

TERMS OF REFERENCE

TITLE	Technical consultant - Regional Working Group WCA secretariat
CONTRACT MODALITY	Homebased/Remote
DUTY STATION	CoE Nairobi
DURATION OF CONTRACT	7 Months

Purpose of Assignment

The purpose of this consultancy is to ensure the full and continuous functionality of the Regional Working Group (RWG) Secretariat for Immunization in West and Central Africa (WCA) during UNICEF's chairing period (July 2025–June 2027).

The consultant will provide technical coordination, monitoring, knowledge management, and partner engagement support necessary to implement the RWG mandate under Gavi 6.0 holistic application, VPOP process, and the development / reprogramming of NIS.

This consultancy is essential to enable UNICEF to fulfil its leadership responsibilities as RWG Chair and to coordinate the work of partners across all 24 countries in the WCA region. The consultant will manage harmonizing technical assistance, monitoring country-level processes, strengthening five technical working groups, and ensuring timely follow-up to RWG recommendations.

The consultant will therefore ensure continuity of governance, information flow, progress tracking, and technical quality throughout 2026, indirectly supporting countries and partners to achieve immunization objectives and advance IA2030 goals.

Scope of Work

The consultant will operate as a core member of the RWG Secretariat and member of Monitoring and Evaluation Technical Working Group (TWG), working closely with UNICEF, WHO, Gavi and regional partners. Tasks reflect the responsibilities include technical coordination, monitoring, and partner engagement.

A. Coordination of RWG Workplan & Gavi 6.0/NIS Processes

- Coordinate the update and implementation of the RWG annual workplan, ensuring support to concerned countries on Gavi 6.0 holistic application and VPOP processes, as well as NIS development and reprogramming, is fully integrated as priority areas.
- Coordinate regional partner supports in planning and executing steps of the country's holistic application including development of country roadmaps, coordination of technical inputs, tracking submission timelines, and cross-TWG synchronization.
- Organize and coordinate RWG meetings, ensuring timely preparation and dissemination of all required documentation including agendas, background notes, analytic summaries, meeting minutes, and decision trackers.

B. Monitoring, Reporting, and Quality Assurance

- Develop and maintain a robust monitoring RWG dashboard covering: Gavi 6.0 holistic application readiness, NIS progress (development, reprogramming, costing), Partner technical assistance tracking.
- Provide regular situation analyses and alerts to identify risks in timelines, quality, or process compliance.
- As part of M&E TWG, produce quarterly RWG monitoring reports, including country performance updates, strategic coordination meeting submission tracking, RWG follow-up actions, synthesis of Gavi Secretariat feedback.

C. Strengthening Partner Engagement & Country Support

- Facilitate coordination between regional partners UNICEF, WHO, Gavi, WB, Africa CDC, NGOs and partners supporting Immunization.
- Maintain updated mapping of partner activities and technical support missions.
- Coordinate support for country briefings with required analytics ahead of key processes (Gavi application, JRF, NIS submissions, ICC reviews) including development of priority country profiles.
- Consolidate partner contributions and ensure consistent messaging and quality assurance of support to countries.

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.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline (in weeks/months) and input days to complete deliverable
Coordination of RWG Workplan & Gavi 6.0/NIS Processes	<ul style="list-style-type: none"> • An updated RWG work plan integrating support to concerned countries on Gavi 6.0 holistic application, VPOP processes, and NIS development/reprogramming, validated and disseminated to all RWG members. • Consolidated roadmap for the Gavi 6.0 holistic application and NIS for 2026 concerned countries. • Well-organized 4 RWG meetings (one face to face), with all required documentation, including agendas, background notes, analytic summaries, meeting minutes, and decision trackers prepared and disseminated in a timely manner. 	<p>June 2026 (15 days)</p> <p>June 2026 (15 days)</p> <p>October 2026 (30 days)</p>
Monitoring, Reporting, and Quality Assurance	<ul style="list-style-type: none"> • A fully functional RWG monitoring dashboard providing integrated tracking including Gavi holistic application readiness, NIS development/costing/reprogramming, partner technical assistance, and country progress toward key process milestones. • Midterm RWG monitoring reports produced and disseminated, providing country performance updates, synthesis of Gavi Secretariat feedback, and documented RWG follow-up actions. 	<p>November 2026 (25 days)</p> <p>Sept. 2026 (15 days)</p>
Strengthening Partner Engagement & Country Support	<ul style="list-style-type: none"> • Updated partner members of RWG/TWGs • At least 17 comprehensive WCA countries profiles on immunization developed, integrating demographic context, immunization performance trends, Gavi 6.0 holistic application timelines, NIS status and required actions, Gavi 6.0 transition requirements, partner support mapping, and prioritized risks with recommended follow-up actions. 	<p>July 2026 (5 days)</p> <p>October 2026 (30 days)</p>
Knowledge Management	<ul style="list-style-type: none"> • Comprehensive RWG annual report summarizing activities, achievements, milestones, and recommendations for the following year. • Consultant final report 	<p>December 2026 (15 days)</p> <p>December 2026 (10 days)</p>

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

Education:

Advanced university degree in Public Health, Global/International Health, Health Policy and Management, or other fields relevant to immunization.

Knowledge/Expertise/Skills required:

- At least 8 years of relevant professional work experience at national and international levels in primary health care
- Substantive experience and technical knowledge on immunization
- Demonstrated experience in coordinating health and immunization processes, programmes and/or strategies
- Strong communication and negotiating skills
- Demonstrated ability to produce high quality technical documents, including reports,
- Experience with UN agencies is an asset.
- Fluency in English and French required