# Terms of Reference for Health Officer for Immunization (Temporary Appointment)

**Duty Station:** Kupang, with travel

**Level:** NOB

**Duration:** April 2021 to January 2022 (10 months)

**Supervision:** NOC Heath Specialist Kupang

# Background:

The routine immunisation program has been facing enormous challenges during COVID-19 pandemic. The utilisation of all vaccines has declined sharply, and issues related to demand and supply side are critical; there is a high risk of vaccine-preventable disease (VPD) outbreaks in the coming months/year and potential diversion of resources and attention away from routine immunisation. As per the Ministry of Health’s comprehensive plan 2020-2025, Government of Indonesia has also made commitments towards the elimination of measles and rubella by 2023; while the polio eradication and maternal and neonatal tetanus elimination statuses should be maintained. Simultaneously, several new and underutilised vaccines for pneumonia (pneumococcal conjugate vaccine (PCV)), diarrhoea (rotavirus), polio (inactivated polio vaccine (IPV)), human papillomavirus (HPV) will be scaled up or introduced.

As stated in the new UNICEF Indonesia country program 2021-2025, Immunization is one of the key priority areas for health program. UNICEF continues its technical support to government at sub-national levels in particular in Nusa Tenggara Timur (NTT) and Nusa Tenggara Barat (NTB) to improve routine immunization and strengthen capacity and prevent hesitancy to support COVID-19 vaccine implementation in 7 provinces of NTT, NTB, and Kalimantan.

Furthermore, the Government of Indonesia kicked off the COVID vaccination program on 13 January 2021, and UNICEF has been requested to provide technical assistance in the deployment of COVID-19 vaccines. In response to the Government’s intension about the deployment of COVID vaccine, UNICEF ICO has finalised UNICEF Indonesia’s support plan to COVID-19 vaccine introduction and has recruited a number of UN Volunteers and provincial/regional consultants to support the COVID-19 vaccine introduction and roll- out. The Kupang FO will manage the COVID-19 vaccination programs in NTT, NTB, and Kalimantan Islands.

Considering the departure of current Health Officer for Kupang FO and the large scale of immunisation program management, which shall require rigorous technical and managerial support, the Kupang Field Office would like to hire a Health Officer, NOB (TA) for 10 months, starting from April 2021.

Under the supervision of the Health Specialist (NOC), the NOB TA **Health Officer** provides professional technical, operational and administrative assistance related to routine immunization program, and COVID- 19 vaccination program throughout the programming process for the Health Programme within the Country Programme, from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results.

# MAIN TASKS AND RESPONSIBILITIES:

1. **Support to programme development and planning**
	* Conduct and update the situation analysis for the development, design and management of immunization related programmes.
	* Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through analysis of immunization needs and areas for intervention and submission of recommendations for priority and goal setting.
	* Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM), and monitoring and evaluation of results.
	* Prepare required documentations and materials to facilitate the programme review and approval process.

# Programme management, monitoring and delivery of results

* + Work closely and collaboratively with colleagues, field offices, and partners to discuss operational and implementation issues, provide solutions, recommendations, and/or to alert appropriate officials and stakeholders for intervention and decisions.
	+ Participate in monitoring and evaluation exercises, programme reviews with government and other partners to assess programmes and to report on required action/interventions to direct supervisor and higher level of technical immunization programme management.
	+ Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
	+ Prepare regular and mandated sectoral programme/project reports to direct supervisor and higher level of techhnical immunization programme to keep them informed of programme progress.

# Technical and operational support to programme implementation

* + Conduct regular programme field visits and assessment, and share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
	+ Provide technical and operational support to government counterparts, NGO partners, other partners on the application and understanding of UNICEF policies, strategies, processes, and best practices on health-related issues to support programme implementation, operations and delivery of results.

# Networking and partnership building

* Build and sustain effective close working partnerships with health sector government partners and sub-national stakeholders through active sharing of information and knowledge to enhance programme implementation and build the capacity of stakeholders to deliver concrete and sustainable results.
* Draft communication and information materials for FO programme advocacy to promote awareness, establish partnerships/alliances, and support fundraising for health programmes.
* Participate in the EPI coordination meetings to collaborate with goverment and other partners/colleagues on operational planning and preparation of Immunization programmes/projects, and to integrate and harmonize UNICEF’s mission and strategies.

# Innovation, knowledge management and capacity building

* Identify, document and share lessons learned for knowledge development and to build the capacity of stakeholders.
* Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
* Participate as a resource person in capacity building initiatives to enhance the competencies of stakeholders.

# EXPECTED DELIVERABLES WITHIN 10 months:

**Routine Immunization Program in NTT, NTB and Kalimantan.**

1. Coordination meeting with PHOs, Field Office and partners been facilitated, received technical assitance and documented.
2. Improved access to quality routine immunization services.
3. Improved effective vaccine and cold chain management .
4. Improved data quality assurance on routine immunization coverage.
5. Supported the sub national coordination with partners in developing of communication and demand generation strategy and costed plan for immunization.
6. Vaccine demand plans for provinces in regard of vaccine acceptance , sub national communication and demand generation strategy for immunization developed.
7. Training curricullum and IEC materials on immunization related developed, which enabled FO, PHOs, DHOs and partners in delivering them using innovative platforms.

# Supplementary Immunization Activities (SIA)

1. Assisted PHOs, FO and partners in designing, implementation and monitoring of the all aspects/ components of SIAs.

# Roll out of the COVID-19 vaccination program in NTT, NTB and Kalimantan in Indonesia

1. Led the implementation, monitoring and evaluation of the COVID-19 vaccination program in NTT, NTB and Kalimantan;

Worked with consultants and UNVs to Vaccine Introduction Readiness Assessment Tool (VIRAT).

1. Documented the lessons learned on immunization strategy & advocacy; supply side readiness; risk communication & communication readiness; data – monitoring and demand generation activities.
2. Supported the PHO and FO in increasing the utilization of immunization services through an enhanced strategic plan to advocate; ensure supply side readiness and risk communication & communication readiness; to improve quality data – monitoring; and to accelerate demand for immunization.
3. Served as the focal point for collaborative immunization/COVID-19 vaccine activities.

# Knowledge / Expertise / Skills Required

* + A university degree in one of the following fields is required: medicine; nursing; midwifery; public health; or another relevant technical field.
	+ A minimum of 2 years of professional experience in immunization program.
	+ Good data analytical, program management skills, innovations & team works.
	+ Familiarity with country, government structures and PHO partners preferred.
	+ Self-starter and able to work independently with less supervision; relevant experience in a UN system agency or organization is considered as an asset.
	+ Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

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