

TERMS OF REFERENCE

Consultant, Immunization Evidence Synthesis and Programme Documentation

CONTRACT MODALITY Individual Consultancy

DUTY STATION Home-based/Remote

DURATION OF CONTRACT 12 Months

Purpose of Assignment:

UNICEF is committed to accelerating progress toward equitable immunization coverage and reducing the number of zero-dose and under-immunized children through strengthened immunization systems, evidence-informed programming, and strategic partnerships. This requires timely analysis of emerging immunization challenges, synthesis of evidence, dissemination of lessons learned, and development of high-quality technical and programmatic documentation.

The consultant will support the Immunization Team through evidence synthesis, analytical work, manuscript review and coordination for a special journal issue on improving immunization coverage and equity, and the review and development of technical and programmatic immunization documents. The consultancy will contribute to UNICEF's efforts to strengthen the evidence base for immunization programming, facilitate knowledge sharing, and improve the quality of technical products that support country and global immunization priorities.

Scope of Work:

Under the supervision of the Team Lead for alliances, strategy and management, and closely working with relevant units, the consultant will take on the following tasks:

Evidence Synthesis and Analytical Support

- Conduct desk reviews and evidence syntheses on priority immunization topics.
- Analyze programmatic, epidemiological, and immunization-related data and evidence.
- Identify emerging trends, challenges, bottlenecks, and opportunities related to immunization coverage and equity.
- Prepare analytical briefs, evidence summaries, background papers, technical presentations, and discussion documents.
- Support preparation of analytical materials for leadership briefings, technical consultations, and partner engagements.

Special Journal Issue Support

- Support coordination and management of manuscript collection, review and submissions for a special journal issue focused on immunization coverage and equity.
- Maintain manuscript tracking systems and submission databases.
- Conduct initial technical reviews of abstracts and manuscripts.
- Consolidate reviewers' comments and support communication with authors and editors.
- Prepare summary analyses of article themes, findings, and implications.

- Support development of synthesis products emerging from the special issue.
- Assist the editors and guest editors in the management of the special issue

Programme Documentation Support

- Review and strengthen immunization programme documents, guidance, reports, strategies, investment cases, and technical notes.
- Draft and edit technical and programmatic documents.
- Support development of knowledge products and briefing materials.
- Ensure technical accuracy, consistency, and alignment with UNICEF priorities and global immunization guidance.

Contribute to the development of advocacy, communication, and dissemination of products when required.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline		Planned Travel
		Exact date to complete the deliverable	Input days	
1. Inception package	Inception package: Workplan Priority evidence synthesis and analytical agenda; Manuscript tracking and monitoring system	15 December 2026	5 days	
2. Evidence Synthesis and Analytical Products	9 analytical briefs, evidence synthesis papers, or technical background papers 1 Synthesis note summarizing emerging findings from manuscript submissions 1 evidence synthesis paper drawing lessons from the special journal issue.	15 December 2026	39 days	
3. Scientific Publication Support	13 manuscript reviews and technical feedback reports 1 synthesis note 1 journal special issue evidence synthesis paper	15 November 2027	33 days	
4. Programme Documentation	7 immunization programme documents reviewed, edited, strengthened, or developed	15 November 2027	14 days	
5. Management and Reporting Products	2 leadership briefing papers 1 final consultancy report summarizing key analyses, manuscript reviews, evidence synthesis activities, and programme documentation support provided throughout the consultancy.	15 November 2027	4 days	

6. Travel	Up to 2 missions, subject to programmatic needs and prior approval UNICEF.	15 November 2027		Estimated 2 missions of 5-7 days per mission. Destination will be based on the programme needs.

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.

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

Minimum requirements:

Education: Master’s degree Advanced university degree (Master's degree or equivalent) in: Public Health, Epidemiology, Global Health ,Health Policy ,Medicine Statistics ,Social Sciences International Development Or another relevant field.

Work Experience:

- Minimum **five (5) years** of professional experience working in public health, evidence synthesis, academic and research environment and related fields.
- Experience conducting literature reviews and evidence syntheses.

- Experience reviewing scientific manuscripts and technical reports.
- Experience supporting the development of technical programme documents, and knowledge products.
- Familiarity with immunization coverage and equity issues
- Experience working with international organizations, academic institutions, or similar organizations is desirable.

Language Requirements:

Fluency in English, oral and written, is required.

Knowledge/Expertise/Skills:

- Strong analytical and synthesis skills.
- Technical writing and editing skills.
- Ability to review and interpret scientific literature.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office applications.
- Ability to work independently and meet deadlines.

Desirables:

Desirable qualifications and experience:

- Demonstrated experience in immunization research, evidence generation or programme learning, particularly related to immunization coverage, equity and zero-dose or under-immunized children.
- Track record of authorship, co-authorship or substantive editorial contribution to peer-reviewed scientific publications.
- Experience supporting scientific journals, special issues, manuscript review processes, or coordination with authors, reviewers and editors.
- Demonstrated ability to translate complex technical evidence and data into clear, concise products for different audiences, including senior decision-makers, programme managers and technical partners.
- Experience developing or substantially editing global or multi-country public-health guidance, strategies, technical reports or knowledge products.
- Familiarity with the global immunization architecture and the work of UNICEF, WHO, Gavi and other immunization partners is an asset.

Experience managing multiple concurrent analytical and publication-related workstreams and coordinating inputs from geographically dispersed contributors is desirable.