

TERMS OF REFERENCE

Consultant for eJRF (electronic Joint Reporting Form) support and immunization data analysis – COE-satellite Panama

CONTRACT MODALITY Individual Consultancy

DUTY STATION

Immunization, Global Health Practice Centre of Excellence for Child Survival and development UNICEF, Global Program Division, Panama city, Panama, Remote with no travel

DURATION OF CONTRACT 7 months

Purpose of Assignment

The purpose of this consultancy is to provide global and country technical support to UNICEF Country Offices and the Centre of Excellence (Health practice, satellite COE in Panama), on immunization data systems, with a focus on strengthening the quality, completeness, and use of Electronic Joint Reporting Form (eJRF) data and WUENIC estimates.

The consultant will support data-driven decision-making to improve immunization programme performance, reduce the number of zero-dose children, and strengthen advocacy for children’s rights in immunization.

The consultant will operate through a collaborative and iterative approach, working closely with time zone health specialists and country teams to review, validate, and interpret immunization data. This will include real-time technical support during key reporting periods (e.g., eJRF submission cycles), remote engagement with multiple countries, and continuous feedback loops to improve data quality and consistency.

The assignment will emphasize hands-on technical accompaniment, including joint data review sessions, direct support to data entry and validation processes, and co-development of analytical outputs. The consultant will ensure alignment between country-reported data and global estimates (WUENIC), while supporting the translation of data into actionable insights.

Scope of Work

The consultant will:

- Provide technical support to countries on **eJRF data review, and submission processes**
- Conduct quality assurance and consistency checks of reported immunization data
- Support analysis and interpretation of WUENIC estimates and trends
- Develop analytical outputs including:
 - Country immunization profiles
 - Subnational data analysis
 - Zero-dose and under-immunized analyses
 - Dropout and coverage trend analysis
- Support UNICEF Country Offices and CoE in:
 - Identifying priority geographies and populations with high numbers of zero-dose children
 - Translating data into actionable programme recommendations
- Contribute to development of advocacy materials and evidence-based briefs to strengthen immunization programmes and promote children’s rights
- Support global, regional coordination and harmonization of immunization data reporting
- Provide technical review of reports, presentations, and data products related to immunization

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
eJRF Data Review and Quality Assurance	Technical review of 33 country eJRF submissions Feedback reports to 20 countries Consolidated regional data quality report	30.06.2026 (30 days)
WUENIC Data Analysis and Immunization Profiles	Analysis of WUENIC estimates and trends 21 Country immunization profiles – UNICEF country offices of LAC- (coverage, dropout, zero-dose) Global/Regional synthesis report	30.09.2026 (20 days)
Immunization data, Zero-Dose and Equity Analysis for Programme Action	Identification of zero-dose populations and priority areas at subnational and local areas 4 Analytical briefs with actionable recommendations Inputs to 5 national and global strategies	30.11.2026 (40 days)
Advocacy and Final Reporting	4 Advocacy briefs and presentations for stakeholders Final consultancy report with key findings and recommendations 1 Documentation of lessons learned	30.11.2026 (20 days)

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of

their consultancy contracts.

- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- Education: Master's in one of the following: Public Health, Epidemiology, Biostatistics, Health Information Systems or related field
- Work Experience: Minimum 8–10 years of relevant professional experience. Proven expertise in:
 - eJRF processes (data entry, validation, and review)
 - WUENIC estimates and immunization data analysis
 - Experience working at both country and regional levels
 - Experience with UNICEF, WHO, or similar organizations
 - Strong analytical and data interpretation skills
 - Experience in zero-dose analysis and equity-focused immunization programming
- Skills (optional): Excellent report writing and communication skills
 - Knowledge of at least one or more statistical and data analyses packages (EPIINFO, EPIDATA, SAS, STATA, SPSS, R, Statistica, or Matlab)
- Language Requirements: Fluent both in Spanish and English
- Desirables: Knowledge of other languages relevant to the region is an added advantage.