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TERMS OF REFERENCE

Consultant for ASEAN Immunization Financing: Landscape Analysis

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Bangkok, Thailand, Global Programme Division (remote)
DURATION OF CONTRACT	7 months

Purpose of Assignment

Immunization remains one of the most cost-effective public health investments, yet immunization financing across the 11 ASEAN Member States (AMS) faces a set of interconnected challenges: persistent funding gaps, reliance on external financing in several countries, and rising costs linked to new vaccine introductions and programme expansion. Six of the 11 AMS are current or former Gavi-supported countries, and the region spans a very wide economic range – from high-income, fully self-financing countries to lower-middle-income, donor-dependent and fragile contexts. Immunization financing is also increasingly intersecting with wider health financing reform, notably the expansion of social health insurance and Universal Health Coverage (UHC) frameworks.

ASEAN affords UNICEF a distinctive opportunity and platform within the regional intergovernmental forums of South-East Asian nations. Through its collaboration with ASEAN, UNICEF – through APRO, the Centres of Excellence and Country Offices – has promoted child-centred policies and programmes across ASEAN Member States. Strengthening this partnership in the area of immunization financing is fundamental to strengthen PHC and MNCH health results, influence regional partnerships, policy, advocating for every child's right, and positioning UNICEF as a trusted UN partner with extensive expertise on immunization, health financing and policy change.

The concept note on Immunization Financing for ASEAN has been endorsed by the ASEAN Senior Officials Meeting on Health Development (SOMHD), opening a collaboration between AMS, the ASEAN Secretariat, Gavi, UNICEF and Alliance partners. The initiative seeks to move from general political will to specific, actionable commitments by both health and finance ministries, feeding into the ASEAN Post-COVID-19 Health Development Agenda (APHDA) 2026–2030, the ASEAN Vaccine Security and Self-Reliance (AVSSR) agenda and Gavi 6.0.

The purpose of this consultancy is to provide dedicated technical capacity to the UNICEF Health and immunization team at the Centre of Excellence (CoE) in Bangkok to deliver the analytical and convening work of the ASEAN Immunization Financing initiative, namely:

- an ASEAN immunization financing landscape analysis organised around seven analytical dimensions (Product 1);
- a short, finance ministry-facing country fiscal brief for each of the 11 AMS, built on five comparable indicators (Product 2);
- the technical preparation, co-facilitation and documentation of a 2.5-day regional workshop bringing together health and finance sectors from all AMS; and
- post-workshop products, including a regional monitoring framework and a draft political declaration on sustainable immunization financing.

Consistent with UNICEF's equity mandate, equity – and in particular zero-dose and under-immunized children, migrant, cross-border and stateless populations, and subnational disparities – will be applied as the primary interpretive lens across all dimensions of the work.

Scope of Work

Under the supervision of the Senior Health Adviser, Strategy and Policy (Health OD, CoE Bangkok), the consultant will:

A. Inception and analytical framework

- Refine the analytical framework and scope parameters (all 11 AMS at national level; full immunization schedule; five-year historical period; qualitative-primary approach with a structured quantitative floor; equity as primary lens)

in consultation with the Health Financing Team, RO Partnerships team, ASEAN Secretariat, Gavi and Alliance partners.

- Apply a country typology to differentiate the analysis and the commitment ask: Gavi-supported countries (Cambodia, Lao PDR, Myanmar, Timor-Leste); self-financing Gavi middle-income countries (Indonesia, Philippines, Viet Nam); and self-financing non-Gavi countries (Brunei Darussalam, Malaysia, Singapore, Thailand).
- Develop the methodology, desk review templates, key informant interview guides, consultation plan, coordination plan and detailed workplan.
- Prepare and co-facilitate a regional kick-off meeting in February 2027 with UNICEF, the ASEAN Secretariat, Gavi, AMS focal points (MoH and MoF) and Alliance partners, to present the analytical framework and early desk review findings, confirm country focal points and data requests, and agree on the timeline towards the May 2027 workshop.

B. ASEAN immunization financing landscape analysis (Product 1)

- Conduct a desk review and stakeholder consultations across seven dimensions: (1) financing adequacy and trend; (2) external dependency and transition; (3) health financing architecture and UHC integration; (4) procurement and supply financing; (5) equity and zero-dose financing gaps; (6) pandemic preparedness financing (cross-cutting thread); and (7) regional financing architecture and cooperation (synthesis).
- Draw on WHO GHED, National Health Accounts, World Bank, Gavi co-financing, WUENIC, UNICEF Supply Division and national budget data, as well as National Immunization Strategies, EPI reviews and equity assessments.
- Conduct consultations (primarily virtual) with Ministries of Health, Ministries of Finance, health insurance agencies, health financing experts and partners, with depth varying by country type.
- Apply efficiency as a cross-cutting lens, using budget execution as the primary proxy and examining procurement unit cost differentials between bilateral and pooled modalities where data allow.
- Keep the analysis within agreed boundaries: COVID-19-specific financing, cold chain and logistics operations, vaccine safety and regulatory financing (AVSSR track) and disease-specific financing are out of scope.

C. Country fiscal briefs (Product 2)

- Prepare 11 concise, finance ministry-facing fiscal briefs built on five comparable indicators: (i) health spending as a share of total government budget; (ii) immunization spending as a share of health spending; (iii) existence of a dedicated immunization budget line; (iv) budget execution rate for the immunization line; and (v) external financing dependency ratio – framed around each country's domestic commitment trajectory.
- Validate data and messages with UNICEF and WHO Country Offices and national counterparts.

D. Regional workshop preparation and delivery

- Develop the workshop concept note, agenda, facilitation plan, session guides, discussion tools and presentations for the regional workshop planned for May 2027, covering its three segments (Day 1: regional landscape; Day 2: pathways and options; Day 3: commitments).
- Prepare an options paper on differentiated country commitments and regional opportunities (e.g. a regional financing compact or floor, financing for cross-border and stateless populations, a coordinated transition support architecture, a regional knowledge exchange mechanism, evidence for procurement cooperation, and a regional monitoring framework).
- Support pre-workshop engagement with AMS counterparts and the ASEAN Secretariat, including briefing packages and technical bilateral briefings, and liaise with the teams responsible for workshop logistics.
- Co-facilitate sessions and document discussions, areas of consensus, points of contention and emerging commitments language in real time.

E. Post-workshop products

- Prepare the workshop summary report, a policy brief and advocacy summary, a regional immunization financing monitoring framework, draft text for a political declaration (to support the endorsement pathway agreed with the ASEAN Secretariat), and the final consolidated technical report.

F. Coordination with UNICEF CoE, ASEAN, Gavi and countries

Close coordination is central to this assignment, given that its main outcome is political commitment by ASEAN Member States. The consultant will:

- UNICEF CoE Bangkok: hold bi-weekly check-ins with the supervisor; work with the Immunization Strategy and Delivery and Health Economics and Financing teams; and submit short monthly progress updates (progress, risks, next steps).
- ASEAN Secretariat: align products and timelines with SOMHD, APHDA 2026–2030 and AVSSR processes; channel country engagement through ASEAN mechanisms; and support preparation of the political declaration endorsement pathway.

- Gavi and Alliance partners: coordinate with the Gavi Secretariat (including country and co-financing teams) on data, transition and Gavi 6.0 alignment, and with WHO and the World Bank to avoid duplication and draw on existing analytical work.
- ASEAN Member States: engage MoH and MoF focal points throughout (kick-off meeting, data validation, consultations, fiscal brief validation and pre-workshop briefings), in coordination with UNICEF and WHO Country Offices and UNICEF EAPRO.
- ASEAN sectoral bodies and focal points: identify entry points with the relevant ASEAN health and finance sectoral bodies and their focal points, and support engagement with the rotating ASEAN Chair for 2027 so that the initiative is reflected in the Chair's health priorities where possible.
- UNICEF EAPRO and Country Offices: liaise with the EAPRO Partnerships team, Regional Advisors and Country Offices so that UNICEF's engagement with ASEAN on immunization financing is coherent with the broader UNICEF–ASEAN partnership and contributes to the ASEAN Community Vision 2045.
- Maintain a calendar of ASEAN health and finance meetings and events relevant to the initiative, and advise on timing and opportunities to position its findings and commitments.
- Support a joint coordination mechanism (e.g. a core team of UNICEF CoE, ASEAN Secretariat and Gavi meeting monthly), including preparing agendas, action points and follow-up, and incorporate partner feedback into all products.

The consultant will be home-based, working in the Bangkok time zone, and will report to the Senior Health Adviser, Strategy and Policy, CoE Bangkok, who will provide day-to-day technical direction and quality assurance. The consultant will also collaborate closely with the CoE Health Economics and Financing and Immunization team and the RO Partnerships team to ensure methodological alignment with UNICEF's broader health financing work.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
1. Inception and analytical framework	Inception report with refined analytical framework, country typology, methodology, data collection tools, consultation plan, coordination plan and workplan, agreed with UNICEF CoE, the ASEAN Secretariat and Gavi	31.12.2026 (6 working days)
2. Desk review and kick-off preparation	Regional dataset of the five fiscal indicators for all 11 AMS (five-year trend), with a data gaps note Desk review findings for Dimensions 1, 2, 4 and 5 Kick-off meeting concept note, agenda and presentation	31.01.2027 (14 working days)
3. Regional kick-off meeting (February 2027)	Co-facilitation of the kick-off meeting with UNICEF CoE, the ASEAN Secretariat, Gavi, AMS focal points and Alliance partners Kick-off meeting report with agreed scope, country focal points, data requests and timeline	15.02.2027 (8 working days)
4. Country consultations	Consultations with MoH, MoF and partners across the 11 AMS, in coordination with UNICEF and WHO Country Offices Consultation summary note and preliminary findings, including Dimensions 3, 6 and 7	31.03.2027 (16 working days)
5. Landscape analysis and country fiscal briefs	Draft ASEAN immunization financing landscape analysis report (Product 1) 11 country fiscal briefs (Product 2), validated with AMS focal points, Country Offices, the ASEAN Secretariat and Gavi	30.04.2027 (14 working days)

6. Regional workshop preparation	Workshop concept note, agenda and facilitation plan agreed with UNICEF CoE, the ASEAN Secretariat and Gavi Session guides, presentations and pre-workshop briefing packages for AMS delegations Options paper on differentiated country and regional commitments	15.05.2027 (10 working days)
7. Regional workshop delivery (May 2027) and reporting	Co-facilitation and real-time documentation of the 2.5-day regional workshop Workshop summary report with commitments and next steps by AMS	31.05.2027 (10 working days)
8. Post-workshop products and final reporting	Policy brief and advocacy summary Regional immunization financing monitoring framework Draft political declaration text Final consolidated technical report, incorporating feedback from UNICEF CoE, the ASEAN Secretariat and Gavi	30.06.2027 (10 working days)

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:
    - Advanced university degree (Master's or higher) in one of the following:

- Health economics or health financing
- Economics, public finance or public policy
- Public health or health policy, with a focus on health financing
- Other related field
- A first university degree in a relevant field combined with 2 additional years of relevant professional experience may be accepted in lieu of an advanced university degree.
- A PhD in a relevant field is an asset.

- Work Experience:
  - Minimum of 5 years of progressively responsible professional experience in health financing, health economics or public financial management for health in low- and middle-income countries.
- Language requirement:
  - Fluency in English (written and verbal)
  - Knowledge of an additional language used in ASEAN Member States, such as Malay, Indonesian, Thai, Vietnamese, Khmer, Lao, Burmese, Filipino or Tetum, is an asset.
- Skills:
  - Demonstrated experience in immunization financing analysis (e.g. domestic resource mobilization, Gavi co-financing and transition, budget and expenditure analysis, fiscal space).
  - Proven experience using health expenditure and immunization data sources (WHO GHED, National Health Accounts, World Bank, WUENIC) and conducting multi-country, mixed-methods landscape analyses.
  - Experience engaging Ministries of Health and Finance and producing policy briefs and advocacy products for senior decision-makers.
  - Experience designing and facilitating multi-country consultations or high-level regional workshops.
  - Experience engaging with regional or intergovernmental organizations, preferably ASEAN.
  - Strong capacity to work effectively in multi-partner and inter-divisional teams.
  - Excellent organizational, analytical, interpersonal and communication skills, including analytical writing;

Desirables:

- Work experience in South-East Asia and familiarity with ASEAN health cooperation mechanisms (SOMHD, APHDA, AVSSR).
- Knowledge of UHC and social health insurance reforms, benefit package design and their implications for immunization.
- Knowledge of vaccine procurement modalities, including UNICEF Supply Division and pooled procurement.
- Knowledge of the work of the ASEAN Secretariat and of ASEAN health cooperation processes.
- Experience in/knowledge of the UN system, and prior experience with UNICEF, WHO, Gavi, the World Bank or similar organizations.