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TERMS OF REFERENCE

National Immunization Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Vientiane Lao People's Democratic republic
DURATION OF CONTRACT	12 months

Purpose of Assignment

Lao PDR is strengthening its immunization programme to sustain and improve routine immunization coverage, reduce inequalities in access and coverage, and ensure that zero-dose and under-immunized children and missed communities are identified and reached with appropriate vaccination services. The programme also requires continued strengthening of immunization information systems and data use, sub-national programme performance and coordination, supportive supervision, and preparedness to respond effectively to outbreaks of polio, measles and other vaccine-preventable diseases. The assignment aims to provide targeted technical assistance to the National Immunization Programme (NIP) and relevant provincial and district health teams to strengthen programme planning, implementation, monitoring and performance management. The consultant will support the programme to translate immunization data and evidence into practical actions, identify and address coverage and equity gaps, strengthen approaches for identifying and reaching zero-dose and under-immunized children, and improve coordination and accountability across national and sub-national levels. The consultant will also support preparedness and implementation of priority immunization activities, including supplementary immunization activities and MR/HPV campaigns, follow-up of EVM-related programme recommendations, and documentation of lessons learned and good practices. Emphasis will be placed on strengthening the capacity of national and sub-national teams through supportive supervision, mentoring, training and use of relevant learning platforms. Through this assignment, the consultant is expected to contribute to improved programme performance, stronger data driven decision-making, increased reach among missed and underserved populations, and strengthened readiness to prevent and respond to vaccine-preventable disease outbreaks in Lao PDR.

Scope of Work

The consultant will provide targeted technical assistance to strengthen the national immunization programme in Lao PDR, with a focus on improving programme performance, equity and coverage, reaching zero-dose and under-immunized children, strengthening data use and sub-national coordination, and supporting outbreak preparedness, campaign implementation and programme quality. The assignment will focus on the following key areas and activities: 1.Zero-dose and equity: support identification and mapping of zero-dose and under-immunized children and missed communities; analyze sub-national disparities and barriers to access; and support targeted micro-planning, outreach and follow-up actions, including attention to hard-to-reach and mobile populations.
2. Sub-national coordination and programme performance: strengthen coordination between NIP, provincial and district health teams; support review of immunization performance, bottlenecks and agreed actions; strengthen supportive supervision and monitoring; and document good practices and lessons for scale-up.
3. Outbreak preparedness and response: support immunization programme preparedness for polio, measles and other vaccine-preventable disease outbreaks, including preparedness reviews, response micro-planning, rapid monitoring of vaccination activities, data analysis, coordination and follow-up of corrective actions.
4. SIA and HPV/MR campaign support: provide technical assistance for campaign planning, readiness monitoring, microplanning, target population validation, monitoring of implementation and coverage, post-campaign data review, reconciliation and documentation of lessons learned.
5. EVM and programme quality follow-up: support NIP to coordinate follow-up to EVM-related findings and agreed

actions from a programme-management perspective; strengthen linkages between programme planning, vaccine availability/readiness and service delivery; and support documentation of actions and progress.
6. Capacity building, learning and reporting: strengthen the capacity of national and sub-national teams through EPI training, virtual orientations, supportive supervision, eLearning and other learning platforms, with emphasis on immunization data use, zero-dose identification, micro-planning, campaign monitoring and programme quality; facilitate virtual orientations and EPI trainings for sub-national staff; and provide concise technical updates, tools and recommendations to NIP

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Zero-dose identification, equity and subnational micro-planning	**Deliverable 1** Support NIP and sub-national teams to identify and analyze zero-dose and under-immunized children and missed communities; review sub-national coverage and equity gaps; strengthen micro-planning, outreach and follow up approaches; and document practical actions to improve access and reduce missed children. Consolidate field findings and provide a prioritized action plan for high-risk areas	28th February 2027
Sub-national coordination, supportive supervision and programme performance	**Deliverable 2** Strengthen coordination between NIP, provincial and district teams through structured performance reviews and follow-up of agreed actions. Conduct targeted supportive supervision/mentoring on routine immunization, data use, zero-dose identification and service-delivery bottlenecks; document good practices and constraints; and recommend practical improvements to national and sub-national monitoring and supervision approaches.	30th April 2027

Outbreak preparedness, response readiness and immunization monitoring	**Deliverable 3** Support NIP to strengthen preparedness for polio, measles and other vaccine-preventable disease outbreaks, including review of response plans, high-risk population identification, vaccination response micro-planning, rapid monitoring arrangements, data analysis and coordination with provincial/district teams. Document preparedness gaps, agreed corrective actions and responsibilities, and provide a concise readiness report	30th June 2027
MR SIA and HPV campaign planning, readiness	**Deliverable 4** Provide technical assistance to NIP for the planned 2027 MR SIA and HPV activities, including target population validation, micro-planning, readiness monitoring, implementation monitoring, coverage/data-quality review, identification and follow-up of missed children, and post-campaign analysis. Support documentation of lessons learned and recommendations to improve future campaigns and routine immunization linkages.	31st July 2027
EVM follow-up, programme quality and 2028 planning	**Deliverable 5** Support NIP to coordinate follow-up to delayed EVM recommendations, ensuring linkages with immunization programme planning, service delivery and readiness. Review progress against key programme priorities, including EIR/data use, zero-dose reduction, sub-national performance and outbreak	31st October 2027

	preparedness; facilitate an end-of-year programme review; and develop a consolidated set of recommendations and priority actions for 2028.	
Sub-national capacity building, EPI training and eLearning	**Deliverable 6** Develop and implement a practical capacity-building plan for national, provincial and district immunization staff, including facilitation of virtual orientations and EPI trainings and promotion/roll-out of relevant eLearning and learning platforms. Identify priority capacity gaps through routine programme reviews and supportive supervision; support development and dissemination of training/orientation materials and job aids; monitor participation and completion of learning activities; and document key learning, follow-up actions and recommendations to strengthen health workforce capacity for immunization programme implementation. Complete the final consultancy report summarizing achievements, outstanding actions, lessons learned and recommendations.	31 December 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 requirements:

- **Education:** Bachelor's degree in medicine or public health or any other related field (Masters an Advantage)
- **Work Experience:** 5–7 years of relevant professional experience in immunization programmes, preferably at national and/or sub-national level.

  Demonstrated experience in routine immunization programme planning, implementation, monitoring and performance improvement.

  Experience supporting micro-planning, supportive supervision and/or immunization campaigns
- **Skills: Good** knowledge of routine immunization programme implementation, monitoring and performance management, including approaches to improve coverage and reach zero-dose and under-immunized children.

  Knowledge and practical experience in sub-national coordination, supportive supervision, micro-planning, monitoring and follow-up of programme actions.

  Experience in supporting outbreak preparedness and response for vaccine-preventable diseases and/or supplementary immunization activities and vaccination campaigns.

  Familiarity with EVM and broader immunization programme quality improvement processes would be an

advantage.

Familiarity with the Lao PDR health system and immunization programme context.

Ability to provide mentoring, facilitate training/orientation sessions and build capacity of national and sub-national health teams.

- **Language Requirements:** Proficiency in English and Lao languages is required
- **Desirables:** Previous experience working with the Ministry of Health, National Immunization Programme, UNICEF, WHO, Gavi or other development partners in immunization or public health programmes.
  Experience working in Lao PDR or in a similar country context.
  Experience in supporting zero-dose and equity-focused immunization initiatives, EIR strengthening, campaign monitoring or outbreak response would be an advantage