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TERMS OF REFERENCE

Consultant – development of Kenya Gavi 6.0 & Ebola Country Application Package

CONTRACT MODALITY Individual Consultancy

DUTY STATION Nairobi, Kenya.Office based, with possible travels.

DURATION OF CONTRACT 6 Months

Purpose of Assignment

The Government of Kenya through the Ministry of Health's National Vaccines and Immunization program (MoH/NVIP), is preparing the country application package for Gavi 6.0 support, and to the Gavi's First Response Fund to help the country respond to the Ebola outbreak. The application process requires extensive technical coordination, evidence synthesis, stakeholder engagement, prioritization discussions, costing alignment, and preparation of high-quality submission documents in line with Gavi guidance and timelines.

To support this process, the MoH/NVIP with support from UNICEF and in the context of the L3 CEAP for the Ebola response in Kenya seeks to engage a National/ International Individual Consultant to provide technical and coordination support to the Ministry of Health and partners in the development, consolidation, review, and finalization of the Kenya Gavi 6.0 country application package including for the Ebola Outbreak response, roadmap development, technical assessments, prioritization processes, costing alignment, stakeholder consultations, and final application drafting and submission readiness**.**

Scope of Work

Under the supervision of the UNICEF Health Specialist (Immunization), and the Head, NVIP and in close collaboration with key stakeholders, the consultant will:

1. Support the Ministry of Health and NVIP to develop a detailed roadmap and operational workplan for the Gavi 6.0 application process, including timelines, milestones, stakeholder engagement plans, deliverables, and governance structures.

2. Facilitate technical coordination among key stakeholders including NVIP pillars, relevant MoH departments, The National Treasury, Ministry of Education, Council of Governors, KENITAG, UNICEF, WHO, USG agencies, PATH, CHAI, CSOs, and other partners.

3. Review relevant national strategies, policies, assessments, and evidence related to immunization, PHC systems strengthening, equity, financing, service delivery, demand generation, supply chain, and health systems strengthening, and Ebola outbreak response to inform application development and prioritization.

4. Support compilation, synthesis, and analysis of evidence required for the application, including Immunization coverage and equity analyses, dropout trends, zero-dose and under-immunized analyses, social and behavioral related studies and surveys, financing and sustainability analyses, service delivery bottlenecks, health systems constraints and opportunities, and PHC strengthening priorities.

5. Support technical assessment and prioritization discussions in close collaboration with KENITAG related to: Cash prioritization, Vaccine Portfolio Optimization and Prioritization (VPOP), VPD and Ebola Outbreak Preparedness, preventive campaigns, Health Systems Strengthening investments, equity and zero-dose interventions, domestic financing and sustainability, alignment with other financing streams including Global Fund, USG, World Bank, and

bilateral investments, and investment optimization.

6. Support costing discussions and alignment of proposed interventions with available resource envelopes,

co-financing obligations, sustainability requirements, and country priorities.

7. Draft and/or consolidate application narratives, annexes, implementation plans, budgets, costing tables, monitoring frameworks, and supporting documentation in line with Gavi application guidance and templates.

8. Facilitate technical review meetings, stakeholder consultations, validation workshops, and incorporation of comments from national and global reviewers.

9. Ensure quality assurance, coherence, completeness, and submission readiness of all application documents and supporting annexes.

10. Provide technical writing, editorial, and packaging support for final applications submission and post submission revisions including response to Independent Review Committee (IRC) comments.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Develop an Inception report and detailed Gavi 6.0 application roadmap including stakeholder engagement plan, workplan, timelines, milestones, and methodology	Deliverable 1: Inception Report including Gavi 6.0 application Road map	17 November 2026
Technical assessment and prioritization packages including consolidated evidence review, situational analysis, prioritization matrix, and investment recommendations	Deliverable 2: Gavi 6.0 costed priorities [Vaccines, Cash, VPOP, CCE, Prevention Campaign, Ebola Outbreak Response	19 December 2026
Complete first draft of the Gavi 6.0 application package including narratives, costing tables, implementation plans, budgets, and annexes	Deliverable 3: Draft Gavi 6.0 Country application	13 January 2027
Finalize a submission-ready application package- incorporation of stakeholder feedback	Deliverable 4a: Final Gavi 6.0 Country application	15 February 2027
Finalize a submission-ready application package- IRC response support	Deliverable 4b: IRC Technical response	08 March 2027
Develop and end-of- assignment report	Deliverable 4c: End of assignment Report	16 April 2027

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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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 Qualifications required: Masters in Public Health, Epidemiology, Health Policy and Planning, Health Economics, Global Health, Health Systems Strengthening, or related field.

Work Experience:
• Minimum of 8 years of progressively responsible professional experience in immunization, public health, health systems strengthening, or health programme planning.
• Demonstrated experience supporting development of Gavi applications, health sector investment cases, donor proposals, or national strategic plans.
• Strong understanding of immunization systems, PHC strengthening, equity programming, and health financing.
• Experience facilitating multi-stakeholder coordination and technical consultations.

Language Requirements:
• Fluency in spoken and written English

Knowledge/Expertise/Skills:
• Strong analytical, technical writing, and report drafting skills.
• Familiarity with Kenya health sector systems and structures is highly desirable.
• Excellent interpersonal, coordination, and communication skills.
• Ability to work independently and deliver high-quality outputs within tight timelines

Please note that for international consultants , fee of travel to Nairobi, fee of staying in Nairobi, and fee of travel back to home country are part of this contract. Any other travel for national and international consultants as well, will be dependent on need, and will be covered by UNICEF-Kenya.