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## TERMS OF REFERENCE

### Knowledge Management and Programme Monitoring Consultant (Immunization)

<b>CONTRACT MODALITY</b>	Individual Consultancy
<b>DUTY STATION</b>	Panama, Panama city, in-person
<b>DURATION OF CONTRACT</b>	9 months

#### Purpose of Assignment

The UNICEF Global Health Practice/ Centre of Excellence (CoE), Panama Satellite provides strategic, technical and operational support to Country Offices across Latin America and the Caribbean time zone to strengthen health systems and immunization programmes. The CoE supports countries in advancing the Immunization Agenda 2030 (IA2030), addressing inequities in immunization coverage, strengthening routine immunization systems, and responding to vaccine-preventable disease (VPD) outbreaks and public health emergencies.

UNICEF is a key implementing partner of Gavi, the Vaccine Alliance, supporting programme implementation, technical assistance, and grant management in middle-income countries (MICs). During the Gavi 5.0 period, multi-country initiatives such as the MICs programme have supported new vaccine introduction, routine immunization recovery post-COVID-19, and strengthening of national immunization systems.

As Gavi transitions to the 6.0 strategic period (2026–2030), support to middle-income countries will shift toward a catalytic phase focused on sustainable vaccine introduction, optimization of vaccine programmes, and targeted technical assistance.

The purpose of this consultancy is to provide programme management, technical coordination, and analytical support to the Senior Health Advisor and Immunization team in the Global Health Practice – CoE Panama satellite.

The consultant will contribute to:

- Closure and reporting of Gavi 5.0/MICs grants
- Capture inputs from Country Offices for the design and preparation of Gavi 6.0 catalytic phase programming
- Monitoring of regional immunization grants and initiatives
- Analytical work to prepare and respond to public health emergency and outbreak response
- Documentation, reporting, and strategic analysis related to immunization programmes in the region.

#### Scope of Work

The purpose of this consultancy is to provide analytical, knowledge management, and programme monitoring support to the Senior Health Advisor and the Global Health Practice/ Centre of Excellence (CoE) Panama satellite, with a strong focus on documentation, consolidation of lessons learned, and strategic learning from regional immunization programmes.

The consultant will support the synthesis of experiences and results from major immunization initiatives in the region such as including Gavi-funded programmes, outbreak responses, and country technical to developing structured knowledge products, and learning materials that can inform programme implementation and future investment decisions.

Specifically, the consultant will support:

- The closure and documentation of the Gavi 5.0/MICs multi-country grant, including capturing lessons learned, good practices, and operational insights, including the preparation of a multi-country workshop.

- The design and preparation of Gavi 6.0 catalytic phase initiatives, including analytical inputs, programme documentation, and synthesis of country experiences.
- The documentation of experiences from outbreak response and public health emergencies, including lessons learned and operational recommendations.
- The consolidation of knowledge products, analytical briefs, and strategic reports on immunization initiatives across the region, including HPV vaccination, zero-dose strategies, cold chain strengthening, and solarization of health facilities.
- Support monitoring, documentation, and knowledge management related to the implementation of the Memorandum of Understanding (MoU) between UNICEF and the Andean Community (CAN), including consolidation of progress updates, preparation of analytical briefs, and documentation of lessons learned from joint initiatives to strengthen immunization and health systems across the Andean subregion.
- Through this work, the consultancy will contribute to strengthening UNICEF's institutional knowledge, strategic positioning with partners, and evidence-informed programme planning in the immunization agenda across Latin America and the Caribbean.

This consultancy will be based in Panama preferably.

<b>Work Assignments Overview</b>	<b>Deliverables/Outputs</b>	<b>Delivery deadline (in weeks/months) and input days to complete the deliverable</b>
Closure and reporting of the Gavi 5.1 Multi-Country Immunization Grant	Final report of GAVI 5.1 Consolidation of GAVI MICS lessons learnt document	15 July 2026 (35 days)
Multi-country lessons learnt workshop	Organization (concept note, ToRs, admin note, sessions outlines) of multicounty workshop on lessons learnt of GAVI MICS	15 June 2026 (35 days)
Analysis of country priorities and preparation of strategic documentation for GAVI 6.0	Country profiles of GAVI 6.0 eligible MICS countries in the time zone	15 November 2026 (35 days)
Develop the Programme Document) with the Andean Community to implement health and immunization activities in CAN	PD (Programme Document) and PCA (Programme Cooperation Agreement) with CAN developed	01 august 2026 (35 days)
Support to selected public health emergency and outbreak responses, including documentation of operational lessons and response strategies	Lessons learnt document (including analytical data) developed	31 December 2026 (35 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: Advanced university degree in Public Health, Epidemiology, Medicine, Public Policy, development studies or similar discipline
- Work Experience: Minimum 5 years of experience on development and health programmes, including programme management and monitoring
  - Experience in public health, immunization, and/or emergencies will be an asset
  - Familiarity with UNICEF frameworks and global partner strategies related to immunization.
  - Experience in the LAC region preferred.
- Language Requirements: Fluency in Spanish and English.