

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Consultant for Mathematical Modelling of Immunization Programming and Embedded Financial Management support to National Primary Health Care Agency (NPHCDA), Nigeria.	Funding Code: SC250494	Type of engagement Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Needs UNICEF e-mail and system access	Duty Station: Nigeria (Outposted to NPHCDA within the country)
<p>BACKGROUND</p> <p>The National Primary Health Care Development Agency (NPHCDA) and UNICEF are implementing the Innovation Top-Up (ITU) grant to support the deployment and scale-up of country-led mathematical modelling for immunisation decision-making, including zero-dose reduction strategies, campaign optimisation, vaccine financing, and pandemic preparedness.</p> <p>Selected modelling applications may be piloted early to inform programme implementation and resource allocation. To ensure these innovations are financially viable, institutionally embedded, and sustainable beyond the grant lifecycle, NPHCDA requires dedicated support to strengthen financial management systems, readiness, and sustainability arrangements.</p> <p>In addition, NPHCDA and UNICEF are implementing multiple Gavi grants that require strengthened fiduciary oversight, financial reporting, and alignment with Government Public Financial Management (PFM) systems, including the planned Enterprise Resource Planning (ERP) rollout.</p> <p>An Embedded Financial Management (FM) Specialist will therefore be deployed to provide implementation support to NPHCDA and relevant stakeholders throughout the lifecycle of the intervention, ensuring that financial management strengthening efforts and the ITU mathematical modelling grant are mutually reinforcing.</p> <p>OBJECTIVE</p> <p>The objective of this assignment is to provide technical assistance to strengthen financial management systems, governance, and sustainability arrangements at NPHCDA from UNICEF, while supporting the effective financial management and institutionalisation of mathematical modelling tools and applications developed under the ITU grant. Specifically, the assignment will ensure that:</p> <ol style="list-style-type: none"> 1. Management and supervision of the rollout of the mathematical modelling embedded with NPHCDA 2. Financial management of ITU activities complies with Government PFM rules and donor requirements 3. Mathematical modelling applications are integrated into institutional planning, budgeting, and financial systems 4. Financial management function at NPHCDA is strengthened, including financial planning, internal controls and reporting. <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Management of coordination of mathematical modelling service rollout by the UNICEF vendor and transition to NPHCDA 2. Financial Governance, Controls, and Compliance <ul style="list-style-type: none"> • Support compliance of ITU-funded activities with Government PFM regulations and donor requirements • Identify fiduciary risks associated with piloting and scaling modelling applications and recommend mitigation measures • Strengthening internal controls and governance arrangements for grant implementation 3. Financial Management, Planning, and Reporting <ul style="list-style-type: none"> • Provide technical support on Gavi financial management requirements, including budgeting/reprogramming, documentation, and reporting • Strengthen expenditure tracking and financial reporting for modelling pilots and related activities • Strengthening the linkage of programme implementation and financial forecasting 4. Financial Management Systems Strengthening <ul style="list-style-type: none"> • Support updating and implementation of the NPHCDA Financial Management Capacity Building Plan 			

- Strengthening integration between grant financial management processes and national systems by harmonizing financial data flows, reporting formats, and interfaces across departments
5. Financial Assurance and Risk Management
 - Support financial performance monitoring and analysis of Gavi grants
 - Facilitate implementation of recommendations from assurance providers and audits
 6. Sustainability and Institutionalization
 - Support in the translation of modelling outputs into financial implications for planning, budgeting, and resource allocation
 7. Capacity Building and Knowledge Transfer
 - Conduct hands-on training for NPHCDA staff on donor financial management requirements
 - Support the development of training materials on Gavi financial management requirements.

The consultant will identify competent hands from within the public service in the state for skills and technical know-how transfer to engender sustainability of the support beyond the engagement period.

Deliverables:

The consultant will deliver the following outputs:

1. Mathematical Modelling Grant Support
 - Mathematical modeling of immunization programming rollout transferred to NPHCDA
 - Support NPHCDA to develop a framework for integrating modelling outputs into budgeting and planning processes
2. Financial Management Strengthening
 - Regular financial performance analysis reports
 - Harmonized financial reporting templates and guidance, including development of training materials on Gavi financial management requirements
 - Updated FMCB plan, including financial governance and internal control improvement recommendations
 - Support reprogramming of Gavi grants, where required
3. Fiduciary Risk Assurance
 - Action plan for addressing audit and assurance recommendations

Reporting and Coordination:

The Consultant will work closely with UNICEF, NPHCDA departments, including Finance and Accounts; Disease Control and Immunization; Planning, Research and Statistics, and relevant programme units. Coordination will also be maintained with ITU technical partners and development partners.

The consultant will submit monthly reports to UNICEF on deliverables in line with these terms of reference.

Child Safeguarding

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2026	Health Section, Immunization	Specialized area and lack of UNICEF inhouse capacity
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New – Individual Contract <input type="checkbox"/> Extension/ Amendment
Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster		
Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		
If Extension, Justification for extension:		
	Start Date: 1 st April 2026	End Date: 31 st July 2026

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	% Of payment
<ul style="list-style-type: none"> Mathematical modeling of immunization programming rollout capacity building of NPHCDA completed Financial performance analysis of NPHCDA 	<p>NPHCDA digital immunization hub team trained and functioning.</p> <p>Financial performance analysis reports of NPHCDA available</p>	1 st May 2026	25%
<ul style="list-style-type: none"> Development a framework for integrating modelling outputs into budgeting and planning processes for the NPHCDA Harmonized financial reporting templates and guidance, including development of training materials on Gavi financial management requirements developed 	<p>Framework for integrated immunization modeling and its budgeting is available.</p> <p>Harmonized financial reporting templates and training materials developed and tested</p>	1 st June 2026	25%
<ul style="list-style-type: none"> Updated FMCB plan, including financial governance and internal control improvement recommendations Support reprogramming of Gavi grants, where required 	<p>including Financial governance and internal control improvement recommendations available.</p> <p>Grant reprogramming completed by 30th June 2026</p>	1 st July 2026	25%
<ul style="list-style-type: none"> Action plan for addressing audit and assurance recommendations 	Action plan submitted to NPHCDA, Gavi and UNICEF	1 st August 2026	25%

<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> - University degree is required in accounting and finance, with certification in public accounting. - At least 15 years' Experience in financial analysis, auditing, or accounting, with a preference for experience in public financial management (PFM) or international development contexts. - Proven experience is required in designing, implementing, and assessing internal control frameworks and institutional capacity building in the area of financial management system. - In-depth knowledge of International Public Sector Accounting Standards and International Financial Reporting Standards. - Experience of working in UN agency/international agency and working in, or with, fragile and conflict-affected contexts will be highly valued. - Familiarity with Primary Health Care (PHC) especially immunization programme system strengthening and its financing. - Analytical Skills: Ability to evaluate complex financial data, identify risks, and recommend remedial actions. - Communication: Strong interpersonal skills for advising senior stakeholders and working in multi-disciplinary teams. - Computer skills, including strong quantitative analysis and reporting tools. - Ability to work in a multi-cultural, inclusive and diverse environment. - Fluency in English is required. Fluency in French would be considered an asset
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 80 Points) B) Financial Proposal (e.g. maximum of 20 Points)</p> <ul style="list-style-type: none"> - Educational Background (20 points) - Relevant Work Experience (60 points) - Total technical score (80) 	
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p> <p>Home Based <input checked="" type="checkbox"/> (in NPHCDA) Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>
<p>Requested by section programme lead</p>	<p>Request Verified by HR:</p>

Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

Text to be added to all TORs:

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 to ensure that the visa (applicable) and health insurance 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.