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TERMS OF REFERENCE

Local Consultant on Immunization electronic platform administration and data management

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Sukhami, Georgia, Remote**
DURATION OF CONTRACT	**7 months**

Purpose of Assignment

The purpose of the activity is to establish and maintain a reliable and sustainable local capacity for routine administration, data-quality assurance, monitoring and analytical use of the electronic platform on Immunization.

The consultant will ensure that the system is continuously operational and that immunization data are sufficiently complete, timely, accurate and analytically usable to support program planning, identification of immunization gaps, catch-up activities and monitoring of results.

The assignment will contribute to:
- improving the completeness, accuracy and timeliness of immunization data
- ensuring effective day-to-day administration and utilization of the electronic immunization information platform
- strengthening validation and data-quality processes
- supporting routine analysis of immunization coverage, dropout and missed doses
- supporting identification of zero-dose and under-immunized children, where technically feasible
- strengthening data-informed planning and monitoring of immunization interventions and
- establishing a sustainable local mechanism for routine immunization information management.

A key feature of the assignment will be continuous coordination with the immunization subject-matter experts mobilized under the EU-funded Action. The consultant will not duplicate their technical role. Rather, the consultant will provide the local operational interface through which technical recommendations, tools, indicators and system improvements can be implemented, monitored and continuously refined

Scope of Work

Under the overall supervision of the Programme Officer and in close collaboration with the Programme Specialist, Health and Nutrition Specialist and Immunization international experts, the consultant will be responsible for the following activities:

- Immunization electronic platform administration, including monitoring system utilization by participating facilities and users, providing first-line support for routine technical and functional issues; supporting user access and basic user administration and management of user access (passwords), identifying system functionality gaps and incidents, investigate them, communicate them to the relevant UNICEF technical/IT support and provide solutions to address them; supporting testing and implementation of agreed system improvements and perform regular updates; maintaining basic system, backups, restore of data and user documentation; ensuring cybersecurity of the platform.

- Provide data quality assurance by monitoring of completeness, consistency, accuracy and timeliness of immunization data; identifying missing, duplicate, inconsistent or implausible records; follow up with facilities and service providers to clarify and correct discrepancies ; identifying recurrent data-quality problems and

assess whether they reflect weaknesses in underlying data-generation or reporting processes; maintain a structured record of data-quality issues and corrective actions; provide support to implementation and refinement of data-quality procedures and validation rules.

- Conduct routine data analysis and monitoring by ensuring immunization coverage reports generation for use by coordinator for data analyses and monitoring; Support identification of zero-dose and under-immunized children where technically feasible; support coordinators identify significant geographic, temporal or facility-level variations; provide support in development and maintenance of dashboards and analytical reporting tools; provide technical support to the relevant medical workers on use of data to generate reports and dashboards for program needs.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Baseline assessment and system mapping	System/user mapping completed; key dataflow and functionality gaps documented; communication mechanism with facilities established	April 1, 2027
Routine administration and data quality control	Routine system administration and data quality monitoring operationalized, including initial validation protocols implemented, user issue tracking established, and a structured record of facility-level data discrepancies and corrective actions maintained.	May 1, 2027
Routine coverage reporting and analytical outputs	Agreed immunization indicators routinely generated; coverage data reviewed by antigen/dose/geography as feasible; analytical issues escalated	June 1,2027
Facility-level data use and feedback and zero-dose, under-immunized and dropout monitoring	Facility feedback mechanism and zero-dose tracking operationalized, including regular performance feedback loops established with health facilities and operational monitoring tools implemented to identify zero-dose, under-immunized, and dropout children.	July 1, 2027

System refinement and integration of technical recommendations	Technical recommendations from immunization experts translated into operational/system improvements; agreed modifications tested or implemented	August 1, 2027
Strengthening routine data review mechanisms	Regular data-review process functioning; trends and anomalies identified; corrective actions followed up	September 1, 2027
Data-driven catch-up planning and reviews	Catch-up campaign data package and data-review mechanism established, providing targeted analytics to address service-delivery gaps and embedding routine data-review processes across health structures.	October 1, 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:

- Computer Science, IT, statistics, mathematics or any related discipline (s)

Work Experience:

- At least 5 years of experience in provision of IT services, including development, modification and maintenance of complex electronic platforms;
- Demonstrated work experience in information technology, as well as systematic methods of troubleshooting and analytical problem solving, providing assistance to users on IT products and services, and use of applications and diagnostic tools as well as data entry and analysis.
- Practical experience in health data management support.
- Post project technical experience as a help desk service provider or other customer support role.

Language Requirements:

- Fluency in written and spoken Russian

Knowledge/Expertise/Skills:

- Experience of working with UN or other International NGOs.
- Communication and time management skills