

TERMS OF REFERENCE
CONSULTANT / INDIVIDUAL CONTRACTOR

Section:	Health	Date:	15 Feb 2021
Title:	Data Manager for COVAX Country Support (Consultant)	Duty station:	WCARO, Dakar
Reporting to:	Health Specialist for Data Management	Contract type:	Individual Contractor
Duration:	11 months	Start date:	March 8, 2021

Section	Content
Objectives	<p>Under the joint supervision of the WCARO Health Specialist for Data Management (1st reporting line), WCARO Senior Health Specialist for Immunization (2nd reporting line), and the COVAX Country Support Coordinator, the consultant on COVAX Data management will have the following specific objectives:</p> <ol style="list-style-type: none"> 1. Coordinate with the WCARO COVAX Team for systematic support to countries on the introduction of COVID-19 vaccine, with a focus on data management and reporting on country readiness assessments, vaccine demand and forecasts, shipment schedules, population targets, and monitoring. 2. Develop a regional implementation data road map for COVID-19 vaccine administration documentation, data collection, management, and reporting. 3. Review the existing national information management systems in the 24 countries and determine their usability for COVID-19 vaccination data management including any additional needs. This may include mapping of existing digital or paper-based infrastructure and tools that manage immunization data at country and regional level that may be leveraged for COVID-19 vaccination. 4. Support the regional office and country offices on data visualization and data reporting needs with respect to COVAX and COVID-19 vaccination data, including the development and maintenance of a COVID-19 vaccination dashboard. 5. Identify and recommend required modifications in the existing data collection and monitoring platforms (whether administrative systems, health information systems) or household health surveys), or developing a dedicated system, based on defined standard requirements, if no such system exists. This includes providing technical advice to countries on how to identify data needs and strengthen information systems to monitor progress with COVID-19 vaccination. 6. Assess the capability of national immunization programs to meet regional and country-specific COVID-19 vaccination reporting requirements, including assessment of current systems and practices for vaccine data management in routine immunization, mass vaccination campaigns, supplementary immunization activities, among others. 7. Support countries in defining and determining essential data with respect to recommended indicators needed to monitor COVID-19 immunization performance (vaccine uptake, vaccination coverage, demand forecasts). The process may include standardizing of the reporting formats and establishing information flow and procedures for all levels. 8. Support the introduction of an electronic tool, paper-based or partially digitized system, for capturing and monitoring COVID-19 vaccination roll-out, if or where no such system exists. 9. Together with ICTD and HMIS teams, assess information technology or database management capacity including information and reporting gaps, connectivity problems, or challenges in each country's immunization data reporting or HIS system. Countries should

	<p>ensure their immunization management infrastructure/tools meets COVID-19 response data exchange, storage, and reporting requirements</p> <p>10. Provide technical advice to support the development of a framework for longer-term introduction of COVID-19 vaccine vis-à-vis existing national immunization programs and tracking of routine immunization, mass vaccination, and supplementary immunization activities. This may include the development of an implementation road map for strengthening countries' overall vaccination data management registries and reporting, including new vaccine introduction data management.</p> <p>11. Support countries on data review and quality assurance activities.</p>
Background	<p>COVID-19 – a severe acute respiratory syndrome (SARS) caused by a novel coronavirus – was declared as a public health emergency of international concern on 30 January 2020, and officially a global pandemic on 11 March 2020. Since then, partners globally have been working together on the response to mitigate the spread of the disease, including tracking its spread, developing critical interventions, distributing vital medical supplies and protective equipment, and supporting the development of therapeutics and vaccines.</p> <p>COVAX, the vaccines pillar of the Access to COVID-19 Tools (ACT) Accelerator was launched in April 2020. It will facilitate the equitable access and distribution of vaccines to protect people in all countries through the values framework endorsed by the WHO SAGE on immunization. It will also ensure that all participating countries, regardless of income levels, will have equal access to these vaccines once developed, approved, and made available.</p> <p>To support the countries in the deployment, distribution and actual utilisation of these vaccines in countries, the Regional Office of UNICEF West and Central Africa is establishing a COVAX Regional Team composed of</p> <ul style="list-style-type: none"> • A coordinator, in charge of the coordination of regional readiness and implementation activities in support to CO, including with technical working groups • A data manager, supporting the regional monitoring of COVID-19 vaccines deployment • A C4D specialist, in charge of coordinating and supporting activities related to risk communication and community engagement • A Supply specialist, in charge of ensuring adequate Coordination with PD/SD/COs to secure an optimum planning and implementation of the COVAX activities. <p>The COVAX Regional team will also coordinate and collaborate with global and regional partners, technical working groups (e.g ACREDIT, SACREDIT for West and Central Africa, etc), and government counterparts.</p> <p>There will be a strong and urgent demand for data on COVID-19 vaccination by all stakeholders to be able to provide frequent and reliable reporting for timely decision making. The effective support to the 24 countries in West and Central Africa on the procurement, distribution, and vaccination against COVID-19 will require rapid and timely access to data and information between managers and staff at all levels. To provide support to comprehensive decision making, information from different data sources linked to COVID-19 should be collected, interlinked, and visualized on reliable platforms. The databases and platforms must also be regularly maintained and updated to accommodate new sources of information. These data sources include but are not limited to COVID-19 epidemiological evolution, vaccination preparedness, country responses to Vaccine Country Readiness Assessment Tools, country regulatory pathways, country demographics (including</p>

	<p>disaggregated population estimates especially for target groups), performance and coverage monitoring (including vaccine acceptance, uptake, and demand), vaccine and supply management (including demand forecasts), vaccine safety, vaccine waste management, among others.</p> <p>In addition, real-time monitoring of uptake, safety, and effectiveness of COVID-19 vaccines is necessary, and would benefit from use of electronic information platforms, where it is available in the region. However, some countries, especially at sub-national levels, rely on paper-based systems; and thus, additional and appropriate-levels of support must also be provided.</p> <p>Experience has shown that the introduction of a new vaccine can have a significant impact – both positive and negative – on a country’s health system. The COVID-19 vaccination roll-out in West and Central Africa is no exception – it will be introduced in the middle of a huge ongoing effort to strengthen routine immunization and delivery of supplementary immunization activities against other preventable diseases (measles, rubella, vaccine-derived Polio, etc). Thus, building and leveraging on the COVID-19 vaccination introduction, a longer-term objective is to strengthen health information systems including for use of already-existing national immunization programs.</p>	
Scope of work	The consultant is expected to work and respond to regional or country office requests that relate to data management and analysis of country readiness monitoring, COVID-19 vaccine introduction and monitoring, and other COVAX-related activities. This includes broader COVAX-related health and immunization priorities and activities.	
Deliverables and Schedules	Deliverables	Timeline
	Situation analysis and mapping: <ul style="list-style-type: none">Country vaccine readiness assessmentsExisting vaccine information management systems and processes and what systems or tools can be leveragedOpportunities for integration/interoperability with other databases and information systemsEstimated schedules on vaccine availability and shippingStatus of cold chain equipment, logistics capacity, and stock management systems	Month 1-2
	Development of a regional implementation data road map, which includes: <ul style="list-style-type: none">Identification and estimation of target populationsIdentification of feasible disaggregation requirements per country, which may include vaccine product used by each country, geography (district, province, regional), sex (male, female), age groups, wealth quintiles, and other equity dimensions.Agreement on data frequency and data reporting mechanisms	Month 2-3

	Development of COVID-19 Vaccination Dashboard	Development: Month 3-5
	Monthly monitoring of vaccine shipment schedules and delivery, vaccine distribution to target populations, and monitoring of vaccine uptake (may include monitoring of adverse effects following immunization) and vaccine acceptance. Data must be available at agreed levels of disaggregation.	Maintenance (monthly monitoring, a monthly dashboard summary and report will be required): Months 3-11 *Data reporting may be on an ad-hoc and as-needed basis
	Undertake data review and quality assurance activities on COVID-19 vaccination data	Month 6 and onwards up to Month 11
	Develop implementation or strategy roadmap for sustainable longer-term introduction of COVID-19 vaccine vis-à-vis existing national immunization programs and tracking of routine immunization, mass vaccination, and supplementary immunization activities.	Month 8-10 Month 8: Development Month 9: Review and revision Month 10: Finalization
	Develop final report, including documentation of best practices, lessons learned, and recommendations	Month 11
Timing	The consultancy is planned for 11 months.	
Reporting Requirements	<p>The consultant will prepare the following reports/documents:</p> <ul style="list-style-type: none"> Report on the situational analysis, including each country's vaccine readiness assessments Regional implementation data road map Monthly summary and report on the COVID-19 vaccination dashboard, once available Report on the data review and quality assurance activities Implementation or strategy roadmap for strengthening health information systems in light of the introduction of a new vaccine for COVID-19 vis a vis already-existing information systems on national immunization programs, mass vaccination campaigns, and supplementary immunization activities. Final report including documentation of best practices, lessons learned, and recommendations <p>As part of the WCARO COVAX Team, the consultant will attend all meetings organized by the COVAX Team, or as instructed to him/her by the lead coordinator. These meetings may include discussions with other technical working groups in other UNICEF Offices, WHO, Gavi, or other partners.</p> <p>As part of quality review, a weekly review session will be conducted between the consultant and the Health Officer for Data Management and monthly review session with the Regional Advisor for Health.</p>	
Profile Requirements	<p>Education: <i>Required:</i> The consultant must have an advanced university degree in public health, epidemiology, health information management, international development, or other related fields <i>Desirable:</i> Advanced degree in health informatics, mathematics, statistics, supply chain systems, or logistics •* A Bachelor's degree with 2 additional relevant work experience might be accepted in lieu of the Master.</p> <p>Experience: <i>Required:</i> At least five (05) years relevant working experience with the following:</p> <ul style="list-style-type: none"> Understanding of health management information systems in West and Central Africa, including routine immunization or campaign data management systems (whether paper-based or digital) 	

	<ul style="list-style-type: none"> • Previous experience or similar work on electronic immunization registries, global and public health databases, and data management products used in global health (DHIS2, mobile data collection and reporting tools) • Experience working with multiple partners, including government counterparts <p><i>Desirable:</i></p> <ul style="list-style-type: none"> • Experience with UNICEF or other UN agencies • Experience with working in emergency setting or high-paced environment <p>Technical Skills and Knowledge:</p> <ul style="list-style-type: none"> • Database management systems, including relational databases • Digital health infrastructure • Visualization tools (PowerBI, Tableau) • Advanced Microsoft Excel (Pivot Tables, Power Pivot, Advanced charting, VBA) • Critical thinking and problem solving • Strong writing, presentation, and reporting skills <p>Language:</p> <ul style="list-style-type: none"> • Must be fluent in written and oral French • Advanced proficiency in English <p>Others:</p> <ul style="list-style-type: none"> • Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and • Have no other relatives in the line of authority which the consultant will report to.
Administrative Issues	<ul style="list-style-type: none"> • The consultant will work under the functional supervision of the WCARO Health Officer for Data Management • The consultant will report to the WCARO Senior Health Specialist for Health Systems Strengthening, and the Lead Coordinator for WCARO COVAX Team. • He/she will keep close collaboration with the technical working groups and teams in the Supply and Health (Immunization Unit) Section. <p>He will work on a full-time basis in UNICEF WCARO Office.</p> <p>The consultant will use his own computer; a UNICEF email account will be created.</p> <p>Payments will be made monthly after timely submission of report and satisfactory deliverables per agreed monthly workplans and approval of contract supervisor.</p> <p>All applicants are invited to attach their financial proposal.</p>