard](#)

³ [UNICEF COVID-19 Market Dashboard](#)

In May 2020, the **GHC COVID-19 Task Team** was established to provide country coordination support and context appropriate technical and operational guidance⁴. In February 2021, under this task team a **COVID-19 Vaccine Working Group** was established to help track and monitor equitable vaccine provision to vulnerable groups including those in hard-to-reach areas in humanitarian settings. The deployment and availability of vaccines through multiple channels (e.g., COVAX, bilateral procurement) requires that up-to-date information be tracked and generated to ensure frequent and regular feedback with information utilisable to support partners in humanitarian settings.

At present, information regarding vaccine provision to vulnerable groups in humanitarian settings needs to be collected from a variety of sources, not limited to WHO, UNICEF, COVAX, humanitarian updates, but also news sites and social media. As information is not always shared systematically there is a need to seek out any reference to COVID-19 vaccinations across many locations and generate relevant information in order to ensure the GHC COVID-19 Task Team Vaccine Working Group is as informed as possible.

2. Purpose of the consultancy

The purpose of this consultancy is for an individual to support the work of the **Global Health Cluster COVID-19 Task Team Vaccine Working Group** with information management of COVID-19 vaccination related data, create data flows from multiple sources, maintain an up-to-date data base, and generate outputs of the data including data visualisation for users.

3. Specific objectives of consultancy

Under the supervision of the Global Health Cluster Focal Point for the GHC COVID-19 Task Team the consultant will work in close collaboration with GHC Unit, GHC COVID-19 Task Team, WHO departments, other partners or external subject matter experts to undertake the following activities:

- i. Collation of COVID-19 vaccination related data specific to humanitarian settings
 - develop systems for identifying and tracking information that can be incorporated into the database. This includes collation of relevant data from multiple sources not limited to global, regional, country level data from Health Clusters, immunisation programmes, partners, interagency platforms, other sectors as well as public sources such as news sites and social media
 - Support in the design, implementation and analysis of surveys with Health Cluster Coordinators or partners to gather further information if needed
 - Coordinate with wide range of relevant actors to receive reported data
 - Ensure data quality control on the reported data and follow up with data providers if needed
- ii. Create and maintain database available for analysis for GHC internal and external users
 - Develop and maintain documentation of datasets, metadata and versions
 - Maintain and review data upload procedures, set up and manage users, add/ link reference datasets and assure accurate documentation

⁴See [Global Health Cluster COVID-19 Task Team ToR](#)

iii. Generate information products and outputs

- Generate information products and data visualisation such as Power BI (or other), daily alerts, weekly summaries and where possible support the automation of recurring analysis and reports
- Contribute to the development of internal and public facing briefing materials and information products as needed

4. Expected deliverables

- Information system collating COVID-19 vaccination related data specific to humanitarian settings and populations of concern established
- Database/s created and maintained
- Information products generated e.g., through Power BI, daily alerts, weekly report

5. Timeline

The timeline of these Terms of Reference is for **3 months** planned from **12th April 2021**. With the possibility of extension.

Any adjustment of this arrangement or establishment of a new agreement with different responsibilities and/or administrative arrangements, may be sought beyond the above period by WHO depending on performance and evolution of the Global Health Cluster program of work, in prior agreement with the Global Health Cluster Coordinator.

6. Person specification

Essential:

- University degree in epidemiology, health science, statistics, information technology or data management or a related discipline.
- At least 7 years of experience in data management and analysis and, or projects requiring an extensive data and information management component. A significant part of this experience should be within the health or humanitarian sectors
- Proven experience of coordinating and working collaboratively with multiple internal and external stakeholders.
- Demonstrated working knowledge
 - Data collection (design, methodologies, techniques and tools) for quantitative and qualitative data
 - Web scraping and data mining from public sources including social media
 - Data Management (Standards; Quality assurance; data flows; data storage & ownership)
 - Data visualization principles, presentation and product design cycle
- Proficiency in tools and dashboards such as R, SQL Server, Power BI, Shiny
- Excellent communication skills, both oral and written
- Fluent English

Desirable:

- Experience in public health, immunisation monitoring, or health information systems,
- Working knowledge of data analysis processes, techniques and tools including machine learning
- Previous experience of the cluster approach & demonstrated understanding of the health cluster at global and country level.

- Experience with WHO, UN Agencies or International NGOs
- Arabic, French or Spanish language skills

7. Budget

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

8. Administrative support

Support for the consultancy will be provided by the GHC Unit based in WHO Geneva.

9. Place of assignment

This is a home-based consultancy.

10. Travel

Travel is not anticipated within the scope of this ToR.

11. Medical clearance

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

12. Application process

To apply please send the following to healthcluster@who.int

- letter of interest, highlighting examples of successful undertaking of similar work
- curriculum vitae

by COB Sunday 4th April 2021.