

**Terms of Reference**  
**Health Officer for Immunization – 1st post**  
**(Temporary Appointment)**

**Duty Station:** Jakarta, with travel

**Level:** NOB

**Duration:** 364 days from 3 January 2022

**Supervision:** Immunization Specialist P3 (Post# 103883)

Immunization is one of the key priority areas for health in the new UNICEF Indonesia country program 2021-2025. UNICEF continues its technical support to the government at national and sub-national levels to reach the immunization programme goals and targets in the comprehensive multi-year plan (cMYP) 2020-2024 and RPJMN 2020-2024 goals through strengthening the national and local health systems. This also aligns with the Immunization Agenda 2030 (IA 2030).

Indonesia's health system reaches most children in their birth cohort of 4.9 million children a year with vaccines and other health services. However, it was one of the countries globally which had encountered stagnated vaccination coverage in the past decades before the COVID-19 pandemic. The services interruption and reluctance among the parents and caregivers due to the COVID-19 pandemic resulted in a significant number of eligible children being unvaccinated. This has further deteriorated by the high burden on the health systems to deliver COVID vaccine among the 208 million target population in a short period. Many health workers reported a high workload with poor motivation due to various reasons.<sup>1</sup> The pulse survey highlighted that health facilities reduced the frequency of vaccination sessions to cope with their high workload and other priorities. On the other hand, most health facilities and vaccine storage points at various supply chain levels experienced significant stock out of several routine vaccines.<sup>2 3</sup> Many children could not receive vaccines due to the closure of schools. All these issues unveiled the reasons for the high number of zero-dose children in Indonesia.

Along with different partners, the Government of Indonesia has taken several initiatives to increase vaccination coverage and reduce inequity through the resumption of immunization services, raising awareness among the parents and caregivers. Several catch-up strategies are recommended, and school-based vaccination programs have been resumed. Along with these, the MoH aims to conduct MR campaign in 2022 in two phases to reach out to about 27 million children. As per the Ministry of Health's comprehensive plan 2020-2025, GOI has also made commitments towards eliminating measles and rubella by 2023; while the polio eradication and maternal and neonatal tetanus elimination statuses should be maintained. Simultaneously, several new and underutilized vaccines for pneumonia (pneumococcal conjugate vaccine (PCV)), diarrhoea (rotavirus), polio (inactivated polio vaccine (IPV)), human papillomavirus will be scaled up or introduced.

UNICEF has recruited several consultants and UNVs to support GOI in rolling out COVID vaccination across all 34 provinces. However, despite significant progress in the COVID-19 vaccination program, vaccination coverage among several target age group remain low, inequity in vaccination coverage is apparent, issues with the immunization supply chain and vaccine management. Knowing the challenges, the Government of Indonesia has requested UNICEF to intensify the technical assistance to strengthen the routine immunization, implement the COVID-19 vaccine program with optimal quality and conduct the MR SIA.

Under the supervision of the Immunization Specialist (P3), the NOB TA **Health Officer-Immunization** provides professional technical, operational and administrative assistance related to vaccine demand

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<sup>1</sup> UNICEF and MOH. 2021. Assessing Puskesmas capacity in delivering COVID-19 vaccination in Indonesia (unpublished)

<sup>2</sup> UNICEF and MOH. 2021. Quarterly survey to assess the continuity of immunization services during pandemic.

<sup>3</sup> UNICEF and MOH, 2021. Effective Vaccine Management Assessment for the private hubs and provincial stores.

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. Research and report on development trends (e.g. political social, economic, health) for higher management to enhance programme management, efficiency and delivery of results.
- 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.

##### **2. 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 higher-level intervention and decisions. Keep record of reports and assessments for easy reference and to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of 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 for management, donors and partners to keep them informed of programme progress.

##### **3. Technical and operational support to programme implementation**

- Conduct regular programme field visits and surveys, 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, UN system partners, and other country office partners/donors 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.

##### **4. Networking and partnership building**

- Build and sustain effective close working partnerships with health sector government counterparts and 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 CO programme advocacy to promote awareness, establish partnerships/alliances, and support fundraising for health programmes.
- Participate in the EPI coordination meetings to collaborate with inter-agency partners/colleagues on operational planning and preparation of health programmes/projects, and to integrate and harmonize UNICEF's position and strategies.
- Research information on potential donors and prepare resource mobilization materials and briefs for fundraising and partnership development purposes.

#### **5. Innovation, knowledge management and capacity building**

- Identify, capture, synthesize, 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.
- Assist with oversight of research and ensure results are available for use in knowledge products.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

#### **EXPECTED DELIVERABLES WITHIN 364 DAYS:**

##### **Program performance monitoring and coordination**

- 1) Established an active monitoring and evaluation (M&E) system of both routine immunization and COVID-19 vaccination programs.
- 2) Coordinated and facilitated joint Annual Work Plan (AWP) development, review and program monitoring visit with the Ministry of Health.
- 3) Coordinated well with FOs, consultants, partners and health section regularly to monitor the progress and documented all the meeting minutes, including best practices.
- 4) Established and maintained the activity and meeting tracking system for the immunization team in Jakarta.

##### **Routine Immunization Program including Supplementary Immunization Activities**

- 5) Established a well-performing working group for the immunization supply chain (iSCM) at the national level.
- 6) Supported the EVM assessment in private sectors and sub-national (targeted) levels and assisted in developing reports and improvement plan.
- 7) Led and coordinated several studies, including identifying research areas, developing ToRs, conducting studies, and disseminating results for policy advocacy and program performance.
- 8) Assisted in Finalization and digitalization of the training/orientation modules for community volunteers and religious leaders, and rolled out at the various location.
- 9) Identified the best practices and coordinated with FOs, health and communication sections for documentation and publication.

##### **Deployment of COVID-19 vaccine in Indonesia**

- 10) Enhanced the performance of the supply chain system for the COVID-19 vaccines at both public and private sectors
- 11) Identified the best practices and coordinated with FOs, health and communication sections for documentation and publication.

**Knowledge / Expertise / Skills Required**

- A university degree in one of the following fields is required: public health and or medical science, or another relevant technical field.
- A minimum of two years of professional experience in one or more of the following areas is required: immunization program, social development program planning, communication for development, public advocacy or another related area. Additional professional experience in one of the above areas is desired.
- Experience in designing and managing immunization program performance monitoring systems is desirable.
- Good facilitation, analytical and conflict resolution skills are required.
- Self-starter and able to work independently with minimal supervision.
- Familiarity with country, government structures and MOH partners is desirable.
- Relevant experience in a UN system agency or organization is desirable.
- Fluency in English and Bahasa Indonesia is required.

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